

# Catalog



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Cover photo taken at BHCLR campus north parking lot.

## **CONTENT STATEMENT**

The contents herein reflect the current policies and processes in effect at time of printing. However, because of our progressive development of new content through continuous evaluation and revision the enclosed content is subject to change. Therefore, Baptist Health College Little Rock reserves the right to make revisions at any time and without prior notice. In addition, notice is hereby given that this catalog and the provisions contained do not represent a contract between an applicant, student or graduate, and the college.

## **CERTIFICATION STATEMENT**

Baptist Health College Little Rock and their Administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this catalog when such action is deemed to be in the best interest of the student or a particular program. This catalog replaces all catalogs previously published.

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## WELCOME



### Welcome from Baptist Health

#### *Letter of Welcome from President and CEO*

A warm welcome is extended to you by Baptist Health College Little Rock on behalf of the Baptist Health Corporation, the Board of Trustees, and Baptist Health Medical Center – Little Rock.

You made an important decision in choosing healthcare as your career. In the exciting times ahead, you will learn fundamental concepts and principles in your chosen career and to apply those in the clinical areas of patient care. As you gain knowledge, a sense of pride and achievement will develop. We look forward to coaching, teaching and learning with you through your chosen program of study.

Baptist Health College Little Rock is owned, governed, and operated by Baptist Health Medical Center - Little Rock. Baptist Health Medical Center-Little Rock is the principal operator with active participation by Baptist Health Medical Center-North Little Rock and the other Baptist Health Hospitals.

As members of the Baptist Health family, we share an obligation to protect and maintain Baptist Health's long standing reputation for honesty and integrity. We do this by making personal commitments to consistently practice our shared Christian Values of Service, Honesty, Respect, Performance and Stewardship, and by always conducting ourselves in an ethical manner.

Each of us has our own code of ethical conduct which is based on our personal values. However, when we become a part of the Baptist Health family, our conduct is expected to reflect the organization's values. This expectation applies to every person and company associated with Baptist Health. You may be asking yourself why so much emphasis is placed on ethical conduct. The reason is that Baptist Health is much more than a name. It is people like you and me working together to fulfill our mission that gives real meaning to our name. Our patients, their families and friends, and all others we come in contact with see Baptist Health through their impression of us. If we live our values every day and conduct ourselves in an ethical manner, Baptist Health's values will reflect in the way we do our jobs, in our attitude, and in the way we treat others. Many people have worked very hard over the years to build Baptist Health's outstanding reputation for honesty, integrity, and respect for those we serve. It is our responsibility to ensure that we honor and maintain that reputation.

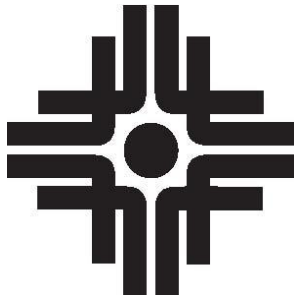
Ethical conduct simply means "doing the right thing," and the Code of Ethical Conduct is our guide. Read it carefully, because it is very important that you understand your ethical responsibilities as a member of the Baptist Health family.

Your commitment to our values, ethical conduct, and serving others with your special talents and abilities will help us accomplish our mission of meeting the healthcare needs of our communities and providing high quality patient care with Christian compassion and personal concern.

Troy R. Wells  
President & CEO  
Baptist Health



## *Symbol*



An organization's symbol is a graphic attempt to express intent and purpose. The Baptist Health Symbol is a Swiss Cross that is always used within the Baptist Health signature. The Swiss Cross contains a centered circle illustrating that individuals are at the center of our healthcare focus and at the very core of our philosophy for existence. The individual, whether a patient, employee, physician, volunteer or visitor, is endowed with strengths, weaknesses, talents and needs that shall be recognized and addressed.

The outstretched and interlocking arms demonstrate our founding Christian principles and indicate an embracing of all people regardless of their ethnic, religious or national heritage or their social status. Recognizing that all people suffer and have needs, this logo symbolizes our desire to have them come to us for healthcare that is interwoven with loving concern just as Christ outstretches His arms to all people for salvation.

Use of the Swiss Cross, the most recognized symbol in the world for healthcare, demonstrates our basic mission to care for the total health needs of those we serve. The figures encircling the center and forming the Cross symbolize our ultimate goal for all individuals, which is togetherness, wholeness and wellness. The Swiss Cross design with its many entrances and exits graphically portrays the sharing of expertise and services throughout the organization, while the inner circle symbolizes that while we are many, we are also one.

## *Overview*

Since 1920, Baptist Health has been delivering quality healthcare to the citizens of Arkansas. Baptist Health is the state's most comprehensive healthcare system. With more than 175 points of access – including nine Arkansas hospitals, rehabilitation facilities, family clinics, therapy and wellness centers – Baptist Health is committed to delivering all our best in healthcare to the people of Arkansas.

## *Belief*

Baptist Health is more than a business; we are a healing ministry.

## *Mission*

Provide quality patient services; respond to the changing health needs of Arkansans with Christian compassion.

## *Values*

In fulfilling our mission, we place special emphasis on the values of:

Service – Honesty – Respect – Stewardship - Performance.

**Service**

- I give my best every day
- I am committed to serving.
- I anticipate the needs of others.

**Honesty**

- I have integrity
- I practice fairness.
- I encourage others to improve.

**Respect**

- I treat all people with compassion.
- I lead by example.
- I value every person.

**Stewardship**

- I use my talents.
- I manage our resources.
- I act as an owner of our facilities and equipment.

**Performance**

- I take pride in my professional appearance, language, and behavior.
- I cannot control how others react, but I can control how I react.
- I am patient focused.

***Vision***

Baptist Health will improve the health of Arkansans by changing the way healthcare is delivered.

***Corporate Compliance***

Baptist Health and its subsidiaries have a long-standing reputation for providing quality patient care, conducting ethical business practices and adhering to all state and federal rules and regulations. In addition, the government has issued guidelines for healthcare providers to use in preventing, identifying and correcting any potential fraud and abuse. Baptist Health has developed a system-wide compliance program to meet the government's requirements and has appointed a Compliance Officer who is responsible for follow up on any concerns reported.



## **Welcome from Baptist Health Medical Center – Little Rock**

*Letter of Welcome from Senior Vice President and Administrator, BHMC-LR*

First, let me congratulate you for choosing a career in the healthcare arena. This is a decision that you will not regret. There are innumerable rewards associated with this profession you have chosen!

Most important, you will care for fellow citizens. Sometimes this care will come at the most crucial moment in that person's life. Honor that endeavor with great care and compassion. You will have the opportunity to work with many wonderful fellow professionals. You will be surrounded by caring individuals who have similar traits as you. Cherish those professional relationships.

The opportunity to grow and learn does not stop at the end of your Baptist Health College Little Rock experience. Healthcare has many opportunities available for you to progress in your chosen field. Be ever mindful of opportunities to further your education while participating in your place of employment. The next few months and years may be some of your most challenging, but I predict they will also be most memorable for the skills you learn and the friendships you take with you.

Good luck and God Bless.

Sincerely,

Greg Crain, FACHE  
Senior Vice President and Administrator  
Baptist Health Medical Center-Little Rock



## Welcome from BHCLR

### *Letter of Welcome from the Chancellor*

On behalf of the Administration, Faculty and Staff, welcome to Baptist Health College Little Rock. BHCLR was established in 1920 and offers nine programs of study. Graduates from our programs are eligible to write their respective professional entry examinations for licensure and certification. We are proud to have extremely competitive student retention, graduate board passage and job placement rates.

Three aspects of our organization make us a leader in healthcare education.

First, we are proud of the great variety of programs we offer. Our programs include education in patient care (practical nursing, registered nursing, occupational therapy assistant, nuclear medicine technology, radiography, sleep technology, and surgical technology) and laboratory roles (histotechnology and medical laboratory science). Our programs of study vary in length. We offer certificate and diploma programs, a two-year associate degree and a number of baccalaureate degree programs in affiliation with partnering colleges and universities. One of our institutional goals is to offer “something for everyone” interested in a healthcare career.

A second quality in all programs of study that sets us apart is the clinical experience you receive as a student. In each of our programs, students receive extensive clinical experience that begins early in the educational process. We are proud to have the reputation of producing graduates equipped with extensive clinical experiences.

A third unique characteristic of Baptist Health College Little Rock is our commitment to the overall mission and vision of Baptist Health. The Baptist Health mission places special emphasis on the values of:

Service - Honesty - Respect - Stewardship - Performance

In addition, the vision of our organization places special emphasis on Christian values, high quality services, and continuous improvement.

Thank you for choosing our institution for your educational needs.

A handwritten signature in black ink that reads "Judy I Pile".

Judy Ingram Pile, Ed.D.  
Chancellor

### ***Statement of Ownership***

Baptist Health Medical Center (BHMC)-Little Rock owns, sponsors and supports Baptist Health College Little Rock. BHMC-Little Rock is an entity of the Baptist Health organization. Baptist Health owns and operates numerous facilities where enrolled students may participate in clinical experiences; including; BHMC-Little Rock, BHMC-North Little Rock, BHMC-Conway, BHMC-Arkadelphia, BHMC-Heber Springs, BHMC-Hot Spring County, BHMC-Stuttgart, Baptist Health Rehabilitation Institute (BHRI) and Baptist Health Extended Care Hospital (BHECH). All Baptist Health entities are members of the American Hospital Association and the Arkansas Hospital Association; licensed by the Arkansas Department of Health; and several are accredited by the Joint Commission on Accreditation of Healthcare Organizations. The Baptist Health Rehabilitation Institute is accredited by the Commission on Accreditation of Rehabilitation Facilities.

The nine programs of study, seven allied health and two nursing programs, are located in West Little Rock. Clinical education for students enrolled in the schools is conducted primarily through the central Arkansas hospitals operated by Baptist Health. Specific clinical experiences are conducted through other selected hospital and healthcare agencies in the area.

The major classroom educational facilities are located at BHCLR at 11900 Colonel Glenn Road near interstate 430 exit 4, the campus consists of thirteen acres and one large building housing the schools and several other support services and businesses of Baptist Health. Large parking lots surround the building on three sides. Complete facilities consisting of contemporary and quality equipment and teaching aids are available and specific to each program. The building is in compliance with all federal, state, and local laws in regards to fire, building, sanitation codes and American Disability Act (ADA) requirements.

### ***History***

The Baptist Health organization has sponsored and supported health professions education since its creation in 1920. In 1921, the first class of registered nursing students graduated. The school preparing registered nurses was the first school and through the years, the other eight were added with the most recent being the School of Sleep Technology established in 2008. The name of the College has changed simultaneously as Baptist Health changed its name and evolved into the largest private healthcare organization in the state. The first school, the Baptist State Hospital School of Nursing has changed its name several times through the years with the most recent being in 2015 to the Baptist Health College Little Rock-School of Nursing. A majority of the schools were established and housed in the original setting within the Baptist State Hospital location on Twelfth and Wolfe streets in downtown Little Rock, until their relocation to Baptist Medical Center in West Little Rock in 1971. Eventually, all schools were relocated to the BHCLR campus on Colonel Glenn Road near Interstate 430. The primary overarching purpose for the existence of all the Baptist Health programs is to provide individuals an opportunity to enter the health profession through a private school and a Christian culture. Through the years, the college has educated thousands of graduates to enter eleven different healthcare professions. Baptist Health graduates are known for their outstanding professional qualities, practicing not only in the state, but also at the national and international levels.

Baptist Health College Little Rock supports the shared Christian Values of Service, Honesty, Respect, Stewardship, and Performance and recognizes them as the official College Values.

### ***Mission Statement***

Baptist Health College Little Rock, a part of BHMC-LR, shapes the health of Arkansans by educating and mentoring healthcare professionals with excellence and Christian compassion.

## ***Values***

In fulfilling our mission, we place special emphasis on the values of:

Service - Honesty - Respect - Stewardship – Performance

## ***Code of Ethical Conduct***

As a member of the Baptist Health family, it is the student's personal duty and responsibility to comply with all regulatory requirements, standards, policies and procedures. "Ethical Conduct" means doing the right thing. It is very important to remember that members of the Baptist Health family are expected to follow the rules, because our Values tell us it is the right thing to do, not simply because it is required.

## ***Our Purpose***

Prepare graduates who:

- Demonstrate entry-level competency in their respective fields.
- Exemplify professionalism.
- Personify the Baptist Health Values.

## GENERAL INFORMATION

### General Administrative Information

#### *BHCLR Administrative Officers*

Troy R. Wells, FACHE.....President and CEO, Baptist Health  
Doug Weeks, FACHE ..... Sr. Vice President, Hospital Operations  
Greg Crain, FACHE.....Vice President and Administrator, BHMC-LR  
Judy Ingram Pile, Ed.D ..... Chancellor  
Laura Hamilton, MNSc, RN ..... Dean of Nursing

#### *BHCLR Coordinators & Program Directors*

Susan Brock, DNP, RN..... Coordinator, Schools of Nursing and Enrollment Services  
Joyce Simmons DNP, APRN, CNS-BC ..... Coordinator, AASN RN Traditional Program  
Dianna Wilson, MNSc, RN .....Coordinator School of Nursing  
Gretchen Bates, MA.....Program Director, School of Surgical Technology  
Suzanne Bullard, MHA, RT(R) ..... Program Director, School of Radiography  
Daniel Guffey, MBA, RT (N) (CT), NMTCB (CT), CNMT .....  
..... Program Director, School of Nuclear Medicine Technology  
Karen James, PhD, OTR/L .....Coordinator Allied Health  
.....Program Director, School of Occupational Therapy Assistant  
Shane Jones, M.Ed., HT (ASCP).....Program Director, School of Histotechnology  
Jennie Manees, MPH, MT (ASCP).....Program Director, School of Medical Technology  
Paula Monroe, AAS, RST, RPSGT ..... Program Director, School of Sleep Technology

#### *BHCLR Professional Staff*

Jamie Clark, MBA .....Coordinator Campus & Financial Services  
P. Hope Coleman, PhD, CPE, CBC.....Chaplain, Academic & Spiritual Counselor  
LaQuinta Fleming, BS ..... Financial Aid Assistant Program Director  
Kristin Waddell, BSEd..... Registrar  
Natalie Martin, BS ..... Financial Aid Administrator  
Jennifer McDannold, MS..... Enrollment Coordinator  
Stewart Farquhar, BA ..... Senior Systems Administrator  
Rita Reed, MSEA..... BHCLR Head Librarian  
Vacant .....BHCLR Assistant Librarian

#### *BHCLR Student Services*

Sebrina Dunhoo ..... Financial Aid Support Staff  
Veronica Edwards ..... Admissions Secretary  
Sharon Eubanks ..... Support Staff  
Thekla Gillespie ..... Chancellor's Assistant  
Garrett Gray, BS ..... Allied Health Secretary  
Bethany Griffis..... Support Staff  
Peggy Oakes..... Receptionist  
Jamie Ramey .....Accounting Specialist II  
John Ramsay, BA.....Systems Administrator

Robin Shepherd .....Admissions Secretary  
 Stacey Sides, AA .....Admissions Secretary  
 Stephen Thomas .....Maintenance Technician  
 Vanessa Wilson, AA .....Accounting Specialist III  
 Vacant .....Student Services Front Desk

***BHCLR Institutional Accreditation***

BHCLR programs accredited by the Accrediting Bureau of Health Education Schools (ABHES):

- School of Histotechnology
- School of Medical Laboratory Science
- School of Nuclear Medicine Technology
- School of Nursing
- School of Occupational Therapy Assistant
- School of Practical Nursing
- School of Radiography
- School of Sleep Technology
- School of Surgical Technology

***BHCLR Licensure***

BHCLR programs approved by Arkansas State Board of Nursing:

- School of Nursing
- School of Practical Nursing
- Registered Nursing Refresher Course
- Licensed Practical Nursing Refresher Course

All BHCLR programs are certified by the Arkansas Department of Higher Education.

***BHCLR Programmatic Accreditations and Memberships***

School of Histotechnology

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

School of Medical Laboratory Science

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

School of Nuclear Medicine Technology

The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

School of Nursing

Accreditation Commission for Education in Nursing (ACEN)  
 Arkansas State Board of Nursing: Nurse Administrators of Nursing Education Programs (NANEP)

School of Occupational Therapy Assistant

The Accreditation Council for Occupational Therapy Education (ACOTE)  
 of the American Occupational Therapy Association (AOTA)



### School of Practical Nursing

Accreditation Commission for Education in Nursing (ACEN)

Membership: Arkansas State Board of Nursing:

Nurse Administrators of Nursing Education Programs (NANEP)

### School of Radiography

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

### School of Sleep Technology

The Commission on Accreditation of Allied Health Education Programs (CAAHEP):

Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG)

### School of Surgical Technology

The Accrediting Bureau of Health Education Schools (ABHES) and

The Commission on Accreditation of Allied Health Education Programs (CAAHEP):

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

Membership: Association of Surgical Technologists

## **Campus and Facilities**

### ***General Description***

The BHCLR campus is located at 11900 Colonel Glenn Road in West Little Rock near interstate 430 at exit 4. The campus consists of thirteen acres with one large building. Large parking lots surround the building on three sides. Complete facilities consisting of quality equipment and teaching aids are available and specific to each program. The building is in compliance with all federal, state, and local laws in regard to fire, building, sanitation codes and American Disability Act (ADA) requirements.

### ***Classrooms and Conference Rooms***

Residential instructional programs are located on the West Little Rock campus located at 11900 Colonel Glenn Road. In some BHCLR programs of study, face-to-face instruction is utilized in conjunction with distance education instruction. Distance education practices are detailed in the academic section of the Catalog and in respective course descriptions. Off-campus clinical experiences are included in specified courses. Additional space is located in Baptist Health facilities for instruction and conferences. Buildings and facilities are accessible to individuals with disabilities. The skills laboratory is a simulated hospital setting where skills are learned and practiced. Modern equipment and supplies used in hospital care are available for practicing skills and competency development.

Several dedicated conference rooms are located on the BHCLR campus. The rooms may be scheduled for both faculty and student meeting purposes.

### ***Computer Laboratory***

The laboratory accommodates 90 students involved with testing and other learning activities. Contemporary audiovisual resources are used to reinforce classroom and clinical learning and to supplement the teaching of students.

### ***Firearms, Fireworks, Explosives, and Weapons***

Possession, storage, or use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description on the BHCLR campus is prohibited.

### ***Learning Resource Center***

The Learning Resource Center is available for student use. Students have access to computers, the internet, and a wide variety of computer software programs. The Learning Resource Center is located in Room 1300 on the BHCLR campus.

### ***Library***

Students and faculty have access to audiovisual and reference resources in the BHCLR Library. The library office is located in room 1504. This library offers access to information through print and electronic resources. Additionally, students can access certain library services by clicking the Moodle icon on the college's website at [www.bhclr.edu](http://www.bhclr.edu).

### ***Separate Classroom***

The BHCLR-School of Occupational Therapy Assistant maintains a separate classroom located in a house at the Baptist Health Barrow Road Center, 900 John Barrow Road, Little Rock, AR, approximately four miles from the BHCLR main campus. The separate classroom contains a traditional classroom and skills lab space as well as all the amenities of a regular home, providing a realistic environment for students as they practice skills pertinent to the profession of occupational therapy. The Barrow Road Center is in close proximity to the BHCLR main campus, allowing students to access amenities such as Student Services and faculty offices located on the main campus.

### **Chemical Substance Use and/or Abuse**

Baptist Health College Little Rock (BHCLR) is designated as "Drug Free". It is the policy of BHCLR to promote a safe, healthy and productive environment free from the influences of drugs and alcohol. BHCLR students have the right to be educated in an environment that is free of drugs and alcohol.

BHCLR is committed to strictly enforce its drug and alcohol policy and to comply with the requirements of the Drug-Free Workplace Act of 1988. It is the expectation of BHCLR that all students obey applicable local, state and federal laws and adhere to the behavioral standards regarding the use and abuse of alcohol and other drugs.

It is imperative that a student be law abiding, alert and in full possession of reasoning capabilities. Consuming, being under the influence, testing positive from a drug screen, selling or possessing alcohol or other reasoning and cognitive alteration substances at any school function, during a learning activity, travel to or from campus for a learning activity, being under the influence of while on school campus is absolutely forbidden, and is cause for immediate administrative dismissal or denial of entry. Faculty or administration takes action to protect others when a student's behavior indicates probable cause to suspect chemical substance abuse or use. Residential students are included in the Student Drug Screen Program. The Student Drug

Screen Program includes Entry Drug Screens for all selected applicants and new students prior to entry. The Student Drug Screen Program also includes Random Drug Screens and For Cause Drug Screens which are conducted throughout enrollment. Any student that is selected for a For Cause Drug Screen will be advised not to drive and must obtain alternative transportation. Cause is determined at the sole discretion of BHCLR. All applicants/students must complete a drug screen prior to entry. Non-residential students will abide by their employer's drug screening policy.

From a safety perspective, users of drugs, both legal and illegal, may impair the well-being of students, faculty, staff and patients resulting in harm of individual patients, the public or property. A student suspected of or reported to be active in chemical substance abuse will be asked to submit for screening test(s).

Violation of school policy will result in a student's dismissal or denial of entry. In addition, regulating agencies/boards and law enforcement officials may be notified and informed for possible prosecution by federal, state, or local law enforcement agencies.

A positive drug screen, violation of this policy, refusal to voluntarily supply a specimen for screening, or submitting a specimen for screening that has been determined to be altered, will result in dismissal or denial of entry. A positive drug screen cannot be grieved through the BHCLR Grievance Procedure.

Students who are taking a current medically prescribed drug that can alter behavior, physical ability or mental function in such a way to impair their ability to safely perform their assigned tasks, must report the use of this drug to their Coordinator/Program Director who will determine whether any action should be taken. Students must keep all prescribed medication in the original container, which identifies the drug, dosage, date of prescription and prescribing physician.

Students must notify their Coordinator/Program Director in writing within five days of any conviction of a criminal drug status. This requirement is set forth to comply with the federal Safe and Drug-Free Schools and Communities Act.

### **Release of Information**

To ensure the safety of patients and employees at clinical, enrichment and fieldwork sites, Baptist Health College Little Rock shares appropriate information from the student record with those sites upon request. The documents include drug screens, immunizations, criminal background checks and child and adult maltreatment documentation.

### **Statement of Non-Discrimination**

BHCLR does not exclude or discriminate on the basis of race, color, creed, religion, gender, national origin, age, disability, genetic information, or veteran status in accordance with applicable federal, state and local laws.

## **Statement Regarding Arkansas Department of Higher Education Certification**

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of 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 in Arkansas Code §6-61-301.

## **Tobacco Free Environment, Arkansas Law: ACT 134**

In accordance with Arkansas law, Act 134, the entire Baptist Health organization, buildings, parking lots, cars on parking lots and Baptist Health Support Center (BHSC), Little Rock campus is a tobacco free environment. Students are expected to abide by policies related to a tobacco free environment. In addition, Baptist Health has a nicotine free policy which impacts employment eligibility in the organization.

# ACADEMIC CALENDAR

## Fall 2018

<b>July</b>	02 Monday 04 Wednesday 17 Tuesday	Classes Begin Independence Day (Campus Closed) Census Day (11 <sup>th</sup> Class Day)
<b>August</b>	15 Wednesday 29 Wednesday	OTA & General Education Classes Begin OTA & Gen. Ed. Census (11 <sup>th</sup> Class Day)
<b>September</b>	03 Monday	Labor Day (Campus Closed)
<b>November</b>	16 Friday 22 & 23 Thurs. & Fri.	Last Day for Student Withdrawal Thanksgiving (Campus Closed)
<b>December</b>	07 Friday  10 Monday 11 Tuesday 14 Friday 20 Thursday 24 & 25 Mon. & Tues.	BHCLR End of Semester Senior Grades Due/ Conferral Date* Commencement Continuing Students Grades Due OTA & Gen. Ed. End of Semester Transcripts Available for Cleared Students Christmas (Campus Closed)

## Spring 2019

<b>January</b>	01 Tuesday 02 Wednesday 09 Wednesday 16 Wednesday 24 Thursday	New Year's Day (Campus Closed) Classes Begin OTA & Gen. Ed. Classes Begin Census Day (11 <sup>th</sup> Class Day) OTA & Gen. Ed. Census (11 <sup>th</sup> Class Day)
<b>April</b>	17 Wednesday	OTA & Gen. Ed. Last Day for Student Withdrawal
<b>May</b>	10 Friday 24 Friday 27 Monday	OTA & Gen. Ed. End of Semester BHCLR Last Day for Student Withdrawal Memorial Day (Campus Closed)
<b>June</b>	07 Friday  10 Monday 11 Tuesday 12 Wednesday	BHCLR End of Semester Senior Grades Due/ Conferral Date* Commencement Continuing Grades Due Transcripts Available for Cleared Students

### Important Notes:

The OTA program follows the University of Arkansas – Pulaski Tech academic calendar.

Each program of study schedules a one week instruction break per semester.

\*Conferral Date for Cleared Graduates

## APPLICANT AND ADMISSION INFORMATION

### Applicant Information

Baptist Health College Little Rock (BHCLR) is comprised of the following programs:

#### *Schools of Nursing*

- Practical Nursing
- Registered Nursing (Accelerated Track & Traditional Track)

#### *Schools of Allied Health*

- Histotechnology (Residential Track & Non-Residential Track)
- Medical Laboratory Science
- Nuclear Medicine Technology
- Occupational Therapy Assistant
- Radiography
- Sleep Technology
- Surgical Technology

#### *Application Process*

The application process begins with initial inquiry to a program of study. Prospective students should apply as soon as possible. Applicants must submit all application materials and program specific documentation and meet all application requirements in order to complete the application file and be considered for admission. Application material may be obtained on the BHCLR website at [www.bhclr.edu](http://www.bhclr.edu) or by contacting the Admissions Office at 501-202-6200 or 1-800-345-3046. Completed application materials should be submitted to:

Baptist Health College Little Rock  
11900 Colonel Glenn Road, Suite 1000  
Little Rock, Arkansas 72210-2827

All materials and information provided to the college by the applicant become the property of the college. Records from other agencies or institutions are not released by BHCLR. Any misrepresentation, falsification or omission of information is cause for either denial of entry or dismissal from the college. In the case of denial of entry or dismissal, future application(s) from the applicant shall not be considered by any BHCLR program of study.

#### *Application Deadlines: July and August Start Dates*

Program	Month Classes Enter	Application Deadline	File Completion Deadline
Registered Nursing-Traditional Nursing + Gen Ed Prep	August each year	June 1	
Registered Nursing-Traditional Track	July each year	June 1	
Registered Nursing – Re-Entries	July each year	June 1	
Practical Nursing	July each year	June 1	
Histotechnology	July each year	March 1	March 15

Medical Laboratory Science	July each year	March 1	March 15
Nuclear Medicine Technology	July each year	March 1	March 15
Occupational Therapy Assistant	August each year	April 15	May 1
Radiography	July each year	March 1	March 15
Sleep Technology	July each year	April 15	May 1
Surgical Technology	July each year	April 15	May 1

***Application Deadlines: January Start Dates***

Program	Month Classes Enter	Application Deadline	File Completion Deadline
Practical Nursing	January each year	December 1	
Registered Nursing – Reentries	January each year	December 1	
Registered Nursing – Traditional Track + Gen Ed Prep	January each year	December 1	
Registered Nursing – Traditional Track	January each year	December 1	
Registered Nursing – Accelerated	January each year	December 1	
Surgical Technology	January each year	October 15	November 1

- Application and completion deadlines represent the day that application materials must be received by BHCLR.
- If applicants are mailing materials, the applicant is responsible for allowing sufficient time for materials to arrive by the published deadline date.
- If an application or file completion deadline falls on a Saturday or Sunday, materials will be accepted through the following Monday at 5:00 pm.
- Prospective students may apply to only one program at a time.
- The BHCLR-Schools of Allied Health may limit interviews to the top academically qualified applicants. Please note that a minimum number of students may be required to make a class for each BHCLR program of study.
- The BHCLR Schools of Nursing operates under a rolling admissions cycle and applicants are considered for admission as their file becomes complete. As a result, applications completed at or near the deadline are considered as space is available.

***Application Requirements***

An applicant file is established when Baptist Health College Little Rock receives an application to a program of study and the remaining materials are filed therein when received. This process is followed until all required materials are received; thus the applicant file is then considered complete. The completed applicant file is forwarded to the Selection Committee for consideration. Satisfactory completion of the application requirements is required before applicant file is reviewed by the Selection Committee. Completion of the application requirements does not guarantee selection/admission into the program.

1. Submit completed Application Form. Applications older than one (1) calendar year must be resubmitted.
2. Submit one (1) official transcript from all educational institutions (colleges, universities, vocational schools, private schools, military schools, private career schools, etc.) attended; and either an official high school transcript or a General Education Diploma (GED).

If the validity of an applicant's high school education is in question, the applicant's transcripts will be forwarded to the Registrar. The Registrar will evaluate the validity of the institution granting the high school diploma to determine if the diploma is acceptable. If the diploma is not accepted, the institution will be added to the list of institutions not recognized by Baptist Health College Little Rock and all admissions staff will be notified.

Official transcripts are defined as those that are: a) mailed directly to BHCLR by the educational institution, b) are delivered to the school in a sealed envelope signed by the Registrar, or c) are sent electronically from the institution to the Registrar using an approved electronic transcription service. Examples are SPEEDE and eScrip-Safe. It is the student's responsibility to obtain and ensure submission of transcripts.

3. If the applicant is still enrolled in high school, a partial transcript including first semester of the senior year must be submitted. Upon completion of high school, an official transcript showing graduation date must be submitted to the school prior to enrollment.
4. Submit completed Demographic Data Form.
5. Submit American College Test (ACT) results. ACT specific criteria for scores are identified in the respective program of study information. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
6. An Arkansas Criminal Background Check may be required by the Selection Committee. The cost of the report is the responsibility of the individual.

An applicant who has pled guilty, nolo contendere to, or been found guilty of a crime (as identified in Arkansas Code, Act 1208 of 1999 Legislative Session) may not be eligible to receive or hold a license issued by Arkansas State Board of Nursing (Schools of Nursing specific). This possibility is described in detail by the Arkansas State Board of Nursing (ASBN) in the Arkansas Nurse Practice Act Rules and Regulations publication. The publication is available from the Arkansas State Board of Nursing, University Tower Building, Suite 800, 1123 South University Avenue, Little Rock, AR 72204-1619, telephone (501) 686-2700. Selection of an applicant for entry to the program does not guarantee approval or permission by the ASBN to take the examination and receive a license upon passage.



An individual is not eligible to apply to a Baptist Health College program until a minimum of three (3) calendar years have passed from date of closure with the respective Court(s) or Law Enforcement officials. Closure may include, but not be limited to, one or more of the following circumstances: parole, probation, incarceration, jail time, payment of court costs, or payment of restitution. The three year period must reflect behaviors of law abiding, good citizenship and specifically “no crime of any type.”

Enrollment is dependent on the results of the CBC. A conviction of a Violent Crime defined as a “crime in which the offender uses or threatens to use violent force upon the victim” will result in denial of entry or dismissal. Crimes other than Violent Crimes are evaluated on an individual basis. BHCLR defines crime as “any felony or misdemeanor (traffic offenses are excluded). DUI, DWI, and hot checks are examples of crimes.

7. Attend a personal interview if required by the Selection Committee.
8. Complete additional applicant testing as identified in respective school specific section of the Catalog.
9. Provide additional information such as personal statements and letters of recommendation, if required by the respective school.
10. Satisfactory completion of the application process\*

\*Refer to the school specific section of the Catalog for additional application requirements for the respective program of interest. The application process is considered complete when all requirements, as identified in the general and school specific sections of the Catalog have been fulfilled.

***Applicants with International Transcripts or Whose Native Language is not English***

A United States citizen or permanent resident with a permanent resident card who has international transcripts and/or whose native language is not English may apply to BHCLR and fulfill the following requirements in addition to those required of other applicants:

1. Applicants with transcripts from institutions outside of the United States and/or whose native language is not English are required to provide official TOEFL (Test of English as a Foreign Language) scores. Use code #6170 to designate BHCLR as a TOEFL score recipient when you request scores. An applicant must obtain a total score of 80 or above in order to be considered for admission on the Internet-based Testing (iBT) TOEFL exam. Additional information and registration instructions are available at [www.ets.org/toefl](http://www.ets.org/toefl). IELTS (International English Language Testing System) Band scores may be submitted in lieu of TOEFL iBT scores if a comparable score is earned using the score comparison tool on the ETS website ([www.ets.org/toefl/institutions/scores/compare/](http://www.ets.org/toefl/institutions/scores/compare/)).
2. Applicants with transcripts from high schools and postsecondary institutions outside of the United States must request official transcripts from those institutions. In addition, official transcripts from institutions outside of the US must be evaluated by an NACES (National

Association of Credential Evaluation Services) member prior to being submitted to BHCLR. The evaluation service must send BHCLR an evaluation report along with the original transcripts, which will then be considered official. A listing of the NACES member services can be found at [www.naces.org](http://www.naces.org).

3. Students dually enrolled at BHCLR and an affiliate university for Medical Laboratory Science, Nuclear Medicine Technology, or Radiography who are attending classes on a Student VISA must continue to report to the affiliate university to satisfy all requirements outlined by the US Department of Homeland Security. As outlined in the affiliation/cooperative agreements, the affiliate university will continue to report on the student's enrollment status since it is the institution awarding the baccalaureate degree upon successful completion of BHCLR coursework.

### ***Applicant Testing***

A national standardized test, the American College Test (ACT) is required by all schools. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website. The ACT is given on the Little Rock campus on a scheduled basis. BHCLR is a residual ACT testing site; therefore, if the tests are taken at BHCLR, duplicate copies are neither released to the applicant nor transferable to another institution. For more information on specific test dates, see [www.bhclr.edu](http://www.bhclr.edu) or contact the Admissions Office at 1-800-345-3046. If these tests were taken at a national testing site while in high school or elsewhere, the applicant may arrange to have the scores provided to BHCLR.

The School of Nursing and Practical Nursing requires ACT or SAT scores dated within the last 10 years.

The following ACT Applicant Testing guidelines are in effect:

1. Applicants must submit registration and payment by 3:00 pm on the Tuesday before the test date.
2. Applicants may reschedule ACT testing one time before forfeiture of testing fee.
3. The ACT testing fee is refundable if the applicant makes the request by the registration deadline.
4. Registration for ACT testing will not be accepted without payment.

### **Affiliation, Articulation, and Cooperative Agreements**

BHCLR currently participates in the following affiliation, articulation, and cooperative agreements:

#### ***Schools of Allied Health***

School of Medical Laboratory Science: Baccalaureate Degree  
Arkansas Tech University, Harding University, Henderson State University, Ouachita Baptist University, University of Central Arkansas, Louisiana Tech University, Missouri Southern State University, and Southern Arkansas University.

School of Nuclear Medicine Technology: Baccalaureate Degree  
University of Central Arkansas and Southern Arkansas University

Occupational Therapy Assistant: Associate of Applied Science  
University of Arkansas - Pulaski Technical College

School of Radiography: Baccalaureate Degree  
University of Central Arkansas  
Henderson State University

### ***Schools of Nursing***

With the exception of the School of Nursing Accelerated Track, the School of Nursing Traditional Tracks and the School of Practical Nursing do not participate in the Arkansas Nursing Education Articulation Model program and Arkansas Act 88.

The Schools of Nursing also work cooperatively with University of Arkansas - Pulaski Technical College in North Little Rock, AR to offer college courses on the BHCLR campus that are required as part of the curriculums.

The BHCLR - School of Nursing works ly with Arkansas Tech University (ATU) the University of Arkansas at Little Rock (UALR) and the University of Arkansas (U of A) to offer licensed BHCLR – School of Nursing graduates opportunities to complete a Bachelor of Science in nursing degree. The completer agreements between are web-based and student-friendly. For more information, go to [www.bhclr.edu](http://www.bhclr.edu).

### **Criminal Background Check and Additional Screenings**

All students/applicants must give authorization for BH to conduct a Criminal Background Check (CBC), Social Security Number Verification and a Child/Adult Maltreatment Check (CAMC) and the National Sex Offender Registry (SOR). The CBC, SOR and CAMC may be repeated any time during enrollment. Any challenges to the accuracy of these reports should be directed to the agency responsible for the records.

### ***Criminal Background Check and Sex Offender Registry***

An individual is not eligible to apply to or be enrolled in BHCLR until a minimum of three (3) calendar years have passed from the date of closure with the respective Court(s) or Law Enforcement officials. Enrollment is dependent on the results of the CBC and SOR. A conviction of a Violent Crime defined as “a crime in which the offender uses or threatens to use violent force upon the victim” will result in denial of entry or dismissal. Crimes other than Violent Crimes are evaluated on an individual basis. BHCLR defines a crime as “any felony or misdemeanor (traffic offenses are excluded). DUI, DWI and hot checks are examples of crimes.”

### ***Child/Adult Maltreatment Check***

#### **Applicant**

If an applicant is found in the Adult or Child Maltreatment Central Registry, the applicant must clear his/her name to be eligible for enrollment.

#### **Enrolled Student**

If a student is found in the Adult or Child Maltreatment Central Registry, the student will be placed on probation and allowed to remain enrolled while working to clear his/her name from the Registry. A student listed in the Registry cannot attend clinical; therefore, if the student has not been cleared by the scheduled start date of clinical in their assigned course, the student will be Administratively Withdrawn.

## Entry Requirements

Selected applicants qualify for entry for courses through fulfillment of all of the following requirements\*:

1. Submit completed Ability to Perform Essential Functions form as required by respective school;
2. Submit a Physical Examination Report from a physician, nurse practitioner or an advance practice nurse if required by the school;
3. Students are to provide documentation of current Tuberculin skin tests and required immunizations. Immunizations and Tuberculin Testing documents are due by the 1<sup>st</sup> day of class. Immunizations and testing must remain current throughout enrollment. Failure to provide proof of current immunizations and testing may result in suspension from campus and school activities. Immunizations: Required immunizations are:
  1. Measles, mumps, rubella (MMR)- if born after January 1, 1957 show receipt of second MMR; in the event that an individual has a titer for MMR a copy of the titer results must be submitted;
  2. Varicella (Chickenpox)- documentation of 2 doses separated by 28 days or documentation of immunity to disease by results of a titer;
  3. Tetanus- injection must be dated within the last 10 years;
  4. Hepatitis B series- all students must have:
    - a. Started the first injection of the series or;
    - b. Completed the Hepatitis B series or;
    - c. Signed a waiver or;
    - d. Submitted titer results.
  - The influenza immunization is required annually for all enrolled students.
  - Tuberculin (TB) Testing- A tuberculin skin test must be submitted by the 1st day of class and cannot be older than 30 (thirty) days. A student or applicant with a positive Tuberculin Skin Test is referred to the Arkansas Department of Health or a private physician for a T spot test or follow through care.
4. Submit an official transcript showing general education and science course(s) currently being taken, with a final official transcript on file prior to the start of the semester;
5. Fulfill School Specific Entry Requirements as published in the respective school's section of the Catalog;
6. Participate in the New Student Orientation; sign all Informed Statements;
7. Attend a personal interview if required by the Selection Committee;
8. Submit Social Security Number Verification Form, and Child and Adult Maltreatment Form provided by the respective school;
9. Submit signed Enrollment Agreement and pay nonrefundable registration fee;
10. Complete registration;
11. Provide additional information as required by the school;
12. Satisfactory completion of the entry process\*\*.
13. Satisfactory completion of an American Heart Association BLS Provider or other approved CPR course is required by some programs. See program specific Handbook.

\* Required after selection.

\*\* Satisfactory completion is defined as fulfillment of all entry requirements.

Former students of a BHCLR program may be eligible to apply for reentry. Contact the admissions staff or enrollment Coordinator for a reentry packet. See school specific reentry information in the school specific section of the Catalog. Students who have been dismissed by any BHCLR program of study are not eligible to apply to BHCLR.

## **Selection**

The Selection Committee for each school considers the applicant for entry after all required materials and requested information have been received. Selection is on an individual and competitive basis according to criteria and scoring as class sizes are limited.

The paramount responsibility of the school is protection of the public in the selection of applicants, education and promotion of students through the program of study and graduation of individuals for entry into the profession. This responsibility is fulfilled through established policies and corresponding processes guiding decision making activities.

Each applicant is notified by U.S. mail of the school's decision. Conditional selection may be assigned by the committee with stipulated conditions. Selected applicants are expected to return the registration fee and form.

Selected applicants that do not register for an incoming class may request that their applicant file remain active for the next selection cycle. Applicants not registering, who seek entry at a later date, shall have no preferential status. Their files are returned to the applicant pool and reconsidered for selection the same time as other applicants for the next incoming class. Additional selection information may be found in the school specific content in this catalog. A new application is required for any application form over one (1) year old.

## **Student Accountability**

The following policies designate student accountability to fulfill school expectations:

1. Enrollment in a BHCLR program of study implies willingness of the student to adapt to Baptist Health culture and comply with established policies and processes, to meet the academic requirements for each course, to demonstrate progressive professional development and to fulfill all school requirements.
2. Progression through a program of study is dependent on documented evidence of personal and professional growth as well as academic achievement.
3. A program of study assumes no responsibility for a student's conduct apart from school activities; however, that conduct may affect the student's status within the respective school.
4. The student is responsible for payment of all expenses incurred during enrollment. Official transcripts are withheld if a student has an unpaid outstanding balance.
5. Damages to school physical facilities including library holdings, hospital equipment and furnishings must be reimbursed to the respective hospital or school prior to receiving clearance for graduation.
6. Expenses related to fines, healthcare, policy enforcement and/or appropriate and designated legal expenses borne by the school initiated/caused by the conduct of the student are due and payable before clearance is given for graduation.

7. The student extends individual consent and permission to the school for the use of photographic opportunities.

## **Technology Requirements**

All BHCLR programs of study require frequent utilization of technology. Students must have access to a computer, stable internet connection and printer. A high-speed internet connection, such as DSL, is recommended. Students will need access to software programs such as Microsoft Word, Power Point and Excel. Students may contact the BHCLR IT department, 501-202-7774, or visit <https://www.bhclr.edu/student-services/resources/it-services/> for more information on free online software alternatives.

Below are the current technology requirements for BHCLR students:

1. Personal computer with Microsoft Windows 7 operating system or greater
2. Processor: Intel Core i5 or higher preferred
3. Memory: 4 GB RAM
4. Hard Drive Capacity: 200 GB
5. Audio: Sound card and speakers or headphones for listening;
6. Internet browser: IE 11 or greater, Firefox 31 or greater; Google Chrome 35 or greater
7. Additional software and hardware may be necessary to meet specific course needs

## **Transfer of Credits or Advanced Placement into BHCLR**

Transfer of credits or advanced placement requests will be reviewed on an individual basis by the Registrar and the appropriate Academic Program Director/Coordinator. In evaluation of transferability of credits the following will be considered: the currency, comparability, relevancy to program, calculation of credit hours used by the institution, and grade earned for the course. In addition, the accreditation status and academic strength of the transferring institution are considered. Credits accepted for transfer will be recorded on the student's transcript. Transfer credit is used in calculating the cumulative grade point average for a student. Transfer courses must have a minimum grade of "C" or higher to be accepted. Total credit hours for the respective program of study may vary depending on accepted transfer credits.

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

General Education courses at BHCLR are taught through University of Arkansas - Pulaski Technical College. Accordingly, University of Arkansas - Pulaski Technical College's course descriptions and credit hours are the basis for comparison when evaluating general education coursework from other institution. The Arkansas Course Transfer System (ACTS) assists in this evaluation process by comparing general education courses offered at University of Arkansas - Pulaski Technical College to courses offered at other public colleges and universities in the state of Arkansas.

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

as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Transferability of courses taken prior to January 1, 2007 is at the discretion of BHCLR. The Arkansas Course Transfer System can be accessed at <http://acts.adhe.edu/>.

Credit by examination may also be considered in the transfer of certain general education courses. Credit may be obtained through the College Level Examination Program (CLEP) and the Advanced Placement Program (AP) exams. BHCLR uses the following policies for awarding transfer credit by examination to students:

- Transfer credit may be awarded for courses that have received CLEP or AP credit from a regionally accredited institution.
- Students must be currently enrolled at BHCLR before CLEP or AP credit can be posted to the transcript.
- CLEP credit may be awarded for Chemistry, College Algebra, Computer Concepts, English Composition, Psychology and Sociology.
- AP credit may be awarded for Chemistry, English Composition and Psychology.
- No grade is awarded for credit, and credit is not calculated in the grade-point average (GPA).
- Credit will not be awarded if the class has been taken and a grade of “C” or better has been earned.
- Official CLEP score reports must be submitted to BHCLR.
- Official transcripts showing AP credit awarded by a regionally accredited institution must be submitted to BHCLR.

Additional information concerning credit by examination policies, tests accepted and required scores is available on the BHCLR website, or by contacting the registrar.

### ***Professional / Technical Courses***

The Registrar will work with the appropriate Academic Program Director/Coordinator to evaluate courses for transferability into the programs of study. BHCLR will review transfer credit from institutions accredited and recognized by the United States Department of Education or the Council for Higher Education Accreditation. Course content must be substantially equivalent to required courses to be considered for transfer. Applicants requesting to transfer courses from other institutions must provide an official transcript and course descriptions to the school.

### **Transfer of BHCLR Credits**

BHCLR courses may not transfer to some institutions. The transfer of a BHCLR course/certificate/degree credit is determined by the receiving institution.



## STUDENT SERVICES

### Communication

1. Telephones are provided in the BHCLR building for student use. There is no charge. Emergency messages are relayed directly to the student if possible. Additionally, bulletin boards are maintained for communication.
2. Official communications to applicants are through the U.S. Mail system and/or email.
3. Official communications to students may occur through U.S. Mail system and/or email.

### Community Service

Baptist Health College Little Rock supports blood drives sponsored by the Arkansas Blood Institute and many other community service projects throughout the academic year. Opportunities for community service are posted in the Student Center.

As a part of personal and professional student development, students in some BHCLR programs are required to participate in community service. Examples include blood drives, volunteering at non-for profit events, participating in service projects, etc. Programs requiring community service reflect this in the graduation requirements.

### Counseling

Academic, personal, and spiritual counseling are available to all enrolled students at BHCLR. Appointments are available by contacting the BHCLR Academic & Spiritual Counselor at 501-202-7721. Hospital chaplains, faculty, and administration serve as additional resources for students. Academic advising is provided by school faculty and Program Directors/Coordinators.

### Disability Services

BHCLR recognizes and complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against individuals with disabilities. For the purposes of BHCLR compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. It is the responsibility of the applicant or student to provide the necessary official records and documentation to the BHCLR Academic and Spiritual Counselor three (3) weeks **prior to the semester** in which they are to be enrolled.

Essential function standards are published in the school specific sections of the BHCLR *Catalog*, and in the respective school specific sections of the *Student Handbook*. The Catalog and handbooks are available at [www.bhclr.edu](http://www.bhclr.edu).

Online students should follow their supervising lab’s ADA policy.

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary documentation and request the accommodations



prior to the beginning of the semester, term, or course. The appropriate school official shall make the determination regarding reasonable accommodations.

BHCLR personnel are available to advise and counsel applicants and students who qualify under the ADA. To request accommodations, students should provide current documentation that includes:

- A clear and current diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria and/or diagnostic test(s) used;
- A description of the current functional impact of the disability;
- Treatments, medications, and assistive devices/services currently prescribed or in use;
- A description of the expected progression and/or stability of the impact of the disability over time;
- Results of evaluations and requested/suggested accommodations;
- The credentials of the diagnosing professional; and
- Any additional information which would help support and identify the need for requested academic accommodations.

*Updated: February 2018 DSS*

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a set of federal laws that afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access.
  - A. Students should submit such a request to the Registrar identifying the records they wish to inspect.
  - B. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
  - C. BHCLR is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
  - A. Students may ask the school to amend a record that they believe is inaccurate or

misleading. The student should submit a written request to the Registrar identifying the part of the record they want changed and specify why they believe the record is inaccurate or misleading.

- B. If the School decides to not amend the record as requested by the student, the school will notify the student of that decision and advise the student of his or her right to a hearing. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
  - C. If, after a hearing, the school decides to not amend the record, the student has the right to place a statement with the record stating his or her point of view on the contested information.
3. The right to consent to disclosure of information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
- A. Students may submit a form to authorize release of all or part of their educational records to a party of their choosing. The form is located online and in the Student Services office.
  - B. Student's information may be released without their consent to third parties as authorized by FERPA. These third parties include:
    - i. School Officials with legitimate educational interest
      - a. BHCLR defines "School Official" as any faculty or staff member employed by BHCLR.
      - b. BHCLR understands "legitimate educational interest" to mean that a faculty or staff member cannot review a student's educational records unless it is necessitated by their professional duties or responsibilities.
      - c. BHCLR also considers employees of affiliate colleges and universities to be "school officials with legitimate educational interest" only when dealing with students who are dually enrolled at BHCLR and an affiliated college or university.
      - d. BHCLR may consider employees of a student's previous or current clinical site to be a "school official with legitimate educational interest".
    - ii. Other schools to which a student is transferring
    - iii. Specified Officials for audit or evaluation purposes
    - iv. Appropriate parties in connection with financial aid to a student
    - v. Organizations conducting certain studies for or on behalf of the school
    - vi. Accrediting organizations
    - vii. To comply with a judicial order or lawfully issued subpoena
    - viii. Appropriate officials in cases of health and safety emergencies
    - ix. State and Local authorities, within a juvenile justice system, pursuant to specific State law.
  - C. Student's information may also be released without their consent to third parties in connection with an emergency if the information is necessary to protect the health and safety of the student or other individuals.
  - D. Student's information may also be released without their consent in accordance with the Patriot Act.

4. The right to restrict disclosure of personally identifiable information designated as directory information that may be released without the written consent of the student.
  - A. Directory Information at BHCLR includes: Student's name, home address, phone number, e-mail address, program of study, classification, enrollment status, credit hour load, dates of attendance, degrees, awards, honors, institutional scholarships received, and participation in officially recognized activities. Baptist Health College Little Rock reserves the right to amend this listing in order to remain consistent with federal laws and regulations.
  - B. Students may request to block the release of their directory information to any person other than officials with legitimate educational interest by submitting a written request to the Student Services office. The request will apply only to subsequent actions by the school and will remain in effect until the student submits a written request to remove the block.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Baptist Health College Little Rock to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-8520

All records will be handled in accordance with FERPA guidelines.

## **Food**

Students may purchase meals at the hospital cafeterias, BHCLR Snax Café, and nearby restaurants. Salads, sandwiches, juices, sodas, and other snacks are available in the Snax Café and student center. If students order meals to be delivered to the school, they are solely responsible for the delivery and pick-up arrangements with the vendor.

## **Grievance Procedures**

BHCLR recognizes that both students and school officials have rights, and therefore, sets forth the following academic and administrative grievance procedures. All efforts will be made to make the grievance process efficient and timely for all parties involved. The Program Director/Coordinator will decide if the grieving student will have permission to attend learning experiences during the grievance procedure. All grievance proceedings are considered closed, only the grieving student and BHCLR representatives will be present.

A grievance must be initiated by the student directly affected. It is required that a student progress through each level of the grievance process in a timely manner. Once a decision is made at one level of the grievance procedure, the student will have three (3) business days to progress to the next level if the student so chooses. The school will also be responsible for timely decisions during a grievance procedure. A decision for level one through level three grievances will be made within five (5) business days. A decision for a level four grievance will be made within ten (10) business days.

At each grievance level, the school official(s) has two outcome options:

1. No relief given and decision at lower level is confirmed, or
2. Relief given and detailed by the school official(s).

At each grievance level, the student has two response options:

1. Accept the decision and end the grievance procedure, or
2. Do not accept the decision and continue the grievance procedure until all steps are exhausted.

If a student accepts the decision at any level of the grievance procedure, the student will not be eligible to forward the grievance to a higher level at a later date.

### ***Academic Grievance***

The academic grievance procedure is set forth to provide for issues related to academic matters that cannot be resolved by the faculty member, Course Leader/Semester Leader and student.

#### **Level One: Informal Grievance**

If a resolution cannot be reached between a student and faculty member regarding an academic issue, the student may contact the Program Director or Coordinator\*. The Program Director/Coordinator\* will communicate with the student and faculty member and may choose to call a meeting of all parties involved in order to reach a decision.

\*or designee.

#### **Level Two: Formal Grievance**

If the student wishes to appeal the decision of the Program Director/Coordinator\*, the student may continue the grievance procedure by completing a formal grievance form available through Student Services. Submit the completed form to the respective Dean\*. The Dean\* will communicate with the student, faculty member, and Program Director/Coordinator and may choose to call a meeting of all parties involved in order to make a decision.

#### **Level Three: Continued Formal Grievance**

If the student wishes to appeal the decision of the Dean\*, the student will request in writing to continue the grievance procedure to the Chancellor\* at BHCLR. The Chancellor\* will review the situation and reach a decision.

#### **Level Four: Grievance Panel\*\* Hearing**

If the student wishes to appeal the decision of the Chancellor\*, the student will request in writing to continue the grievance procedure. The Academic and Spiritual Counselor will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and one representative of the administrative or student services staff. The faculty member(s) involved in the academic grievance cannot serve on the grievance panel. A chair from the selected group will be appointed and will gather appropriate information and may choose to conduct interviews with all involved parties. The committee will reach a majority decision, which is final.

### ***Administrative Grievance***

The administrative grievance procedure is set forth to provide for situations that do not fall in the academic arena.

#### **Level One: Informal Grievance**

The student meets with the appropriate Program Director or Coordinator\* to express the concern. The student and Program Director/Coordinator\* should discuss the problem thoroughly and attempt to reach a resolution.

#### **Level Two: Formal Grievance**

If a resolution is not reached between the above two parties, the student may contact the appropriate Dean\* and complete a formal grievance form available through Student Services. The Dean\* will communicate with the student and Program Director/Coordinator and may choose to call a meeting of all parties involved in order to reach a decision.

#### **Level Three: Continued Formal Grievance**

If the student chooses to appeal the decision of the Dean\*, the student will request in writing to continue the grievance procedure to the Chancellor\* at BHCLR. The Chancellor\* will review the situation and reach a decision.

#### **Level Four: Grievance Panel\*\* Hearing**

If the student wishes to appeal the decision of the Chancellor\*, the student will request in writing to continue the grievance procedure. The Academic and Spiritual Counselor will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and one representative of the administrative or student services staff\*. The school personnel named in the administrative grievance cannot serve on the grievance panel. A chair from the selected group will be appointed, and will gather appropriate information and may choose to conduct interviews with all involved parties. The committee will reach a majority decision, which is final.

\*or designee.

\*\*For the School of Radiography, all panel members will be external to the Radiography program.

### **Honors**

BHCLR faculty and staff celebrate student academic excellence by awarding Honors or High Honors status. Recognition of honor status is announced during the commencement ceremony. For additional information regarding honors, please see the Student Handbook for the particular program of study.

### **Identification Badges**

Each student receives an identification badge free of charge on first entry to college. Replacement badges are obtained for a fee. The badge serves as a means of access to the building, identification, protection and is to be worn on the left upper chest area whenever the student is on campus, on assignments, or in the clinical laboratory.

## **Job Placement Assistance**

BHCLR takes pride in the strong job placement rates for each program of study. Available jobs are posted on respective program bulletin boards or emailed to enrolled students by the respective Program Director, Coordinator or Dean. Employment opportunities through Baptist Health are shared through the Baptist Health Website as well as the Baptist Health Recruitment office. BHCLR does not guarantee employment for any graduate.

## **Learning Resource Center**

The Learning Resource Center is available for student use. Students have access to computers, the internet, and a wide variety of computer software programs. The Learning Resource Center is located in Room 1300 on the BHCLR campus.

## **Lockers**

Students on the BHCLR campus may request a locker through Student Services or through the BHCLR website. A lock is the student's responsibility.

BHCLR is not responsible for items in lockers and will cut locks and dispose of locker contents if items are left in a locker after an individual is no longer enrolled in a BHCLR program of study, or items are placed in an unassigned locker. If a zip tie is still on a locker 60 days after a locker assignment has been given, the locker will be considered vacant and the assignment will expire.

The college reserves the right to examine locker contents as specified by policy in the *Student Handbook*.

## **Lost and Found**

Items found on school property may be taken to the Front Desk. Items left more than 30 days become the property of BHCLR.

## **Parking**

Parking is available for students at the BHCLR campus, area hospitals, and clinics. A parking permit is required. Fines are charged by campus security officers for parking violations.

## **Professional Organizations**

Several professional organizations are available to facilitate student professional development and preparation for professional practice. Each student is encouraged to select an organization and become an active member. In addition, some BHCLR programs require the student to be a participant member in the respective professional organization.

## **Registration**

### ***Incoming Students***

Once an applicant has been accepted to a program of study, registration for an incoming student occurs when the student submits a registration form and pays the \$200 registration fee. Students will be enrolled in the appropriate courses by the registrar.

### ***Returning Students***

Students continuing in their studies at BHCLR will register online via Campus Connect. Registration for the next semester will open at the end of April for fall semesters and the end of October for spring semesters. An email with registration instructions will be sent to students' BHCLR email accounts

### ***Reentry Students***

Students selected for reentry into a BHCLR program will also submit a registration form and a \$200 registration fee. Reentry students will be enrolled in the appropriate courses by the registrar.

## **Rights and Responsibilities**

Student Rights and Responsibilities are published in the *Student Handbook*. The document, developed by students, describes the corresponding rights and responsibilities of both the school and student.

## **Security**

Security of the campuses is enhanced by security officers and technological systems. Policies provide direction for student protection and safety. An individual observed loitering on or near school campus, or on premises during building open hours, without business purposes, is asked to leave immediately. Refusal to leave shall result in a Baptist Health security officer being contacted immediately. Contact information for security personnel, helpful hints, and recent security data reports are available on the BHCLR website.

## **Student Center**

The Student Center, located on the BHCLR campus, is available for students to eat, relax, study, and interact with fellow students. The center provides the Snax Café, vending machines, refrigerators, pool and ping pong table, copy machines, computers, microwave ovens and a study area.

## **Student Development**

BHCLR promotes the development of students in order to assume the role of a value-driven, healthcare professional. The student is guided in building characteristics associated with professional practice and being a contributing member of the community. Some important aspects of that development include: the values of honesty, service, stewardship, performance and respect; the social attributes of attitude and teamwork; and the personal characteristics of ethical conduct and moral character.

## **Student Government**

Students may have the opportunity to participate in their class student government. The school supports this activity for student leadership development. There is no charge for membership or participation.

## **Student Health Practices at BHCLR**

All students are strongly recommended to have personal health insurance while enrolled as a student at BHCLR. Many affordable options exist for students. For information on some of the options, please visit the following websites or contact Student Services.

The Eaton Agency

501-313-4054

[www.arkbluecross.com](http://www.arkbluecross.com)

If a student needs medical treatment during an educational experience, the student is responsible for any expenses related to the treatment. BHMC-LR Occupational Health in BHRI will provide the initial treatment for a student with a needle stick. Any additional medical treatment needed by a student will be at the student's expense. BHCLR may require a medical clearance from a student after an injury or illness in order to attend learning experiences.

All students are strongly recommended to have personal liability insurance while enrolled as a student at BHCLR. Many affordable options exist for students. For information on some of the options, please visit the following websites:

[www.hpsso.com](http://www.hpsso.com)

[www.nso.com](http://www.nso.com)

[www.americanprofessional.com](http://www.americanprofessional.com)

Students are to report any accident or incident, and all blood and mucosa exposures, no matter how minor. The incident must be reported to the faculty member, Program Director, Coordinator, or clinical preceptor immediately. Students will be required to complete a *Student Incident or Injury Report*.

The influenza immunization is required annually for all enrolled students, or a medical exemption must be submitted and approved by BHMC-LR Employee Health.

Students have access to the Baptist Health On-Site Clinic. The clinic is designed to supplement the care of a Primary Care Physician and provides treatment for common minor illnesses. There is no appointment necessary; patients are seen on a first come first serve basis. Students pay a Health Fee each semester and there is a co-pay due at the time of service. Hours of operation are Monday – Friday, 8 a.m. to 4:00 p.m. Closed 11:30 a.m. to 12:30.

On-Site Clinic  
Doctor's Park Building  
9600 Baptist Health Drive, Suite 260  
Little Rock, AR  
501-312-8844

## **Student Recruitment**

BHCLR has a full time Enrollment Coordinator whose primary function is to recruit qualified applicants for each BHCLR program of study throughout the year. The Enrollment Coordinator is available to attend various academic and civic events throughout Arkansas. The Enrollment Coordinator hosts special events at specified times during the year, in addition to visiting



campuses and businesses. Prospective students and professionals are encouraged to visit the campus to meet faculty and staff, learn specific information about their program of interest, and tour the campus. Individual appointments are available by contacting the Enrollment Coordinator at (501) 202-7951 or [study@bhclr.edu](mailto:study@bhclr.edu)

## **ACADEMIC INFORMATION**

### **Academic Advising**

An academic advisor provides guidance throughout the student's progression through the respective program of study. The service is provided by teaching faculty and Program Directors. Academic advising is designed to promote student retention through an academic advisor-advisee communication process. Issues outside of academics are referred to the BHCLR counselor.

### **Petition for Clemency**

Students who have been absent from study at BHCLR for a minimum of four consecutive years and have a desire to reenter a program of study may petition for clemency for their previous educational experience at BHCLR. To be considered for clemency the student must meet all criteria below:

1. Be absent from study at BHCLR for a minimum of four consecutive calendar years.
2. Submit a completed petition with a detailed explanation for their previous educational cycle. The petition should also include rationale as to why they should be allowed to reenter the program of study. Documentation should be submitted to the appropriate Dean or program leader.
3. Meet any additional academic requirements set by the academic Dean or program leader regarding their petition.

Approval of clemency is neither automatic nor guaranteed. The petition for clemency will be reviewed by the Dean or program leader and the Chancellor at BHCLR. Approval of clemency allows that the petitioner is eligible to apply to the program of study. Approval of clemency does not guarantee selection or placement into the program of study. Applicant selection will be determined by the appropriate Selection Committee. See the Financial Aid Satisfactory Academic Policy (SAP) for Financial Aid eligibility. Clemency is noted on the official transcript as detailed in the petition.

### **Academic Grading Scale**

BHCLR utilizes a grading scale to signify student academic progression through a program of study. A final letter grade is assigned for each course. The letter grade has a corresponding rating that denotes the value of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes such as honors awards during the commencement ceremony and scholarship awards by the Baptist Health Foundation and by others.

The student progresses and promotes through the program of study by completing each required course with at least a minimum final grade of "C" in the theory component of the course and Satisfactory "S" in clinical and skills laboratory component if applicable. The student must meet all requirements of each course in order to progress. A final grade of "C" is required by the school for all required university and college courses.

Academic progress is determined by use of the following grading scale:

***Classroom Theory***

<b>Grade</b>	<b>Range (%)</b>	<b>Value</b>
A	94-100	4
B	86-93	3
C	77-85	2
D	70-76	1
F	0-69	0
I	Incomplete	0
W	Withdrawal	0
WX	Administrative Withdrawal	0
CR	Credit	0
NC	No Credit	0

The school has sole discretion regarding course work related to an incomplete “I” grade. If the school so approves make-up course work, the incomplete course work must be completed within an established timeframe; otherwise the “I” grade becomes a final grade of “F” at the timeframe end. School specific clinical and skills laboratory grading scales, if applicable, and subsequent policies are published in the school specific section of the Catalog and in the *Student Handbook*.

**Accrediting and Licensing Agencies – Contact Information**

Additional Information about the schools may be obtained and complaints filed, through established policies and described processes in the Student Handbook or by contacting the following accrediting and licensing agencies.

***Baptist Health College Little Rock***

Institutional Accrediting Agency:

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
Attention: Executive Director  
Phone: 703-917-9503  
Fax: 703-917-4109

State Certifying Agency:

Arkansas Department of Higher Education (ADHE)  
423 Main Street, Suite 400  
Little Rock, AR 72201  
Phone: 501-371-2000  
[www.adhe.edu](http://www.adhe.edu)

Professional Accrediting Agencies:

School of Radiography  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: 312-704-5300  
Fax: 312-704-5304

School of Nuclear Medicine Technology:  
Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)  
820 West Danforth Rd, #81  
Edmond, OK 73003  
Phone: 405-285-0546  
Fax: 405-285-0579  
Email: [mail@jrnmt.org](mailto:mail@jrnmt.org)

School of Histotechnology:  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018 – 5119  
Phone: 773-714-8880  
Fax: 773-714-8886  
Email: [www.naacls.org](http://www.naacls.org)

School of Medical Laboratory Science:  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018 – 5119  
Phone: 773-714-8880  
Fax: 773-714-8886  
Email: [www.naacls.org](http://www.naacls.org)

School of Occupational Therapy Assistant:  
Accreditation Council for Occupational Therapy Education (ACOTE)  
c/o Accreditation Department  
American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, Maryland 20814-3449  
Phone: 301-652-2682 (AOTA)  
Email: [www.acoteonline.org](http://www.acoteonline.org)

School of Sleep Technology:  
Commission on Accreditation of Allied Health  
Education Programs (CAAHEP)  
25400 US Hwy 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.caahep.org](http://www.caahep.org)

Committee on Accreditation for Polysomnographic Technologist Ed. (CoA PSG)  
1711 Frank Ave  
Newbern, NC 28560  
Phone: 252-626-3238  
Website: [www.coapsg.org](http://www.coapsg.org)

School of Surgical Technology:  
Commission on Accreditation of Allied Health  
Education Programs (CAAHEP)  
25400 US Hwy 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.caahep.org](http://www.caahep.org)

Accreditation Review Council on Education  
in Surgical Technology & Surgical Assisting  
(ARC/STSA)  
6 W. Dry Creek Circle, Suite 110  
Littleton, CO 80120  
Phone: 303-694-9262  
Fax: 303-741-3655  
Website: [www.arcstsa.org](http://www.arcstsa.org)

The Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314 N  
Falls Church, VA 22043  
Phone: 703-917-9503  
Fax: 703-917-4109

### ***Schools of Nursing***

#### **State Approval Agency:**

Arkansas State Board of Nursing  
University Tower Bldg.  
1123 South University Avenue, Suite 800  
Little Rock, AR 72204-1619  
Attention: Director of Nursing Education  
Phone: 501-686-2700  
Fax: 501-686-2714  
Website: [www.arsbn.arkansas.gov](http://www.arsbn.arkansas.gov)

#### **Professional Accrediting Agency**

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Rd. NE, Ste. 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
Fax: 404-975-5020  
Website: [www.acenursing.org](http://www.acenursing.org)

## **Attendance**

In order to facilitate achievement of a respective program's objectives and to demonstrate development of professional accountability and responsibility, a student is expected to be in attendance and punctual for required classroom and clinical learning experiences. School specific attendance information is located in the school specific section of the Catalog and policies are published and in the respective school's *Student Handbook*.

## **Classification of Student**

Students are considered full-time if enrolled in 12 or more credit hours. Students are considered three-quarter time if enrolled in 9-11 credit hours. Students are considered half-time if enrolled in 6-8 credit hours and less than half-time if enrolled in 5 credit hours or less.

Students enrolled in AAS programs are classified as general education prep, freshman, sophomore I, sophomore II or graduate. Students enrolled in certificate programs are classified as freshman, sophomore, junior, senior or graduate. A graduate is a student who successfully completed a BHCLR program of study and fulfilled graduation requirements.

## **Commencement Ceremony**

The commencement ceremony at BHCLR is a time of celebration for faculty, staff and students. Commencement ceremonies are held in June and December. BHCLR commencement ceremonies do not confer official graduate status.

## **Community Learning Resources**

All instruction is the direct responsibility of the respective school faculty. In addition, community agencies, hospital and physician's offices may be utilized as an integral part of clinical instruction in the program. Experiences are selected and planned to maximize student learning and professional development.

## **Corrective Action Procedures**

Corrective action procedures may include denial of entry, conduct or academic probation, written counseling, written warnings, suspension, administrative withdrawal, and/or dismissal. Corrective action is initiated when a student does not fulfill established requirements or reflect the BHCLR Christian values and policies. A faculty member or administrative official may initiate a corrective action based on the seriousness of the situation. The Program Director or Coordinator or designee enforces suspension and dismissal corrective policies.

The action may follow a progressive path in some cases, but may be immediate and final in other cases. A typical progressive path usually begins with a verbal coaching or warning followed by a written conference or warning; then progresses through probation and suspension; and ultimately results in dismissal.

A school has the right to take corrective action based on information and evidence that it, in its sole discretion, determines credible. At the same time, BHCLR schools have the obligation to ensure that the public's and the student's rights are protected.

Additional information regarding corrective action procedures can be found in the Student Handbook.

## **Course Information and Credit Hour Calculations**

The course title, description, and number sequence reflect the nature of the specific content, frequency of class offerings, professional major, classification of the student, and the credit hour value of the course. The numbering system for courses in a program of study offered provides the following information: the first number is the curriculum level of study; the second is the

course code; and the third and fourth numbers are the number of credit hours. There is an established minimum when calculating credit hours for all courses offered at BHCLR:

The credit hour to clock hour ratios must meet or exceed the following requirements in all programs of study:

Theory: one (1) credit hour equals fifteen (15) clock hours; skills laboratory: one (1) credit hour equals thirty (30) clock hours; clinical laboratory: one (1) credit hour equals forty-five (45) clock hours.

## **Distance Education**

Baptist Health College Little Rock is an educational facility that serves many non-traditional students. Distance education, internet based, and hybrid methods of delivery transcend the requirements of face-to-face classes thus providing greater flexibility to allow student participation in classes on their own time. It provides a viable option to the motivated, independent learner.

If a student applies to a non-residential program and lives outside of Arkansas, BHCLR will seek permission from the student's state of residence prior to enrolling the student in the program of study. Prior to program completion, if the student relocates to a state in which the institution does not have approval to operate, this may adversely impact the student's ability to complete the program or gain in-field employment.

### ***Learning Management System (LMS)***

A platform or software application for the administration and management of online distance education courses, activities and resources.

### ***Residential Program of Study***

All (100%) of the program is provided in an on-ground location.

### ***Residential-Blended (Hybrid) Program of Study***

A portion of the program is provided in an on-ground location. A Residential-Blended Program of Study includes both on-ground and distance education.

### ***Full Distance Education (Full DE) Program of Study***

All (100%) of the program is provided through distance education. This program of study is also called a non-residential program of study.

### ***Residential Course***

A course in which 100% of instruction is on-ground / face-to-face. A variety of supporting course materials may be available to students through a LMS.

### ***Residential-Blended (Hybrid) Course***

A course in which instruction is provided through a combination of on-ground / face-to-face and distance education.

### ***Full Distance Education (Full DE) Course***

A course in which 100% of instruction occurs through distance education.

### ***Technology Requirements***

Technology requirements for BHCLR students are detailed under “Technology Requirements” in the “Applicant and Admission” section of the BHCLR catalog.

### ***Residential-Blended (Hybrid) and Full Distance Education Student Expectations***

While hybrid and full DE courses provide increased flexibility and convenience to students, the course work is not self-paced. The requirements in hybrid and full DE courses are completed within a predetermined timeframe according to the respective course syllabi. Hybrid and full DE courses require as much, if not more, preparation on the part of the student as face-to-face courses.

Students who are successful in hybrid and full DE courses are expected to be accountable, motivated, and able to work independently. Active and frequent participation in the hybrid or full DE course is crucial to academic success.

For both hybrid and full DE courses, students are required to participate in online activities such as instructor to student discussion, student to student discussion, quizzes, examinations, and other online exercises as identified in the respective course syllabi and course calendar. Students are required to attend all face-to-face activities required in hybrid courses.

### **Dress Code**

Each program at BHCLR has a required dress code for both campus learning and clinical experiences. When in the clinical areas students must wear the approved school clinical uniform. When on campus for classroom/skills laboratory activities, students must wear approved college campus attire. The campus-wide dress code policy allows the following:

- While on campus attending lectures or skills labs, students will be allowed to wear any official BHCLR top given to them by the college, with scrub pants appropriate in color to their program of study.
- While on campus attending lectures or skills labs, students will be allowed to wear any official/ approved program specific top purchased by the student, with scrub pants appropriate in color to their program of study.
- While on campus attending lectures or skills labs, students will be allowed to wear a BHCLR approved top with a BHCLR logo in any color that is purchased on the BHCLR Spirit Store online, with scrub pants appropriate in color to their program of study.
- No head covering may be worn inside the building with the exception of those required by religious practice.

The purpose of the dress code is to reflect a positive image of the student and the college to the public. This positive image demonstrates professional pride and respect for faculty, guest speakers, classmates, visitors, patients and staff. Detailed and specific elaborations of policies are published in the *Student Handbook*. This information is also available on request. Non-Residential students must abide by the BHCLR dress code if visiting the BHCLR campus, otherwise they will follow the dress code of the laboratory where they are assigned.



## **Licensure and Certification**

Completion of a program of study and graduation qualifies an individual apply to write the certification or licensure examination for entry into a health profession. Successful candidates on certification or licensure may sign the credentials designating their profession and have all rights afforded them by the respective profession.

## **Orientation to the Program of Study**

Each program of study provides an orientation for new students. Attendance is mandatory for residential students. The program includes information about Baptist Health and its culture, values, policies, safety, security, school, faculty and student services. In addition, activities may be scheduled so family members or significant others may meet faculty members and learn what will be occurring during the time of student enrollment. Non-residential students will access the orientation material online at [www.moodle.bhclr.edu](http://www.moodle.bhclr.edu).

## **Program Effectiveness**

It is paramount that each school maintains an ongoing process of program effectiveness evaluation. Several factors comprise the process. Evaluation of Program Effectiveness is measured through the evaluation of student and graduate outcomes, faculty teaching effectiveness, curriculum evaluations, school policies evaluation, employer satisfaction with graduates and accrediting agency decisions. Thus, students and graduates have an important role in the measurement of program effectiveness.

## **Satisfactory Academic Progress and Reentry Standards**

Eligibility to register each semester is contingent, in part, that adequate satisfactory progress is being made by the student in the program of study.

To maintain Satisfactory Academic Progress (SAP), a student must enroll and complete all required courses/components in a particular semester for the program of study with a C (77%) or above and be in good standing with the school. Any student who does not complete all required courses with a C (77%) or above is administratively withdrawn from that program of study. Students who are administratively withdrawn from a program are eligible to reenter according to the reentry procedures for each program of study.

Students who are in danger during the semester of not meeting SAP standards are alerted to their deficiencies, advised of the means to remedy them, and alerted to the consequences of their failure to do so.

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

1. If a student applies for reentry to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reentry at a point in the curriculum to be determined by the appropriate Selection Committee or Program Director.

2. If a student applies for reentry to begin instruction after one calendar year of the official date of withdrawal, the student will only be considered for entry into the first semester of the program of study.
3. If a student has reentered a program of study and is unsuccessful, the student will no longer be eligible to apply for reentry into the same program of study.
4. If a student has reentered a program of study and is unsuccessful, the student will be eligible to apply for entry into a different program of study providing the student meets all admission requirements at BHCLR and for that particular program.

Academic progress will be reviewed at the end of each semester.

The Financial Aid Satisfactory Academic Progress policy is located in the Financial Aid portion of the Catalog.

### **Student Handbooks**

The *Student Handbook* is available online at [www.bhclr.edu](http://www.bhclr.edu). The student is responsible and accountable for being informed and complying with requirements, policies and processes published therein.

## **STUDENT EXPENSES**

### **Auditing a Course**

Individuals may request to audit selected courses as approved by the respective Program Dean or Program Director. Full course tuition and fees are charged. Neither credit nor a final grade is given for audited courses.

### **Cost Plans for BHCLR Programs of Study**

Total cost of the respective program is published at <https://www.bhclr.edu/student-services/accounts>. The cost is subject to change without notice pending variations in expenses associated with overall operation of the college.

Laboratory fees for science courses are assessed when applicable.

### **School-Related Fees**

Students are expected to make full payment of tuition and fees for each semester. Student direct charges and fees include the following:

#### ***Tuition***

Students enrolling in credit course(s) are charged tuition. Refer to each program of study's professional curriculum, located in the school specific section of the Catalog, for course offerings. All students are charged the established tuition as published by each respective school on student direct cost plans located at <https://www.bhclr.edu/student-services/accounts> under Cost Sheets.

#### ***Fees/Expenses***

Fees/Expenses are used to cover associated expenses of parking, special event activities, testing, technology, student health, initial criminal background and social security number check fees, and additional expenses not covered under tuition. Additional school specific fees are identified in the school specific section of the Catalog. BHCLR charges an additional fee for late enrollment on Nelnet.

The criminal background check and social security number verification fee covers expenses associated with the required background check and social security number verification.

Seniors applying for graduation are assessed a fee associated with the cost of the cap and gown, senior banquet, invitations, diploma and cover, school pin and other expenses.

Parking expense covers the maintenance of the parking lot and security.

Testing expense covers the initial administration of standardized tests. Additional fees are charged for expenses associated with retesting of standardized tests and with make-up examinations. Activity expenses are associated with campus activities and technology expenses are those that provide access to media equipment.

Each student is charged a Student Health Fee. This fee provides access to the Health Clinic. Additional charges (fines) are added for parking violations.

### ***Professional Fees***

Professional fees associated with professional organizations may be charged for specific programs. See the program's cost plan.

### ***Returned Check Fee***

A fee of \$20.00 is added to the applicant's or student's financial balance for each personal check returned for insufficient bank funds or a missed 2<sup>nd</sup> attempt of a monthly Nelnet draft payment. If payment for the returned check is not received, additional steps may be taken up to and including involvement of a collection agency, other legal action, and financial suspension.

### **Licensing and Certification Fees**

Expense associated with professional examination, licensure or certification is determined by the respective program's individual licensing and examination board. Direct costs for examination, licensure and certification fees vary by program and may be found on the program cost plan.

### **Payment**

Expenses associated with the respective program of study must be paid in full or registration on the Nelnet payment plan, as offered by BHCLR, must occur prior to enrollment. Nelnet is a convenient budget plan to assist students in meeting educational expenses. The Nelnet pamphlet for each respective program of study is available online at <https://www.bhclr.edu/student-services/accounts> under Payment Plan Options.

### **Financial Refund Policy**

Financial refunds by BHCLR and affiliating colleges and universities are made upon withdrawal or dismissal in accordance with the respective policies of each entity. BHCLR's Financial Refund Policy is applied after financial settlement of the student's account and official clearance, during the semester, term, or course for which the refund is being requested. Financial refund policies are specific to affiliating colleges and universities.

Refunds may be made after all outstanding balances to the school and supporting hospitals are paid.

A student who officially withdraws or is withdrawn from BHCLR is eligible for a financial refund as follows:

The financial refund schedule is based on the **official date of withdrawal** (voluntary or administrative) of a student. The official date of withdrawal is defined as:

The student's date of last documented attendance at any BHCLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.)

***Refund Methodology***

If the official date of withdrawal falls:

- Before the end of the fifth business day in a semester ..... 100%
- After the fifth, but before the end of the tenth business day in a semester .....50%
- After the tenth business day in a semester .....0%

With the exception of the \$200 registration fee, all tuition and fees payable to BHCLR will be eligible for refund according to the above schedule. Tuition, fees, and expenses collected by outside and/or partnering institutions and vendors will be refunded according to the policy of that institution and/or vendor. Examples of such expenses are textbooks, uniforms, University of Arkansas - Pulaski Technical College tuition and fees, etc.

***Important Notes and Definitions***

Last day of attendance: The last day a student attended an academic related activity, for example theory/lecture, skills lab, or clinical experience.

Official date of withdrawal: The student’s date of last documented attendance at any BHCLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.).

Refunds are calculated based on the official date of withdrawal. A student must initiate withdrawal from the program by submitting a Student Administrative Service Request Form before a refund will be processed. Student Administrative Service Request Forms are located in the Student Services office. Upon withdrawal, any credit balance resulting from Baptist Health Foundation funds will be returned to the scholarship fund account. The amount returned will not exceed the original amount of the scholarship.

Tuition and fee refunds are made within 45 days of withdrawal and after all outstanding balances to the school and supporting institutions are paid.

Title IV funds (Federal PELL, Direct Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG)) are earned in direct proportion to the length of time a student remains enrolled. If a student receiving Title IV funds discontinues study, for any reason, during the first sixty (60) percent of an academic semester, aid must be repaid by the student to Baptist Health and/or the US Department of Education. Any repayment of aid as a result of a Return to Title IV calculation will be applied to the student account prior to tuition/fee refund.

Class days start on the date(s) delineated on the Baptist Health College Little Rock semester calendars and academic program calendars.

If a student is enrolled in the Nelnet payment plan and discontinues study at a time in which the student still carries a balance; the student remains financially obligated to pay the balance.

**Textbooks**

Students are expected to purchase the designated textbooks for each required course in the professional curriculum of study. Expenses associated with purchase of textbooks are the

responsibility of the student and are not covered in BHCLR tuition and fees.

### **Transcripts**

Written requests for transcripts must be submitted to the Business Office. Upon graduation, one official transcript is prepared at no cost to the graduate for the appropriate licensing or certification board. Thereafter, a fee of \$5.00 is charged for each official transcript. BHCLR reserves the right to deny transcripts or copies of documents if the student has an unpaid financial obligation to Baptist Health or BHCLR.

### **Uniforms**

Residential students enrolled in specific schools are required to wear an official school uniform when in the classroom and the clinical laboratory setting. Please see the Dress Code section for a detailed description of the campus-wide dress code policy regarding classroom and skills lab attire.

This expense is included in Estimated Miscellaneous on the BHCLR Cost Sheet. Expenses associated with the purchase of uniforms are the responsibility of the student and are not covered in BHCLR tuition and fees. Non-residential students will abide by their assigned clinical laboratory's dress code.

## **FINANCIAL AID AND SCHOLARSHIPS**

### **Financial Aid Office**

We're here to help you through the financial aid process every step of the way.

In support of the BHCLR mission, we believe everyone should be able to receive a college education and that cost shouldn't be a barrier to that education. Financial Aid can seem scary, complicated and intimidating at times – but it doesn't have to! The Financial Aid office is dedicated to providing the best financial and veterans assistance to all qualifying BHCLR students.

Your first step in the Financial Aid process is to complete and submit your FAFSA. You must complete and submit FAFSA every year you would like to be considered for Financial Aid and institutional scholarships. Once you've done that, you're well on your way!

### **Contact Information**

The BHCLR Financial Aid Office contact information is provided below:

Financial Aid Office  
11900 Colonel Glenn Road, Suite 1000  
Little Rock, AR 72210  
Telephone: (501) 202-7486  
Fax: (501) 202-7875  
Email: (financialaid@bhclr.edu)

### **Aid Application Process**

Students apply for Federal Aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are encouraged to apply early because some types of aid have limited funding.

Verification of applicant data may be required. The BHCLR Financial Aid Office will request any required verification documentation. This documentation must be submitted to the BHCLR Financial Aid Office as soon as possible to ensure early awarding. No financial assistance will be awarded until all required documents are received and the applicant data is determined to be correct.

After the student has submitted all required documents to the BHCLR Financial Aid Office, the student will be notified of their eligibility for financial assistance. Financial aid awards will be applied electronically each semester to the student's account.

### **Aid Options and Other Funding Sources**

The three categories of aid are: grants, loans, and scholarships.

## ***Grants***

### **Federal Pell Grant**

The Federal Pell Grant is the basic grant available to undergraduate students who have demonstrated an exceptional financial need on the FAFSA. It is intended to be the ground floor of the financial aid package and may be combined with other forms of aid in order to meet the needs of the student. Eligible students cannot have earned a bachelor/professional degree or have reached their Pell Grant Lifetime Eligibility Used (LEU) of 600% (12 fulltime semesters).

Pell Grants are available to eligible BHCLR students who have been accepted into any program at BHCLR. Students who are degree seeking through an affiliate college or university need to apply for financial aid through that affiliating institution.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG grants are intended, as the name implies, to supplement other aid. These grants are federally funded with each school receiving a fixed amount each year. Funds are awarded to a limited number of undergraduate students with preference being given to Pell Grant recipients demonstrating exceptional financial need.

## ***Loans***

### **Direct Loan Program**

This is a loan program that provides low-interest loans to postsecondary students and their parents. The William D. Ford Federal Direct Loan Program is issued and managed by the U.S. Department of Education and is the only government-backed student loan program in the United States. Eligibility is determined by submitting the Free Application for Federal Student Aid (FAFSA) and required documents to the BHCLR Financial Aid Office. Repayment after accepting the direct loans will begin six months after the student has graduated or leaves college and become less than a half time student.

## ***Scholarships***

Applying for scholarships at BHCLR is a quick and easy process. Eligibility does not guarantee a scholarship and awards are determined annually based on eligible applications and available funding.

### **Baptist Health Foundation Scholarships**

Foundation Scholarships are made available through the Baptist Health Foundation donors. Often donors specify the criteria for selection of scholarship recipients. For example, some scholarships require applicants to meet qualifications such as a minimum grade point average, program of study, specified hometown, or financial need.

Foundation Scholarship Applications are made available online by the BHCLR Financial Aid Office. Students submitting an application for a scholarship are also required to complete the Free Application for Federal Student Aid.

A Selection Committee reviews scholarship applications and makes award determinations. Deadlines are published by the BHCLR Financial Aid Office.



### Baptist Health Academic Scholarships

Academic Scholarships, funded by the Baptist Health Foundation, are awarded as funds are available. Eligibility for academic scholarships requires the student to:

1. Apply for admission and be admitted into a program of study and
2. Achieve a designated ACT score.

### ***Other Funding Sources***

Other funding sources are available from agencies outside BHCLR. Students are encouraged to seek funding from agencies listed below if eligibility criteria are met.

### Arkansas Academic Challenge

The Academic Challenge Program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding made possible by the Arkansas Scholarship Lottery has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansans (both traditional & nontraditional students). The goal of the scholarship is to provide significant financial aid to those who qualify. Applicants must complete the YOUniversal Scholarship application at [www.adhe.edu](http://www.adhe.edu).

### Arkansas Rehabilitation Services

Students with physical or mental disabilities may be eligible to attend college under the sponsorship of Rehabilitation Services. Call Arkansas Rehabilitation Services at (501) 686-2800 for more information.

### Veterans Affairs (VA)

Educational benefits are available under the GI Bill for eligible servicemen and women, veterans, spouses, and dependents. Veterans may be eligible for vocational rehabilitation if they suffer a service-connected disability in active service, and if the VA determines that they need vocational rehabilitation to overcome the disability. Veterans who entered the military on or after July 1, 1977, may receive benefits under the contributory plan. Complete details should be obtained from a VA counselor.

Generally, survivor and disability benefits are available to survivors of deceased veterans, spouses, spouses of living veterans, and children between the ages of 18 and 26 years, when death or permanent and total disability was the result of service in the military.

### Go Army Tuition Assistance

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. Army Reserve Soldiers on drill status are eligible for Tuition Assistance. Contact the U.S Army education center for more information at [www.goarmyed.com](http://www.goarmyed.com).

### MyCAA

The Military Spouse Career Advancement Accounts Program (MyCAA) is a career development and employment assistance program sponsored by the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program. MyCAA helps military spouses pursue licenses, certificates, certifications, or Associates Degree. For more information contact Spouse Education & Career Opportunities Career Counselors at 800-342-9647.

### Vocational Rehabilitation Services

In certain situations, students may be eligible to receive benefits from the Division of Vocational Rehabilitation Services. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Services may pay tuition, fees, and books for the student. Rehabilitation Services make the determination of student eligibility.

### Workforce Investment Opportunity Grant (WIO)

WIO is designed to provide training for low income or unemployed persons if definite employment opportunities are available. Financial assistance may cover tuition, books, and supplies. Please contact the WIO agency in your county.

## **Financial Aid Policies**

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

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

### Repeated Course Work

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

### Cumulative and Term Grade Point Average

A student must earn a cumulative and term grade point average (GPA) of 2.0 or greater consistent with the institution's academic standing policy

### Completion of Courses

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

<b>Semester Hours Attempted</b>	<b>Required Minimum Hours Earned</b>
12 or more	9
9-11	6
6-8	3
1-5	Must complete all hours attempted

Maximum Time Frame to Complete a Program (excludes all reentry programs)

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

The following chart explains the timeframes allowed in the Baptist Health educational programs:

<b>Program</b>	<b>Semester or Payment Period Requirements</b>	<b>Allowable Semester or Payment Periods</b>
Histotechnology	2	3
Histotechnology AAS	2	3
Surgical Technology	2	3
Surgical Technology	2	3
Sleep Technology	2	3
Radiography	4	6
Nuclear Medicine Technology	2	3
Medical Laboratory Science	2	3
PN	2	3
RN Accelerated AAS	2	3
RN Traditional AAS	3	5
RN Traditional Track + Gen Ed Prep I Semester	4	6

Financial Aid Warning

Satisfactory Academic Progress (SAP) will be reviewed at the end of each semester. Those students not meeting the requirements will be placed on Financial Aid Warning during the following semester of BHCLR enrollment and will receive a letter of SAP warning. No appeal of warning is necessary. The student may continue to receive federal financial assistance during the warning period.

Satisfactory Academic Progress (SAP) Status

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

Appeals to the Satisfactory Academic Progress Policy

Students may appeal BHCLR's ineligible SAP status by completing a Financial Aid Appeal Form, which can be printed from the BHCLR Financial Aid website. All appeals and documentation must be submitted to the BHCLR Financial Aid Office. A student can appeal if they can demonstrate and document unusual or extenuating circumstances as to why they did not meet the minimum requirements of the SAP Policy. The appeal must include: why the student

failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. The committee may request additional documentation before reaching a decision. Students will be notified in writing of the results of the appeal. **The committee's decision is final.**

#### Financial Aid Probation

A student who appeals this ineligible SAP status can be placed on Financial Aid Probation for one semester if the student's appeal is approved. A student may continue to receive financial assistance during the probation period. If the student does not meet the standards of the policy in one semester, there is no appeal option. The student will not be eligible to receive federal financial aid until the policy standards are met.

#### ***Return of Title IV Funds***

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

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

- Student initiates an official withdrawal from BHCLR.
- Student is administratively dropped by instructors from all courses due to non-attendance.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
- Student is considered an unofficial withdrawal by receiving all failing grades, or a combination of failing grades, and either instructor initiated or student initiated drops.

The amount of Title IV aid an institution must refund to the federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. BHCLR utilizes software provided by the Department of Education to calculate the amount of aid that must be refunded which was initially utilized to pay institutional charges. The depart date provided by the registrar's office is utilized to document the last date of enrollment. If the student is considered an unofficial withdrawal, and a failing grade is earned for nonattendance, the instructor must provide a last date of attendance for the course. This date is used in the return of Title IV funds calculation. If a date cannot be determined for an unofficial withdrawal, the midpoint of the semester is utilized.

#### BHCLR restores unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination:

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

A repayment may also be required of the student when a refund has been issued to a student from financial aid funds in excess of the amount utilized to pay institutional charges that the student

fails to earn by maintaining enrollment. BHCLR will also restore these funds to the appropriate source in the above order within 45 days of the withdrawal determination.

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

If a student earns more aid than was disbursed, the student may be eligible to receive a post withdrawal disbursement. Students are notified by mail of their eligibility for such a disbursement. If the post withdrawal disbursement is loan funds the student must confirm in writing that the loan funds are still wanted. A post withdrawal of grant funds is automatically credited to the student's account for outstanding charges. A student who does not have an outstanding balance, must confirm in writing their desire to receive grant funds.

If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the school before being refunded to the student.

## **SCHOOL OF NURSING AAS PROGRAM – TRADITIONAL TRACK**

### **History**

The Baptist Health College Little Rock – School of Nursing opened in 1920 and, following closure for a nine year period, was established in 1976. The school, a diploma program, prepared individuals to become registered nurses. In 1987, the school added the LPN/LPTN to RN Accelerated Program for licensed practical nurses, licensed psychiatric technician nurses and in 2006, the Accelerated track in the School of Nursing began accepting qualified certified paramedics to become registered nurses. Faculty from an affiliating college provide general education and science courses for the students on the Little Rock campus. The school was one of the largest diploma programs in the nation. In July 2015, the school transitioned from a diploma program into a degree program offering an Associate of Applied Science in Nursing (AAS) upon successful completion of the program.

In 1990, the school was extended to Northwest Arkansas, Baptist Health School of Nursing Northwest, under the joint sponsorship of Northwest Medical Center and Washington Regional Medical Center. The off-campus extension grew rapidly and in 1998, ownership of the extension of the school was transferred to Northwest Regional Medical Center and Washington Regional Medical Center. A southeast Arkansas extension for the LPN/LPTN to RN Accelerated Program (Baptist Health School of Nursing Southeast), sponsored by the Southeast Hospital Consortia and in cooperation with Great Rivers Technical Institute began in January 1997 at McGehee, Arkansas. The school had full approval status from the Arkansas State Board of Nursing and was accredited by the National League for Nursing Accrediting Commission. The Baptist Health School of Nursing Southeast officially closed December 2007.

Beginning with its first establishment in 1920, the school has served the healthcare community by providing a quality educational program which prepares the graduate for direct, first-time entry into the profession as a registered nurse (RN).

### **Mission Statement**

The BHCLR School of Nursing shapes the health of Arkansans by educating and mentoring registered nursing students with excellence and Christian compassion.

### **Philosophy**

Baptist Health College Little Rock – School of Nursing, as an educational unit owned and operated by Baptist Health Medical Center-Little Rock, supports Baptist Health Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions and communities of interest. The school strives to prepare graduates who demonstrate professionalism by practicing nursing in hospitals, and other contemporary healthcare environments with awareness of health care needs of the local, regional, national, and global communities.

The faculty accomplishes this purpose in the context of the Christian values and the following beliefs. Nursing is a value-directed, culturally sensitive, caring profession which embodies advocacy for the consumer and the healthcare system to improve the quality and delivery of

healthcare within the ethical principles and legal standards of safe practice. As a leader in the healthcare system, the nurse focuses on human needs, and facilitates achievement of optimum wellness in individuals, families, and groups. The nurse cares for individuals across the life span by intervening to meet healthcare needs through resource management, utilization of the National Patient Safety Goals, and customer education.

Education is the formal and informal experience(s) which incorporates past and newly acquired knowledge, skills, and values to affect behavioral change. The process of learning is lifelong and is unique to each individual. Learning occurs with each life experience and is influenced by the developmental level and motivation of the learner. The methodology for teaching nursing best practice is the use of critical thinking in the interdependent problem solving method inherent in the nursing process and the multi-disciplinary approach of the healthcare team. Professional nursing practice requires specialized education incorporating research and evidence-based theoretical knowledge from nursing, medical, behavioral, physical, and natural sciences. Professional nursing education involves progressive experiences which promote the personal and professional development. This education is best acquired in a caring, nurturing environment characterized by opportunities for creativity and self-direction. The faculty is committed to providing an environment which enhances the acquisition of knowledge, skills, and values while pursuing customer satisfaction and continuous improvement for individuals from the time of admission through graduation. The program of study provides a framework for progressing the student through a specialized curriculum which integrates policies and classroom instruction with clinical laboratory practice to optimize the professional development of the student. Therefore, the faculty plans, implements, and evaluates an educational program which includes an organized curriculum, academic advising, counseling services, utilization of computer skills, student development, and student government. The faculty is committed to demonstrate scholarship, evidence-based teaching and clinical practices which are then implemented in classroom, skills laboratory, clinical laboratory, and distance/hybrid teaching methodologies and to establish a supportive, nurturing environment for the school’s student population.

**Goal**

Baptist Health College Little Rock – School of Nursing exists to prepare a graduate who demonstrates critical thinking and a commitment to the nursing profession by continuing personal and professional growth and by serving the community as a competent healthcare advocate, leader, manager, provider and teacher.

**Admissions**

*Calendars*

<b>School of Nursing Calendar AAS Traditional Track</b>	
<b>Fall</b>	
Break Weeks	June 8 – June 29, 2018
Registered Nursing – Courses Begin	July 2, 2018
General Education Prep – Courses Begin	TBA
Registered Nursing – Courses End	December 7, 2018
General Education Prep – Courses Ed	TBA
NCLEX Review Course	TBA
Commencement*	December 10, 2018

\* BHCLR will hold two commencement ceremonies in December and June. The BHCLR commencement ceremony does not confer official graduate status.

### ***Application Deadline***

#### **Traditional Track**

Individuals are applying to the three semester track of the BHCLR – School of Nursing program, beginning in January and July, must have their application file complete on or before December 1, or June 1 of the specified year.

BHCLR Operates under rolling admissions and applicants are considered for admissions as their files become complete. As a result, applicants completed at or near the deadlines are considered on a space-available basis.

#### **Traditional Track + Gen. Ed. Prep**

Individuals who are applying to the General Education Prep + 3 semester nursing track of BHCLR - School of Nursing program, beginning in January and August, must have their application file complete on or before December 1 or June 1 of the specified year.

BHCLR Operates under rolling admissions and applicants are considered for admissions as their files become complete. As a result, applicants completed at or near the deadlines are considered on a space-available basis.

### ***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

Application requirements are:

1. Applicants must be high school graduates or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. Official transcripts from ALL educational institutions attended. All includes colleges, universities, vocational schools, private schools, military schools, private career schools, etc.;
3. ACT, preferred minimum score of 19 or SAT, minimum score of 900. A minimum score of 16 or above is required in all ACT subsets (English, Math, Reading, and Science Reasoning). The Scholastic Aptitude Test (ACT) may be submitted in lieu of the ACT. The ACT is evaluated utilizing and ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website. ACT or SAT must have been taken within the last ten (10) years.



### ***Selection Committee***

The school selects applicants for entry throughout the year by maintaining a continuous selection process. Thus, the selection of applicants for entry occurs throughout the calendar year. The Selection Committees I, II, and III review and consider each completed applicant file on an individual basis for selection after all required application materials are received. The committees meet regularly throughout the calendar year to select applicants for first time entry, or reentry. Applicants preferring a particular year should have their applicant file completed as soon as possible. Applicants are notified by a U.S. mailed letter of the decision regarding their application for selection.

### ***Selection Process***

The Selection I Committee reviews the Traditional Track and the Traditional Track + Gen. Ed. Prep applicant files; the Selection II Committee reviews the Accelerated Track for LPN/LPTN and Certified Paramedics applicant files, and Selection III reviews reentry and transfer applicant files.

The selection process includes a thorough review of the completed applicant file. Each applicant is scored according to established criteria reflected on the Applicant Rating Form. If a qualified applicant is not included in the selected class number, alternate status may be assigned.

Selected applicants not registering, who seek entry at a later date, have no preferential status and are reconsidered at the same time as new applicants for the next class. Selected applicants, who enter later than one (1) calendar year after initial selection, are required to update their applicant file.

### ***Credit by Examination***

See General Section – Applicant and Admission Information.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant and Admission section of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission Information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Reentry Requirements***

A student previously enrolled in a BHCLR, may apply for reentry as identified in the Applicant and Admission section of the Catalog. In addition, the following information is required:

1. Complete reentry application form online at [www.bhclr.edu](http://www.bhclr.edu).
2. Submit the following completed documents, the deadline for fall admission is June 1 of each year, for spring, the admission deadline is December 1 each year.
  - 2.1. Reentry Application Form;

- 2.2. All official transcript(s) on file, if applicable, reflecting additional college credits earned during absence from school;
  - 2.3. Provide evidence of a current, unencumbered Arkansas license as LPN/LPTN; or Arkansas Certified Paramedic current certification, if a reentry Accelerated applicant;
  - 2.4. Provide additional information and materials as requested by the Selection Committee;
3. Complete a personal interview, if requested by the Selection Committee.

### ***Essential Functions***

Essential functions, established by the school, are capabilities that must be demonstrated by the student. Student requirements are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other students, the public or patients. The essential functions for nursing include:

1. Observation:

- I am able to see and read printed materials including but not limited to clinical documents, course materials, and computer screens.
- I am able to visually observe patients and the patient's environment.
- I require the use of glasses/contacts and wear them when necessary.

2. Speech/Hearing:

- I am able to speak clearly and be understood.
- I am able to hear and interpret voices as well as loud, soft or muffled sounds.

3. Physical Abilities/Fine Motor Touch:

- I am able to walk, lift in excess of 50 lbs, push, pull, reach, sit and stand for long periods of time when necessary.
- I am able to move heavy objects by bending, stooping, reaching or moving side to side.
- I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.
- I am able to gather information (ex: temperature) by using the sense of touch.
- I am physically able to work on or with equipment following proper training.
- I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.

4. Intellectual/ Conceptual/ Cognitive:

- I am able to do basic mathematical calculations (add, subtract, multiply, divide).
- I am able to recognize emergency situations and take appropriate actions as taught.
- I am able to comprehend and process verbal and written information.
- I am able to organize and prioritize job tasks.

5. Communication / Behavior:

- I am able to read and write.
- I am able to verbally communicate in the English language.
- I am able to legibly communicate in writing using the English language.

I am able to assess or interpret non-verbal communication such as facial expressions, hand signals for help, etc...

I am able to demonstrate and maintain psychological and emotional stability.

I am willing and able to behave in a professional and respectful manner.

I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and Performance.

I am willing and able to follow all expectations, policies and procedures outlined by the school.

I am able to follow organizational policies which maintain safety for patient, self, and others.

### ***Entrance Date***

The entrance dates are reflected on the School Calendar herein presented in this portion of the Catalog under *Admissions*.

Students are notified when receiving their acceptance letter of the entrance (Orientation) date for the beginning of the school year.

### ***Registration***

Students are notified of the registration process in their acceptance letter.

## **Academics**

The program of study is composed of required courses in general education, sciences, and nursing. It is designed to assist the student in achieving the program outcomes by graduation. The student begins study by learning skills supported by fundamental classroom theoretical knowledge and principles. Based on that foundation, the student progresses with additional knowledge, skills, and principles with increasing complexity, through the subsequent semesters. The student graduates from the program of study with critical thinking capability and the ability to manage complex situations related to patient care.

The student progresses and promotes through the program of study by completing each required course with at least a minimum final grade of “C”. In nursing courses, minimum final grades of “C” in theory and satisfactory “S” in nursing skills laboratory and clinical laboratory are required. The student must meet all requirements of each nursing course in order to progress. Passing in all university and/or college courses is determined according to the policies of the respective institution. A final theory grade of “C” is required by BHCLR for all university and college courses. Academic progress is determined using classroom theory, clinical laboratory, and nursing skills laboratory grading scales. Classroom theory grading scale is published in the Academic Information section of the Catalog. Any course grading scale that deviates from the academic information is published in the specific course syllabus.

### **Clinical Laboratory and Nursing Skills Laboratory:**

<u>Rating Symbol</u>	<u>Quality</u>
S	Satisfactory
U	Unsatisfactory
I	Incomplete
NA	Not Applicable

NO  
ONA

Not Observed  
Opportunity Not Available

### ***Incomplete Grades and Course Make – Up Work***

The opportunity to complete an incomplete grade or make-up missed work including examinations may be available to the student. The ability to complete incomplete makeup course work is determined by policy. The student's follow-through with policy regarding attendance, the student's previous attendance records and academic progress will be considered when making this decision. Fees are charged to cover the program's expense associated with grading, clinical make-up time, nursing skills laboratory make-up time, examination preparation, proctoring, and recording.

### ***Attendance and Method of Delivery***

The program of study is a residential-blended program of study. Regular and prompt attendance is required. Attendance and specific requirements are published in the Student Handbook and each course syllabus.

### ***Class and Clinical Rotations***

Classes are scheduled on a regular basis and are usually Monday through Friday, 8:00 am – 5:00 pm unless otherwise scheduled on course calendars. A class schedule is provided during orientation. Selected courses have clinical laboratories taught concurrently with lecture topics. This approach provides students hands-on experience and visual reinforcement of the principles learned in the classroom. Laboratory rotations are scheduled by the program faculty and may occur Monday – Friday and/or weekends. The time for clinical experiences varies per course.

### ***School Day***

A typical school day is from 8:00 am – 5:00 pm Monday through Friday for the classroom. Clinical rotations vary and are scheduled by the faculty.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Educational Plans and Promotion***

On entry, each student receives an educational plan of study. The plan must be followed to ensure completion and graduation on the scheduled date. There must be no deviations from the plan without the Registrar and respective Coordinator's prior approval.

Promotion from one classification to another is dependent on the student complying with the educational plan and in fulfilling all requirements for each level of study in the program.

### ***Graduation Requirements***

Graduation is dependent on the student's fulfillment of the following school requirements and officially occurs on the date of completion verification:

1. Satisfactorily complete the program of study,
2. Settle all financial obligations,
3. Complete the clearance process,
4. Complete three (3) hours community service as a freshman, three (3) hours community service as a Sophomore I or Sophomore II for a total of six (6) hours of community service; BHCLR-SN Accelerated Track students complete a total of three (3) hours community service as a Sophomore I or Sophomore II; reentry students will repeat community service hours dependent on the level of entry,
5. Complete the educational plan as scheduled,
6. Successfully complete a comprehensive NCLEX-RN review course approved by the program,
7. Provide school approved photograph for the graduate composite picture, and
8. Submit completed Sophomore II exit forms.

### ***Length of Program***

The Traditional Track program of study is a one and one-half academic years and includes sixty-six (66) weeks of instruction. The Traditional Track program may include one academic year of general education prep and one and one half academic years of nursing instruction for a total of ninety eight (98) weeks of instruction.

### ***Graduates***

Completion of the program of study and graduation assures eligibility to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### ***Licensure***

Successful candidates on the NCLEX-RN are recognized as Registered Nurses, having demonstrated competency and quality performance in the profession.

However, persons that have pleaded guilty or nolo contendere to, or been found guilty of an offense listed in **ACA § 17-87-312. Criminal background checks** 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. Graduation from Baptist Health College Little Rock – School of Nursing does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination. See [www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER\\_3.pdf](http://www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER_3.pdf).

\* Below is the ACA § 17-87-312 in its entirety:

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

(a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a

state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (l) (1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person 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:

(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) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

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

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(14) Rape as prohibited in §§ 5-14-103;

(15) Sexual indecency with a child as prohibited in § 5-14-110;

(16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;

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

(18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;

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

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

(21) Permitting abuse of a child as prohibited in § 5-27-221(a) (1) and (3);

(22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a

sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;

(23) Felony adult abuse as prohibited in § 5-28-103;

(24) Theft of property as prohibited in § 5-36-103;

(25) Theft by receiving as prohibited in § 5-36-106;

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

(27) Burglary as prohibited in § 5-39-201;

(28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;

(29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(30) Stalking as prohibited in § 5-71-229;

(31) 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;

(32) Computer child pornography as prohibited in § 5-27-603; and

(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

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

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

(2) Except as provided in subdivision (l) (1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1) The provisions of subsections (e) and subdivision (f) (2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

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

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

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

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

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

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

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

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

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

- (i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
- (l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1)(2) of this section.
- (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
  - (A) Capital murder as prohibited in § 5-10-101;
  - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
  - (C) Kidnapping as prohibited in § 5-11-102;
  - (D) Rape as prohibited in § 5-14-103;
  - (E) 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;
  - (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
  - (G) Incest as prohibited in § 5-26-202;
  - (H) Arson as prohibited in § 5-38-301;
  - (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
  - (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

***Program Outcomes***

1. Integrate critical thinking when developing a plan to implement the nursing process to meet the healthcare needs of individuals, family, and groups in the local, regional, national, and global communities.
2. Execute an individualized healthcare teaching plan utilizing evidence-based practice to achieve optimum wellness and improve the quality of life in individuals, families, and groups of local, regional, national, and global communities.
3. Deliver value based, culturally competent and caring professional nursing care based on the theoretical knowledge, ethical principles and legal standards utilizing a multi-disciplinary holistic approach when providing healthcare.
4. Exemplify professional nursing skills in fulfilling a leadership role while managing, delegating, collaborating, coordinating, and communicating with a multi-disciplinary healthcare team in caring for individuals, families, and groups of local, regional, national and global communities.



5. Support continuous improvement and lifelong learning through self-directed participation in professional and educational activities while supporting the integration of evidence based research into practice.

### ***Standardized Testing***

Students are required to take standardized examinations as scheduled throughout the curriculum. Students are required to take all examinations as scheduled for progression in the program and promotion to graduate candidacy status.

### ***Student Retention***

The school strives to retain all who enter for the purpose of preparing as many qualified graduates as possible. The Student Retention Committee has established an advisement plan that can be utilized by faculty in academic advisement of students.

## **Affiliation and Cooperative Agreements**

BHCLR facilitates sharing of information concerning additional educational opportunities with other colleges and universities. Students may meet individually with representatives of these institutions for specific information regarding educational mobility.

### ***Affiliation Agreement with University of Arkansas - Pulaski Technical College***

The BHCLR-School of Nursing maintains a contractual partnership with a college or university for the provision of required general education courses that provide a foundation of knowledge to support the upper division of the nursing major.

The affiliating college or university in partnership with the school, currently University of Arkansas - Pulaski Technical College, has full authority from the Arkansas Board of Higher Education to offer academic programs, is accredited by the Higher Learning Commission and is a member of the North Central Association. Although the main campus of the college is located in North Little Rock, the required general education courses for BHCLR students are taught by the college faculty at BHCLR.

### ***Cooperative Agreements***

The BHCLR - School of Nursing works cooperatively with Arkansas Tech University (ATU) , University of Arkansas (U of A), University of Arkansas at Little Rock (UALR), and University of Central Arkansas (UCA) to offer licensed BHCLR – School of Nursing graduates opportunities to complete a Bachelor of Science in Nursing degree. The complete agreements between BHCLR & ATU, BHCLR & UALR, BHCLR and U of A, and BHCLR & UCA provide web-based and student-friendly programs of study. For more detailed information go to the [www.bhclr.edu](http://www.bhclr.edu) website.

## **Finance**

### ***Professional Fees***

Professional fees are payable to outside vendors and are expenses associated with National Council Licensure Examination-Registered Nurse (NCLEX-RN) application, Arkansas State Board of Nursing (ASBN) application, and the temporary permit fee.

## Student Support Services

### *Professional Organizations*

Students are encouraged to join the National Student Nurses' Association.

## Professional Curriculum

The professional curriculum is offered to traditional non-licensed individuals and to licensed individuals. An associate of applied science degree with a major in nursing is granted upon graduation.

A student enrolled in the Traditional track curriculum is required to have a total of seventy two (72) credits to complete the curriculum: one (1) credit for Spiritual Perspectives in Healthcare; thirty one (31) credits for the required general education and science courses; and forty-one (41) nursing course credits. After successful completion of the seventy two (72) credits, the student may academically qualify for graduation candidacy.

A student enrolled in the Accelerated Track for LPN/LPTN and Certified Paramedics is required to have a total of seventy two (72) credits to complete the track: one (1) credit for Spiritual Perspectives in Healthcare; thirty-one (31) credits for the required general education and science courses; twenty-nine (29) nursing course credits; and the remaining twelve (12) credits associated with the freshman and sophomore nursing courses are granted gratis at graduation and recorded on the official transcript. After successful completion of the seventy-two (72) credits the student may qualify academically for graduation candidacy.

## Program of Study

### *Traditional Track Curriculum*

<b>Classification</b>	<b>Credits</b>
<u>General Education</u>	
* Human Anatomy and Physiology I ( <i>Transfer</i> )	4
* Human Anatomy and Physiology II ( <i>Transfer</i> )	4
* Fundamental Chemistry I ( <i>Transfer</i> )	4
* Microbiology ( <i>Transfer</i> )	4
* English Composition I ( <i>Transfer</i> )	3
* English Composition II ( <i>Transfer</i> )	3
* Psychology ( <i>Transfer</i> )	3
* College Algebra ( <i>Transfer</i> )	3
* Computer Concepts/Sociology ( <i>Transfer</i> )	<u>3</u>
Total Semester Credits	31
<u>Semester I (Freshmen)</u>	
* NSG 1010 Adult Nursing I	10
* NSG 1002 Pharmacology I	2
* SPRN 0001 Spiritual Perspectives in Healthcare	<u>1</u>
Total Semester Credits	13

### Semester II (Sophomore I)

*	NSG 2107 Adult Nursing II	7
*	NSG 2104 Mental Health	4
*	NSG 2004 Women's Health	4
*	NSG 2101 Pharmacology II	<u>1</u>
	Total Semester Credits	16

### Semester III (Sophomore II)

*	NSG 2207 Adult Nursing III	7
*	NSG 2204 Children's Health	4
*	NSG 2201 Pharmacology III	<u>1</u>
	Total Semester Credits	12

Total Program Credits: Traditional Track

Nursing:	41 Credit Hours
General Education:	<u>31 Credit Hours</u>
<b>Total:</b>	<b>72 Credit Hours</b>

## Course Descriptions

### *Traditional Track*

#### **SPRN 0001**

#### **Spiritual Perspectives in Healthcare‡**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about: 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory - 15 contact hours.

‡ Course required by BHCLR.

[The above course may be offered to a limited number of qualified students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

#### **NSG 1010 Adult Nursing I**

**10 Credit Hours**

This course includes an introduction to fundamentals of nursing and medical technology. Basic theoretical concepts, nursing and scientific principles that serve as the foundation of the curriculum which is sensitive to a multi-cultural society are also included in course content. Course content include; introduction to basic human needs and nursing care, nursing legalities, values and ethics, introduction to nursing role(s) development, safety, wellness and illness, interpersonal and group communications skills, cultural concepts, physical assessment, computer charting, nursing documentation, nursing process, critical thinking, adult growth and development, and health teaching. Scientific and procedural aspects of the following nursing skills are demonstrated in the Nursing Skills Laboratory; fundamental nursing skills that assist adult clients to meet basic needs, physical assessment, sterile gloving, sterile dressing change and urinary catheterization. Clinical laboratory experience in the hospital correlates with classroom instruction by focusing on fundamental nursing care including; organizational skills, critical

thinking, physical assessment, nursing documentation, implementation of fundamental nursing skills and safe medication administration in the care of the adult client. This course includes assessment, diagnostic evaluation, documentation, client care and teaching and health promotion associated with various body systems. Also included is an introduction to the study of medical terminology. Medical terminology introduces the study of word roots, combined forms. Prefixes, suffixes, and abbreviations, common terms related to anatomy, symptoms, and continental time. The use of medical terminology identifies terms for documentation and enhanced communication in the health care field. The twenty-two (22) week course includes the following number of contact hours: Theory 122 contact hours, Nursing Skills Laboratory: 22 contact hours, and Clinical Laboratory: 112 contact hours for a total of 256 contact hours.

### **NSG 1002 Pharmacology I**

### **2 Credit Hours**

This course is designed to provide the student with an introduction to pharmacology and medication administration. Course content includes theoretical concepts, nursing and scientific principles that serve as the foundation for safe medication administration and care of the client. Scientific and procedural aspects of the following skills are demonstrated in the Nursing Skills Laboratory; preparation and safe administration of oral, topical, eye and ear instillations, and suppository medications and documentation on the medication administration record. Dimensional analysis will be utilized to correctly calculated medication dosages. The course will include basic units of measurement, abbreviations, equivalencies, apothecary, household, metric conversions, dosage calculations, calculations by weight and safe dose range. The twenty-two (22) week course includes the following number of contact hours: Theory: 42 contact hours, Nursing Skills Laboratory: 3 contact hours for a total of 45 contact hours.

### **NSG 2107 Adult Nursing II**

### **7 Credit Hours**

This course builds on the knowledge base and skills introduced in Adult Nursing I. This course focuses on the care of the adult client with chronic and acute illness and disease. Course content includes; professional roles of the nurse in the perioperative setting and the role of the case manager; the culturally-competent, evidence-based care of the adult client with fluid and electrolyte imbalances, urinary disorders, upper/lower respiratory disorders, chronic pulmonary disease, coronary artery disease, vascular disease, vascular disorders, chronic heart failure, oral/esophageal disorders, gastric/duodenal disorders, intestinal/rectal disorders, common musculoskeletal disorders, non-emergent musculoskeletal injuries, dermatologic conditions, wound staging, burns, seizures, spinal tumors and degenerative neurological diseases. The clinical laboratory experiences correlate with classroom instruction by focusing on refinement of adult health assessment, critical thinking skills, initiation of intravenous (IV) therapy, dosage calculation including calculation of IV medication rates, knowledge of medications and safe medication administration skills of the client before, during, and after surgery, and administration of injectable medications, selected IV medications and IV fluids. This twenty-two (22) week course includes the following number of contact hours: Theory: 97 contact hours, Clinical Laboratory: 88 contact hours for a total of 185 contact hours.

### **NSG 2104 Mental Health**

### **4 Credit Hours**

This course focuses on nursing care of clients and families who are experiencing psychiatric-mental health problems throughout the life cycle. Course content includes; a basic foundation for understanding for understanding mental health issues, introduction of nursing care of clients

diagnosed with psychiatric-mental health disorders, and exploration of special topics. Foundational issues include historical/legal/ethical perspectives, theoretical frameworks for care, anxiety and principles of crisis intervention, stress adaptation and management, psychosocial growth and development, human sexuality and suicidal crisis. Clinical laboratory experiences correlate with classroom instruction by focusing on utilization of nursing process for care of clients and their families in hospitals, community agencies, and other non-traditional settings. Students observe and participate in a variety of treatment modalities.. The twenty-two (22) week course includes the following number of contact hours: Theory: 58 contact hours, Clinical Laboratory: 64 contact hours for a total of 122 contact hours.

### **NSG 2004 Women's Health**

### **4 Credit Hours**

This course focuses on maternal, gynecological and newborn nursing. Course content includes normal variances and deviations from normal during childbearing, incorporating the impact on the family. Antepartal, intrapartal, and postpartal care, growth and development, genetics, safe administration of medication to women and newborns, and gynecological problems are also included. The psychosocial and cultural aspects of caring for women and childbearing families are addressed including the grief process. Clinical laboratory experiences correlate with classroom instruction by focusing on utilization of critical thinking in the nursing process for women and their families in labor and delivery, mother-infant, and gynecological experiences in acute care and community facilities. The twenty-two (22) week course includes the following number of contact hours: Theory: 58 contact hours, Clinical Laboratory: 64 contact hours for a total of 122 contact hours.

### **NSG 2101 Pharmacology II**

### **1 Credit Hours**

This course builds on the knowledge and skills acquired in Pharmacology I. Course content include safe pharmacological principles of medications affecting each of the body systems in the adult client; safe initiation and administration of injectable medications, selected intravenous (IV) medications and fluids, including the dosage calculation associated with the administration of injectable medications and selected IV medications and fluids; and the insertion and maintenance of intravenous access. This course also includes safe pharmacologic principles and dosage calculation for medications appropriate for the mental health client as well as the maternal-newborn client. This course is a co-requisite of NSG 2107, NSG 2104, and NSG 2004. The twenty-two (22) week course includes the following number of contact hours: Theory: 27 contact hours, Nursing Skills Laboratory: 4 contact hours for a total of 31 contact hours.

### **NSG 2207 Adult Nursing III**

### **7 Credit Hours**

This course focuses on the care of the adult client with multiple problems in the acute, chronic, and critical care setting and incorporates the professional roles in nursing practice to further expand the knowledge base. The course integrates the content categories of foundation, tools, and processes of Professional Practice with the medical management and nursing care of the client of various ages experiencing chronic and acute disorders of selected body systems, and addresses the impact of crisis on the family. The course incorporated evidence-based practice and management of care. Selected complex medical-surgical nursing skills are demonstrated and practiced in the nursing skills laboratory. Clinical laboratory experiences correlate with classroom instruction by focusing on the nurse as a leader who utilizes nursing processes and critical thinking to care for groups of clients and their families in a variety of health care settings,

as well as practicing select complex nursing skills, safe medications administration and dosage calculation, and adapting interpersonal relationship skills and practicing professionalism. The twenty-two (22) week course includes the following number of contact hours: Theory: 80 contact hours, Nursing Skills Laboratory: 8 contact hours, Clinical Laboratory: 144 contact hours for a total of 232 contact hours.

### **NSG 2204 Children's Health**

**4 Credit Hours**

This course focuses on pediatric nursing and children's health. Course content includes both normal variances within the pediatric population, as well as deviations from normal and addresses the impact of these on both the child and family. Growth and development, genetics, age specific health teaching and nursing care, and safe medication administration are addressed as well as the psychosocial and cultural aspects of caring for the pediatric client and their families. Clinical laboratory experiences correlate with classroom instruction by focusing on the utilization of critical thinking in the nursing process to provide holistic care for children and their families. A variety of clinical settings may be utilized. The twenty-two (22) week course includes the following number of contact hours: Theory: 50 contact hours, Clinical Laboratory: 100 contact hours for a total of 150 contact hours.

### **NSG 2201 Pharmacology III**

**1 Credit Hours**

This course builds on the knowledge and skills acquired in Pharmacology II. Course content includes; concepts of pharmacology across the lifespan and under various patient conditions. Course content is aimed at integrating pharmacological concepts for the adult client with multiple problems as well as the pediatric client into the nursing process. Emphasis is on safe medication administration to the adult client as well as the pediatric client in a variety of clinical settings. This twenty-two (22) week course includes the following number of contact hours: Theory: 25 contact hours for a total of 25 contact hours.

## Program Totals

### *Traditional Track*

Total Number of Courses	19
BHCLR Courses	10
Transfer General Education Courses	9
Total Number of Credit Hours	72
BHCLR Credit Hours	41
Transfer General Education Credit Hours	31
Number of Contact Hours (Theory)	574
Number of Contact Hours (Clinical Laboratory)	572
Number of Contact Hours (Skills Laboratory)	37
Total Contact Hours	1183

## ABHES Educational Effectiveness Outcomes

The Baptist Health College Little Rock- School of Nursing provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support information in preceding pages, the following information is provided:

### *Diploma – Traditional and Accelerated*

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	76%	78%	89%	4.25/5.00	4.60/5.00
2016	83%	86%	96%	4.13/5.00	4.58/5.00
2017	NA	NA	NA	NA	NA

\*The last diploma class graduated in June 2016

### *AAS - Traditional*

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	NA	NA	NA	NA	NA
2016	73%	NA	NA	NA	NA
2017	81%	83%	94%	TBD	TBD

## **SCHOOL OF NURSING AAS PROGRAM – ACCELERATED TRACK**

### **History**

The Baptist Health College Little Rock – School of Nursing opened in 1920 and, following closure for a nine year period, was established in 1976. The school, a diploma program, prepared individuals to become registered nurses. In 1987, the school added the LPN/LPTN to RN Accelerated Program for licensed practical nurses, licensed psychiatric technician nurses and in 2006, the Accelerated track in the School of Nursing began accepting qualified certified paramedics to become registered nurses. Faculty from an affiliating college provide general education and science courses for the students on the Little Rock campus. The school was one of the largest diploma programs in the nation. In July 2015, the school transitioned from a diploma program into a degree program offering an Associate of Applied Science in Nursing (AAS) upon successful completion of the program.

In 1990, the school was extended to Northwest Arkansas, Baptist Health School of Nursing Northwest, under the joint sponsorship of Northwest Medical Center and Washington Regional Medical Center. The off-campus extension grew rapidly and in 1998, ownership of the extension of the school was transferred to Northwest Regional Medical Center and Washington Regional Medical Center. A southeast Arkansas extension for the LPN/LPTN to RN Accelerated Program (Baptist Health School of Nursing Southeast), sponsored by the Southeast Hospital Consortia and in cooperation with Great Rivers Technical Institute began in January 1997 at McGehee, Arkansas. The school had full approval status from the Arkansas State Board of Nursing and was accredited by the National League for Nursing Accrediting Commission. The Baptist Health School of Nursing Southeast officially closed December 2007.

Beginning with its first establishment in 1920, the school has served the healthcare community by providing a quality educational program which prepares the graduate for direct, first-time entry into the profession as a registered nurse (RN).

### **Mission Statement**

The BHCLR School of Nursing shapes the health of Arkansans by educating and mentoring registered nursing students with excellence and Christian compassion.

### **Philosophy**

Baptist Health College Little Rock – School of Nursing, as an educational unit owned and operated by Baptist Health Medical Center-Little Rock, supports Baptist Health Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions and communities of interest. The school strives to prepare graduates who demonstrate professionalism by practicing nursing in hospitals, and other contemporary healthcare environments with awareness of health care needs of the local, regional, national, and global communities.

The faculty accomplishes this purpose in the context of the Christian values and the following beliefs. Nursing is a value-directed, culturally sensitive, caring profession which embodies advocacy for the consumer and the healthcare system to improve the quality and delivery of



healthcare within the ethical principles and legal standards of safe practice. As a leader in the healthcare system, the nurse focuses on human needs, and facilitates achievement of optimum wellness in individuals, families, and groups. The nurse cares for individuals across the life span by intervening to meet healthcare needs through resource management, utilization of the National Patient Safety Goals, and customer education.

Education is the formal and informal experience(s) which incorporates past and newly acquired knowledge, skills, and values to affect behavioral change. The process of learning is lifelong and is unique to each individual. Learning occurs with each life experience and is influenced by the developmental level and motivation of the learner. The methodology for teaching nursing best practice is the use of critical thinking in the interdependent problem solving method inherent in the nursing process and the multi-disciplinary approach of the healthcare team. Professional nursing practice requires specialized education incorporating research and evidence-based theoretical knowledge from nursing, medical, behavioral, physical, and natural sciences. Professional nursing education involves progressive experiences which promote the personal and professional development. This education is best acquired in a caring, nurturing environment characterized by opportunities for creativity and self-direction. The faculty is committed to providing an environment which enhances the acquisition of knowledge, skills, and values while pursuing customer satisfaction and continuous improvement for individuals from the time of admission through graduation. The program of study provides a framework for progressing the student through a specialized curriculum which integrates policies and classroom instruction with clinical laboratory practice to optimize the professional development of the student. Therefore, the faculty plans, implements, and evaluates an educational program which includes an organized curriculum, academic advising, counseling services, utilization of computer skills, student development, and student government. The faculty is committed to demonstrate scholarship, evidence-based teaching and clinical practices which are then implemented in classroom, skills laboratory, clinical laboratory, and distance/hybrid teaching methodologies and to establish a supportive, nurturing environment for the school’s student population.

**Goal**

Baptist Health College Little Rock – School of Nursing exists to prepare a graduate who demonstrates critical thinking and a commitment to the nursing profession by continuing personal and professional growth and by serving the community as a competent healthcare advocate, leader, manager, provider and teacher.

**Admissions**

*Calendars*

<b>School of Nursing Calendar Accelerated Track for LPN/LPTNs and Certified Paramedics Spring</b>	
Accelerated Nursing – Courses Begin	January 02, 2018
Accelerated Nursing – Courses End	December 08, 2018
NCLEX-RN Review Course	TBA
Commencement*	December 10, 2018

\* BHCLR will hold two commencement ceremonies in December and June. The BHCLR commencement ceremony does not confer official graduate status.

### ***Application Deadline***

#### **Accelerated Track for LPN/LPTN and Certified Paramedics**

Individuals who are applying to the LPN/LPTNs and Certified Paramedics Accelerated track of BHCLR - School of Nursing program, beginning in January, must have their application file complete on or before December 1<sup>st</sup> of the specified year.

BHCLR Operates under rolling admissions and applicants are considered for admissions as their files become complete. As a result, applicants completed at or near the deadlines are considered on a space-available basis.

### ***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

Application requirements are:

4. Applicants must be high school graduates or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
5. Official transcripts from ALL educational institutions attended. All includes colleges, universities, vocational schools, private schools, military schools, private career schools, etc.;
6. ACT, preferred minimum score of 19 or SAT, minimum score of 900. A minimum score of 16 or above is required in all ACT subsets (English, Math, Reading, and Science Reasoning). The Scholastic Aptitude Test (ACT) may be submitted in lieu of the ACT. The ACT is evaluated utilizing and ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website. ACT or SAT must have been taken within the last ten (10) years.

### ***Licensed Practical and Licensed Psychiatric Technician Nurses***

Licensed Practical Nurses (LPNs) or Licensed Vocational Nurses (LVNs) and Licensed Psychiatric Technician Nurses (LPTNs) are offered the Accelerated Track of study to become registered nurses.

These applicants are required to complete the same application process as other applicants. In addition, they are required to provide a career portfolio that includes information related to their work experience, educational experience, and evidence of an unencumbered (i.e.: no action against the privilege to practice) Arkansas license. Individuals interested in this opportunity may contact the school for additional information 501-202-6200 or 1-800-345-3046.

### ***Paramedics***

Arkansas Certified Paramedics (ACP), which are Nationally Registered, may apply for selection to enter the LPN/LPTN to RN Accelerated curriculum at BHCLR - School of Nursing. Qualifying paramedics are required to fulfill the same application requirements and all entry requirements as the other applicants. In addition they are required to achieve a score of AC@ or above on the Excelsior Fundamental of Nursing Examination and complete specific skill modules and laboratory check-off.

### ***LPN/LPTNs and Certified Paramedics Accelerated Track Application Requirements***

Licensed Practical Nurses (LPN), Licensed Psychiatric Technician Nurses (LPTN), Licensed Vocational Nurses (LVN) and Arkansas Certified Paramedics (ACP) applying for the Accelerated Track follow the same application process as applicants for the Traditional Track; in addition, they are required to submit a career portfolio and additional information if requested.

1. Applicants must be high school graduates or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. Official transcripts from ALL educational institutions attended. All included colleges, universities, vocational schools, private schools, military schools, private career schools, etc.;
3. ACT, preferred minimum score of 19 or SAT, minimum score of 900. A minimum score of 16 or above is required in all ACT subsets (English, Math, Reading, and Science Reasoning). The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated using an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website. ACT or SAT must have been taken within the last ten (10) years.
4. Current unrestricted Arkansas LPN or LPTN license, if out of state, individual must apply to the Arkansas State Board of Nursing for license;
5. Personal interview as requested;
6. Documentation of employment as a LPN/LPTN or Paramedic for a minimum of 6 months is preferred;
7. Paramedic to RN additional requirements;  
Arkansas Paramedic certification required;  
Achieve a score of “C” or above on Excelsior Fundamentals of Nursing Examination;
8. Documented completion of a minimum of English Composition I, College Algebra, Anatomy and Physiology I and an additional science course, with an official transcript reflecting final grades of “C” or greater.

Remaining general education courses are taken as co-requisites with the nursing curriculum and may be completed during Spring, Summer and Fall semesters through

University of Arkansas - Pulaski Technical College (UA- PTC)\* evening or online classes as offered. Refer to UA - PTC schedule of classes.

Transfer credits are accepted as identified in the Catalog. Applicants are referred to the schools' Transfer Credit Guide available online at <http://www.bhclr.edu/student-services/course-transfer-guide/>.

### ***Selection Committee***

The school selects applicants for entry throughout the year by maintaining a continuous selection process. Thus, the selection of applicants for entry occurs throughout the calendar year. The Selection Committees I, II, and III review and consider each completed applicant file on an individual basis for selection after all required application materials are received. The committees meet regularly throughout the calendar year to select applicants for first time entry, or reentry. Applicants preferring a particular year should have their applicant file completed as soon as possible. Applicants are notified by a U.S. mailed letter of the decision regarding their application for selection.

### ***Selection Process***

The Selection I Committee reviews the Traditional Track and the Traditional Track + Gen. Ed. Prep applicant files; the Selection II Committee reviews the Accelerated Track for LPN/LPTN and Certified Paramedics applicant files, and Selection III reviews reentry and transfer applicant files.

The selection process includes a thorough review of the completed applicant file. Each applicant is scored according to established criteria reflected on the Applicant Rating Form. If a qualified applicant is not included in the selected class number, alternate status may be assigned.

Selected applicants not registering, who seek entry at a later date, have no preferential status and are reconsidered at the same time as new applicants for the next class. Selected applicants, who enter later than one (1) calendar year after initial selection, are required to update their applicant file.

### ***Admission to Accelerated Track***

The school supports and participates in the Arkansas Nursing Articulation Model. The Accelerated Track, designed for licensed practical nurses (LPN/LPTN), may enter at the Sophomore Semester I level after selection for entry. Arkansas Certified Paramedics (ACP) may also enter at the Sophomore Semester I level after selection for entry. Applicants for the Accelerated Track must meet all application and entry requirements published in the Catalog.

### ***Credit by Examination***

See General Section – Applicant and Admission Information.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant and Admission section of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission Information section of the

Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Reentry Requirements***

A student previously enrolled in a BHCLR, may apply for reentry as identified in the Applicant and Admission section of the Catalog. In addition, the following information is required:

4. Complete reentry application form online at [www.bhclr.edu](http://www.bhclr.edu).
5. Submit the following completed documents, the deadline for fall admission is June 1 of each year, for spring, the admission deadline is December 1 each year.
  - 5.1. Reentry Application Form;
  - 5.2. All official transcript(s) on file, if applicable, reflecting additional college credits earned during absence from school;
  - 5.3. Provide evidence of a current, unencumbered Arkansas license as LPN/LPTN; or Arkansas Certified Paramedic current certification, if a reentry Accelerated applicant;
  - 5.4. Provide additional information and materials as requested by the Selection Committee;
6. Complete a personal interview, if requested by the Selection Committee.

### ***Essential Functions***

Essential functions, established by the school, are capabilities that must be demonstrated by the student. Student requirements are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other students, the public or patients. The essential functions for nursing include:

#### 1. Observation:

I am able to see and read printed materials including but not limited to clinical documents, course materials, and computer screens.

I am able to visually observe patients and the patient's environment.

I require the use of glasses/contacts and wear them when necessary.

#### 2. Speech/Hearing:

I am able to speak clearly and be understood.

I am able to hear and interpret voices as well as loud, soft or muffled sounds.

#### 3. Physical Abilities/Fine Motor Touch:

I am able to walk, lift in excess of 50 lbs, push, pull, reach, sit and stand for long periods of time when necessary.

I am able to move heavy objects by bending, stooping, reaching or moving side to side.

I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.

I am able to gather information (ex: temperature) by using the sense of touch.

I am physically able to work on or with equipment following proper training.  
I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.

4. Intellectual/ Conceptual/ Cognitive:

I am able to do basic mathematical calculations (add, subtract, multiply, divide).  
I am able to recognize emergency situations and take appropriate actions as taught.  
I am able to comprehend and process verbal and written information.  
I am able to organize and prioritize job tasks.

5. Communication / Behavior:

I am able to read and write.  
I am able to verbally communicate in the English language.  
I am able to legibly communicate in writing using the English language.  
I am able to assess or interpret non-verbal communication such as facial expressions, hand signals for help, etc...  
I am able to demonstrate and maintain psychological and emotional stability.  
I am willing and able to behave in a professional and respectful manner.  
I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and Performance.  
I am willing and able to follow all expectations, policies and procedures outlined by the school.  
I am able to follow organizational policies which maintain safety for patient, self, and others.

***Entrance Date***

The entrance dates are reflected on the School Calendar herein presented in this portion of the Catalog under *Admissions*.  
Students are notified when receiving their acceptance letter of the entrance (Orientation) date for the beginning of the school year.

***Registration***

Students are notified of the registration process in their acceptance letter.

**Academics**

The program of study is composed of required courses in general education, sciences, and nursing. It is designed to assist the student in achieving the program outcomes by graduation. The student begins study by learning skills supported by fundamental classroom theoretical knowledge and principles. Based on that foundation, the student progresses with additional knowledge, skills, and principles with increasing complexity, through the subsequent semesters. The student graduates from the program of study with critical thinking capability and the ability to manage complex situations related to patient care.

The student progresses and promotes through the program of study by completing each required course with at least a minimum final grade of “C”. In nursing courses, minimum final grades of “C” in theory and satisfactory “S” in nursing skills laboratory and clinical laboratory are required. The student must meet all requirements of each nursing course in order to progress. Passing in all university and/or college courses is determined according to the policies of the

respective institution. A final theory grade of “C” is required by BHCLR for all university and college courses. Academic progress is determined using classroom theory, clinical laboratory, and nursing skills laboratory grading scales. Classroom theory grading scale is published in the Academic Information section of the Catalog. Any course grading scale that deviates from the academic information is published in the specific course syllabus.

**Clinical Laboratory and Nursing Skills Laboratory:**

<u>Rating Symbol</u>	<u>Quality</u>
S	Satisfactory
U	Unsatisfactory
I	Incomplete
NA	Not Applicable
NO	Not Observed
ONA	Opportunity Not Available

***Incomplete Grades and Course Make – Up Work***

The opportunity to complete an incomplete grade or make-up missed work including examinations may be available to the student. The ability to complete incomplete makeup course work is determined by policy. The student’s follow-through with policy regarding attendance, the student’s previous attendance records and academic progress will be considered when making this decision. Fees are charged to cover the program’s expense associated with grading, clinical make-up time, nursing skills laboratory make-up time, examination preparation, proctoring, and recording.

***Attendance and Method of Delivery***

The program is a residential-blended program of study. Regular and prompt attendance is required. Attendance and specific requirements are published in the Student Handbook and each course syllabus.

***Class and Clinical Rotations***

Classes are scheduled on a regular basis and are usually Monday through Friday, 8:00 am – 5:00 pm unless otherwise scheduled on course calendars. A class schedule is provided during orientation. Selected courses have clinical laboratories taught concurrently with lecture topics. This approach provides students hands-on experience and visual reinforcement of the principles learned in the classroom. Laboratory rotations are scheduled by the program faculty and may occur Monday – Friday and/or weekends. The time for clinical experiences varies per course.

***School Day***

A typical school day is from 8:00 am – 5:00 pm Monday through Friday for the classroom. Clinical rotations vary and are scheduled by the faculty.

***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Educational Plans and Promotion***

On entry, each student receives an educational plan of study. The plan must be followed to ensure completion and graduation on the scheduled date. There must be no deviations from the plan without the Registrar and respective Coordinator's prior approval.

Promotion from one classification to another is dependent on the student complying with the educational plan and in fulfilling all requirements for each level of study in the program.

### ***Graduation Requirements***

Graduation is dependent on the student's fulfillment of the following school requirements and officially occurs on the date of completion verification:

1. Satisfactorily complete the program of study,
2. Settle all financial obligations,
3. Complete the clearance process,
4. Complete three (3) hours community service as a freshman, three (3) hours community service as a Sophomore I or Sophomore II for a total of six (6) hours of community service; BHCLR-SN Accelerated Track students complete a total of three (3) hours community service as a Sophomore I or Sophomore II; reentry students will repeat community service hours dependent on the level of entry,
5. Complete the educational plan as scheduled,
6. Successfully complete a comprehensive NCLEX-RN review course approved by the program,
7. Provide school approved photograph for the graduate composite picture, and
8. Submit completed Sophomore II exit forms.

### ***Length of Program***

The Accelerated Track for LPN/LPTN and Certified Paramedics program of study is one academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Completion of the program of study and graduation assures eligibility to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### ***Licensure***



Successful candidates on the NCLEX-RN are recognized as Registered Nurses, having demonstrated competency and quality performance in the profession.

However, persons that have pleaded guilty or nolo contendere to, or been found guilty of an offense listed in **ACA § 17-87-312. Criminal background checks** 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. Graduation from Baptist Health College Little Rock – School of Nursing does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination. See [www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER\\_3.pdf](http://www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER_3.pdf).

\* Below is the ACA § 17-87-312 in its entirety:

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

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

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (l) (1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person 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:

(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) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

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

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(14) Rape as prohibited in §§ 5-14-103;

(15) Sexual indecency with a child as prohibited in § 5-14-110;

- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
  - (17) Incest as prohibited in § 5-26-202;
  - (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
  - (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
  - (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
  - (21) Permitting abuse of a child as prohibited in § 5-27-221(a) (1) and (3);
  - (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
  - (23) Felony adult abuse as prohibited in § 5-28-103;
  - (24) Theft of property as prohibited in § 5-36-103;
  - (25) Theft by receiving as prohibited in § 5-36-106;
  - (26) Arson as prohibited in § 5-38-301;
  - (27) Burglary as prohibited in § 5-39-201;
  - (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
  - (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (30) Stalking as prohibited in § 5-71-229;
  - (31) 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;
  - (32) Computer child pornography as prohibited in § 5-27-603; and
  - (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.
- (f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (B) The permit shall be valid for no more than six (6) months.
- (2) Except as provided in subdivision (1) (1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.
- (g)(1) The provisions of subsections (e) and subdivision (f) (2) of this section may be waived by the board upon the request of:
- (A) An affected applicant for licensure; or
  - (B) The person holding a license subject to revocation.
- (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
- (A) The age at which the crime was committed;
  - (B) The circumstances surrounding the crime;
  - (C) The length of time since the crime;
  - (D) Subsequent work history;

- (E) Employment references;
- (F) Character references; and
- (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.
- (h)(1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:
  - (A) The affected applicant for licensure, or his authorized representative; or
  - (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.
  - (i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
  - (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
  - (k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
- (l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.
  - (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
    - (A) Capital murder as prohibited in § 5-10-101;
    - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
    - (C) Kidnapping as prohibited in § 5-11-102;
    - (D) Rape as prohibited in § 5-14-103;
    - (E) 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;
    - (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
    - (G) Incest as prohibited in § 5-26-202;
    - (H) Arson as prohibited in § 5-38-301;
    - (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
    - (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

***Program Outcomes***

1. Integrate critical thinking when developing a plan to implement the nursing process to meet the healthcare needs of individuals, family, and groups in the local, regional, national, and global communities.

2. Execute an individualized healthcare teaching plan utilizing evidence-based practice to achieve optimum wellness and improve the quality of life in individuals, families, and groups of local, regional, national, and global communities.
3. Deliver value based, culturally competent and caring professional nursing care based on the theoretical knowledge, ethical principles and legal standards utilizing a multi-disciplinary holistic approach when providing healthcare.
4. Exemplify professional nursing skills in fulfilling a leadership role while managing, delegating, collaborating, coordinating, and communicating with a multi-disciplinary healthcare team in caring for individuals, families, and groups of local, regional, national and global communities.
5. Support continuous improvement and lifelong learning through self-directed participation in professional and educational activities while supporting the integration of evidence based research into practice.

### ***Standardized Testing***

Students are required to take standardized examinations as scheduled throughout the curriculum. Students are required to take all examinations as scheduled for progression in the program and promotion to graduate candidacy status.

### ***Student Retention***

The school strives to retain all who enter for the purpose of preparing as many qualified graduates as possible. The Student Retention Committee has established an advisement plan that can be utilized by faculty in academic advisement of students.

### **Affiliation and Cooperative Agreements**

BHCLR facilitates sharing of information concerning additional educational opportunities with other colleges and universities. Students may meet individually with representatives of these institutions for specific information regarding educational mobility.

#### ***Affiliation Agreement with University of Arkansas - Pulaski Technical College***

The BHCLR-School of Nursing maintains a contractual partnership with a college or university for the provision of required general education courses that provide a foundation of knowledge to support the upper division of the nursing major.

The affiliating college or university in partnership with the school, currently University of Arkansas - Pulaski Technical College, has full authority from the Arkansas Board of Higher Education to offer academic programs, is accredited by the Higher Learning Commission and is a member of the North Central Association. Although the main campus of the college is located in North Little Rock, the required general education courses for BHCLR students are taught by the college faculty at BHCLR.

#### ***Cooperative Agreements***

The BHCLR - School of Nursing works cooperatively with Arkansas Tech University (ATU) ,

University of Arkansas (U of A), University of Arkansas at Little Rock (UALR), and University of Central Arkansas (UCA) to offer licensed BHCLR – School of Nursing graduates opportunities to complete a Bachelor of Science in Nursing degree. The complete agreements between BHCLR & ATU, BHCLR & UALR, BHCLR and U of A, and BHCLR & UCA provide web-based and student-friendly programs of study. For more detailed information go to the [www.bhclr.edu](http://www.bhclr.edu) website.

## Finance

### *Professional Fees*

Professional fees are payable to outside vendors and are expenses associated with National Council Licensure Examination-Registered Nurse (NCLEX-RN) application, Arkansas State Board of Nursing (ASBN) application, and the temporary permit fee.

## Student Support Services

### *Professional Organizations*

Students are encouraged to join the National Student Nurses' Association.

## Professional Curriculum

The professional curriculum is offered to traditional non-licensed individuals and to licensed individuals. An associate of applied science degree with a major in nursing is granted upon graduation.

A student enrolled in the Accelerated Track for LPN/LPTN and Certified Paramedics is required to have a total of seventy two (72) credits to complete the track: one (1) credit for Spiritual Perspectives in Healthcare; thirty-one (31) credits for the required general education and science courses; twenty-nine (29) nursing course credits; and the remaining twelve (12) credits associated with the freshman and sophomore nursing courses are granted gratis at graduation and recorded on the official transcript. After successful completion of the seventy-two (72) credits the student may qualify academically for graduation candidacy.

## Program of Study

### *Accelerated Track for LPN/LPTN and Certified Paramedics Curriculum*

CLASSIFICATION/SEMESTER	CREDITS
Freshman Credit by Validation <sup>a</sup>	<u>12</u>
Subtotal	12
<u>General Education</u>	
* Human Anatomy and Physiology I ( <i>Transfer</i> )	4
* Human Anatomy and Physiology II ( <i>Transfer</i> )	4
* Fundamental Chemistry I ( <i>Transfer</i> )	4
* Microbiology ( <i>Transfer</i> )	4
* English Composition I ( <i>Transfer</i> )	3
* English Composition II ( <i>Transfer</i> )	3
* Psychology ( <i>Transfer</i> )	3

* College Algebra ( <i>Transfer</i> )	3
* Computer Concepts/Sociology ( <i>Transfer</i> )	<u>3</u>
Total Semester Credits	31

SEMESTER I (Sophomore I)

* NSG 2308 Professional Nursing Transition/Adult Nursing II	8
* NSG 2307 Women's and Children's Health	7
* NSG 2301 Pharmacology II	1
* SPRN 0001 Spiritual Perspectives in Healthcare	<u>1</u>
Subtotal	17

SEMESTER II (Sophomore II)

* NSG 2407 Adult Nursing III	7
* NSG 2304 Mental Health	4
* NSG 2401 Pharmacology III for Accelerated Students	<u>1</u>
Subtotal	12

Total Program Credits: Accelerated Track for LPN/LPTN and Certified Paramedics:

Nursing:	29 Credit Hours
Validation:	12 Credit Hours
General Education:	<u>31 Credit Hours</u>
<b>Total:</b>	<b>72 Credit Hours</b>

<sup>a</sup> For accelerated students, credit by validation for LPN/LPTN or Certified Paramedic courses is reflected on the official school transcript.

## Course Descriptions

### *Accelerated Track for LPN/LPTN or Certified Paramedics*

#### **SPRN 0001**

#### **Spiritual Perspectives in Healthcare<sup>‡</sup>**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about: 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory - 15 contact hours.

<sup>‡</sup> Course required by BHCLR.

[The above course may be offered to a limited number of qualified students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

#### **NSG 2308 Professional Nursing Transitions/Adult Nursing II**

**8 Credit Hours**

This course introduces the LPN/LPTN and Paramedic to the different roles, concepts, knowledge, and skills of the RN. Considering previously acquired knowledge and experience of the LPN/LPTN and Paramedic, course content and clinical laboratory experiences are

abbreviated. Course content includes incorporation of professional role behavioral changes, cultural concepts, legal/ethical issues, therapeutic communication, delegation, physical assessment, nursing process, pathophysiology, medical management, and nursing care for disorders experienced by the adult medical-surgical client. Clinical laboratory experiences are correlated with classroom instruction by focusing on nursing process, physical assessment of the adult medical-surgical client, selected nursing skills, intravenous catheter insertion, and safe administration and calculation of medications and intravenous solutions. This twenty-two (22) week course includes the following number of contact hours: Theory: 100 contact hours, Clinical Laboratory: 70 contact hours, Nursing Skills Laboratory: 14 contact hours; for a total of 184 contact hours.

[The above course may be offered to a limited number of qualified students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**NSG 2307 Women’s and Children’s Health** **7 Credit Hours**

This course focuses on the continuum of care beginning with women’s health issues and continuing through pediatric health care. The impact upon the family as a whole is incorporated throughout the course. Considering previously acquired knowledge and experience of the LPN/LPTN and Paramedic, course content and clinical laboratory experiences are abbreviated. Course content includes gynecological issues; antepartal, intrapartal, and postpartal care; genetics, pediatric growth and development; pediatric disease process; and age-specific health teaching. The psychosocial and cultural aspects of caring for women, children, and childbearing families are an important focus of study. Clinical laboratory experiences correlate with classroom instruction through the utilization of critical thinking and the implementation of the nursing process for women, children, and their families. A variety of clinical setting are utilized. The twenty-two (22) week course includes the following number of contact hours: Theory: 95 contact hours, Nursing Skills Laboratory: 8 contact hours, Clinical Laboratory: 60 contact hours for a total of 163 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**NSG 2301 Pharmacology II** **1 Credit Hours**

This course focuses on the concepts of dosage calculation and safe medication administration across the life span. Considering previously acquired knowledge and experience of the LPN/LPTN and Paramedic, course content is abbreviated. The focus of this course is to use the nursing process and the integration of pharmacological concepts across the lifespan with emphasis on safe medication administration to the adult and pediatric client. This twenty-two (22) week course includes the following number of contact hours: Theory – 25; and Clinical Laboratory – 0; for a total of 25 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**NSG 2407 Adult Nursing III****7 Credit Hours**

This course focuses on the nursing care of the adult client with multiple problems in the acute, chronic, and critical care setting while incorporating the professional roles in nursing practice to further expand the knowledge base. The care of the adult client will be addressed with an emphasis on pathophysiology, medical management and nursing care. Other course content will include the foundation, tools and processes of professional nursing practice. This course incorporates evidence-based practice and management of care. Selected complex medical-surgical nursing skills are demonstrated and practiced in the nursing skills laboratory. Clinical laboratory experiences correlate with classroom instruction by focusing on the nurse as a leader who utilizes the nursing processes and critical thinking to care for groups of clients and their families in a variety of health care settings, as well as practicing select complex nursing skills, safe medication administration, and dosage calculation while adapting interpersonal relationship skills and practicing professionalism. Considering previously acquired knowledge and experience of the LPN/LPTN or Paramedic to RN student, content and clinical laboratory experiences will be amended to meet the needs of that student population. Each student must fulfill all clinical requirements including validation of nursing knowledge base by achieving a minimum score of 850 on the Health Education Systems Incorporated (HESI) examination within four (4) attempts. The twenty-two (22) week course includes the following number of contact hours: Theory - 80; Clinical Laboratory - 124 and Nursing Skills Laboratory - 8; for a total of 232 contact hours.

**NSG 2304 Mental Health****4 Credit Hours**

This course focuses on nursing care of clients and families who are experiencing mental health problems throughout the life cycle. Considering previous acquired knowledge and experience of the LPN/LPTN and Paramedic, the course content and clinical laboratory experiences are abbreviated. Course content is organized to expand knowledge base related to understanding psychiatric issues, introduce nursing care of clients diagnosed with mental health disorders, and explore special topics. Foundational issues include historical/legal/ethical perspectives, theoretical frameworks for care, anxiety and crisis principles, stress adaptation and management, psychosocial growth and development, human sexuality and suicidal crisis. Clinical laboratory experiences correlate with classroom instruction by focusing on utilization of critical thinking in the nursing process for care of client and their family in hospitals, community agencies, and other non-traditional settings. Students observe and participate in a variety of treatment modalities. The twenty-two (22) week course includes the following number of contact hours: Theory: 65 contact hours, Clinical Laboratory: 34 contact hours for a total of 99 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]



**NSG 2401 Pharmacology III for Accelerated Students****1 Credit Hour**

This course focuses on concepts of dosage calculation and safe medication administration for the adult client. Fundamental to this course is to use the nursing process and the integration of pharmacological concepts for the adult client with emphasis on safe medication administration to the adult client in acute, critical, and mental health care. The twenty-two (22) week course includes the following number of contact hours: Theory: 25 contact hours for a total of 25 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**Program Totals*****Accelerated Track for LPN/LPTN or Certified Paramedic***

Total Number of Courses	16
BHCLR Courses	7
Transfer General Education Courses	9
Total Number of Credit Hours	72
BHCLR Credits by Validation	12
BHCLR Credit Hours	29
Transfer General Education Credit Hours	31
Number of Contact Hours (Theory)	405
Number of Contact Hours (Clinical Laboratory)	288
Number of Contact Hours (Skills Laboratory)	30
Total Contact Hours	723

**ABHES Educational Effectiveness Outcomes**

The Baptist Health College Little Rock- School of Nursing provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support information in preceding pages, the following information is provided:

***Diploma – Traditional and Accelerated***

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	76%	78%	89%	4.25/5.00	4.60/5.00
2016	83%	86%	96%	4.13/5.00	4.58/5.00
2017	NA	NA	NA	NA	NA

\*The last diploma class graduated in June 2016

***AAS - Accelerated***

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	NA	NA	NA	NA	NA
2016	80%	NA	NA	NA	NA
2017	89%	89%	86%	TBD	TBD

## **SCHOOL OF PRACTICAL NURSING**

### **History**

In response to a shortage of Practical Nurses, the Board of Trustees of Arkansas Baptist Hospital approved the operation of the School of Practical Nursing in July 1964. In September 1964, the curriculum was approved by the Arkansas State Board of Nursing and the first class began. Since that time, more than 2000 students have graduated. These graduates practice nursing throughout the continental United States and several foreign countries. In January 1990 the Baptist Health College Little Rock – School of Practical Nursing became the first Practical Nursing program in Arkansas to be granted initial accreditation by the Council of Practical Nursing Programs, Accreditation Commission for Education in Nursing (ACEN) The Board of Commissioners, at its meeting on July 10-11, 2014, granted the Practical Nursing Program continuing accreditation. The next evaluation visit will be scheduled for Spring 2020. In addition to ACEN accreditation the school is fully approved by the Arkansas State Board of Nursing (ASBN).

### **Mission Statement**

The BHCLR-School of Practical Nursing exists to prepare the graduate to participate on the healthcare team by contributing to the nursing process within established standards of practice for the Licensed Practical Nurse.

The school provides a learning environment to the student through classroom theory, distance education, nursing skills laboratory and clinical experiences which are inclusive of the Baptist Health Values of Service, Honesty, Respect, Stewardship and Performance with a commitment to providing quality patient care.

### **Philosophy**

The BHCLR – School of Practical Nursing is an integral part of Baptist Health, recognizing and supporting the Belief, Mission and Values statements of the sponsoring institution.

We, the faculty, believe that the individual is a physiological, psychological, and sociological being who is worthy of consideration, respect and dignity. Physical, emotional, social and spiritual needs exist in health and illness, and changes in any of these basic needs will influence the total individual. Meeting the individual's basic needs promotes health and wellness, maintains human dignity and enhances the sense of well-being.

We believe society is composed of individuals who share mutual interdependence for survival and well-being. All societies have complex cultures made up of various lifestyles, traditions and values which must be acknowledged in healthcare. Each member of society is a unique being and has personalized needs.

We believe nursing is the implementation of specific knowledge and skills to promote and maintain health or to meet individual needs during periods of illness or injury. Each practitioner is accountable for a systematic approach to problem-solving without regard to age, color, creed, physical challenges, gender, marital status, national origin, race, or religion.

We believe practical nursing is the provision of direct patient care under the supervision of the licensed physician and/or registered nurse. Specific knowledge and skills are acquired through a period of formal education. The Licensed Practical Nurse is accountable for performing only those acts of nursing for which she/he has been educated. A competent Practical Nurse is an important part of the healthcare team.

We believe the teaching-learning process is accomplished through the cooperative effort of the faculty and student. Simple to complex learning opportunities are provided through guided studies developed to meet individual and specific needs. Teaching is a form of interactive communication which offers opportunities for learning. Learning has occurred when new knowledge, skills and attitudes have caused a change in behavior.

We believe nursing education is a process of planned and organized learning experiences established to encourage the development of knowledge, skills and attitudes used to meet various human needs in a variety of situations.

We believe education is a life-long process and the dynamic nature of healthcare causes education to be a continuous process. Each practitioner is responsible for continuing educational development and professional growth in order to maintain a current basis for practice.

### **Goal**

The school is committed to preparing competent, job ready practical nursing graduates for Arkansas employer customers, including the supporting institutions and the community as a whole, through the high standards of education, training, fieldwork and professional development opportunities for students.

### **Purpose**

The purpose of the Baptist Health College Little Rock – School of Practical Nursing (BHCLR-SPN) is to provide an educational experience that prepares students to enter the field as entry level practical nurses.

## Admissions

### Calendars

Class of December	
Semester II Begins	July 2, 2018
Break	September 17-21, 2018
Continue Sem. II	September 24, 2018
Break	November 21 & 22, 2018
Continue Sem. II	November 26, 2018
End Sem. II, Graduation	December 6, 2018
NCLEX-PN Review	TBA

Class of June	
Welcome Day*	TBA
Orientation*	January 2, 2019
Semester I Begins	January 2, 2019
Break	TBA
Continue Sem. I	TBA
Break	TBA
Continue Sem. I	TBA
End Sem. I	TBA
Semester II Begins	January 2, 2019
Break Week	TBA
Continue Sem. II	TBA
Commencement	TBA
End Sem. II, Graduation	TBA

\* Please note that attendance at Orientation is **mandatory** and an individual must register and complete financial arrangements through the business office prior to attending Orientation and classes. Only BHCLR – SPN students are expected to attend. No children or family members please. Selected applicants will receive a registration packet prior to Welcome Day and must submit the required registration form to the Registrar prior to attending Welcome Day.

### ***Application Deadline***

Deadlines for file completion will be December 1 for January entry and June 1 for July entry. BHCLR – SPN will continue to operate under rolling admissions and applicants are considered for admission as their files become complete. As a result, applications at or near their deadlines are considered on a space-available basis.

### ***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. A BHCLR applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria.
2. An American College Test (ACT) minimum composite score of 17 or higher is required; and a minimum score of 16 or above is required in all ACT subsets (English, Math, Reading, and Science Reasoning).
3. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the combined score is 810 or higher. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website. ACT or SAT must have been taken within the last ten (10) years.

### ***Selection Committee***

The Selection Committee reviews and considers the completed applicant file on an individual basis for selection after all required application materials are received.

### ***Selection Process***

The Selection Committee reviews complete qualified applicant files and determines class selection based on program requirements and applicant qualifications. Each qualified applicant's file is reviewed by the Selection Committee through an individualized, competitive and nondiscriminatory process by using an identified process for ranking.

Selection for entry is on a competitive basis, as opposed to a first come first serve basis, and each qualifying applicant is ranked according to his/her total percent score as identified on the Applicant Rating Form which is derived from an applicant's qualifications. Selection of qualified applicants occurs during the term prior to the beginning class deadline and progresses until the respective class has reached its maximum capacity.

Applicants are selected for admission based on the total percent score as compared to a predetermined qualifying score. Selected applicants are notified by mail and are required to submit a registration fee by a predetermined date to reserve a slot in the class.

Those applicants that meet criteria but are not selected are placed on an alternate list by qualifying rank. The number or rank is assigned through a process of "highest qualifying alternate" as a number one (1) and so forth. Applicants on the alternate list are notified of their status by mail. Alternates may choose to remain on the alternate list or may choose to retest the ACT, at their own expense, in an attempt to improve their ACT score and thus potentially improve their ranking. Alternates that are not selected do not receive preferential treatment for selection into future classes.

Alternate status does not guarantee the alternate a future position in the next entering class or any future class. The individual must contact the Admissions Office and request that their file be kept active for future classes. If time since the last inquiry is greater than one calendar year, the individual must update the file as requested by the school.

Incomplete applicant files are not reviewed for selection, and are not "carried over" to the upcoming applicant pool. If the time since last applicant communication is greater than one (1)

calendar year from current January 1, the applicant file is considered on “inactive” status and is maintained according to BHCLR Applicant Record Policy.

### ***Credit by Examination***

See General Section – Application and Admission Section

### ***Transfer of Credit***

Transfer credit is reviewed for approval as identified in the Applicant & Admission section of the Catalog. The following course(s) may be accepted for transfer credit:

Anatomy & Physiology I & II (8 credit hours total), from an approved college or university, may be approved for transfer credit if taken and completed prior to entry into Semester I. Transfer credit for Anatomy & Physiology I & II must reflect a minimum final grade of “C”.

A student with approved transfer credit for Anatomy & Physiology I (4 credit hours) must take Anatomy & Physiology II (4 credit hours) as a co-requisite course with Semester I. Anatomy & Physiology II must be complete with a minimum final grade of “C” prior to entry into Semester II.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission section of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Reentry Requirements***

A student previously enrolled in BHCLR – SPN, may apply for reentry as identified in the Applicant and Admission section of the Catalog. In addition, the following information is required:

1. Complete reentry application form online at [www.bhclr.edu](http://www.bhclr.edu).
2. Submit the following completed documents, the deadline for fall admission is June 1 of each year, for spring, the admission deadline is December 1 each year.
  - 2.1. Reentry Application Form;
  - 2.2. All official transcript(s) on file, if applicable, reflecting additional college credits earned during absence from school;
  - 2.3. Provide additional information and materials as requested by the Selection Committee;  
and
3. Complete a personal interview, if requested by the Selection Committee;

### ***Essential Functions***

Essential Functions, established by the school, are capabilities that must be demonstrated by the student. Student requirements are reflected in the ability to engage in educational and training

activities in such a way that they shall not endanger other students, the public or patients. The essential functions for nursing include:

1. Observation

I am able to see and read printed materials including, but not limited to, clinical documents, course materials, and computer screens.

I am able to visually observe patients and the patient's environment.

I require the use of glasses/contacts and wear them when necessary.

2. Speech/Hearing

I am able to speak clearly and be understood.

I am able to hear and interpret voices as well as loud, soft or muffled sounds.

3. Physical Abilities/Fine Motor Touch

I am able to walk, lift in excess of 50 lbs, push, pull, reach, sit and stand for long periods of time when necessary.

I am able to move heavy objects by bending, stooping, reaching or moving side to side.

I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.

I am able to gather information (ex: temperature) by using the sense of touch.

I am physically able to work on or with equipment following proper training.

I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.

4. Intellectual/Conceptual/Cognitive

I am able to do basic mathematical calculations (add, subtract, multiply, divide).

I am able to recognize emergency situations and take appropriate actions as taught.

I am able to comprehend and process verbal and written information.

I am able to organize and prioritize job tasks.

5. Communication/Behavior

I am able to read and write.

I am able to verbally communicate in the English language.

I am able to legibly communicate in writing using the English language.

I am able to assess or interpret non-verbal communication such as facial expressions, hand signals for help, etc.

I am able to demonstrate and maintain psychological and emotional stability.

I am willing and able to behave in a professional and respectful manner.

I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and performance.

I am willing and able to follow all expectations, policies and procedures outlined by the school.

I am able to follow organizational policies which maintain safety for patients, self, and others.

***Entrance Date***

The entrance dates are reflected on the School Calendar herein presented in this portion of the Catalog.



Students are notified when receiving their acceptance information of the Welcome Day Date, Orientation Day Date, and the registration process for the beginning of the school year.

### ***Registration***

Students are notified when receiving their acceptance information of the registration process for the beginning of the school year.

## **Academics**

### ***Academic Progress***

Academic progress in the theory component is determined by use of the grading scale as identified in the general section of the Catalog. Clinical Laboratory and/or Nursing Skills Laboratory grading scale is used as follows:

#### Laboratory (Clinical and/or Nursing Skills) Grading Scale

<b>Quality Rating</b>	<b>Rating</b>
Satisfactory	S
Unsatisfactory	U
Incomplete	I
Not Observed	NO
Not Applicable	NA
Opportunity Not Available	ONA

In general, theory component achievement is measured by written examinations, quizzes, and assignments. Clinical and skills laboratory components achievement is measured by evaluation of established indicators.

The student must achieve a minimum final grade of “C”, 77%, in each course theory component and “S”, Satisfactory, in the clinical and skills laboratory component in order to pass the course. A student not achieving the required grade is subject to the academic corrective action policies. The policies are available on request and are published in the *Student Handbook* located at [www.bhclr.edu](http://www.bhclr.edu).

### ***Attendance***

The program is a residential-blended program of study. Regular and prompt attendance is required. Student attendance is cumulative and is recorded for the entire length of the program, not by course, therefore absence and/or tardy in any course contributes to absence and/ or tardy for the length of the program. Attendance and specific requirements are published in the *Student Handbook* and each course syllabus. Excessive absences and/or tardies will result in corrective action up to and including suspension and/or dismissal from the program. Student inability to correct excessive absences and/or tardiness will result in action being taken on the student’s enrollment, which may require the student to apply for reentry into the program.

Student absence from clinical may require clinical make-up, for a fee, prior to progression. Faculty has the discretion in permitting the student to make-up clinical work. The student’s

follow-through with policy regarding attendance, previous attendance records and academic progress will be considered when faculty makes this decision. A fee is charged to offset the school's expense associated with make-up clinical time. The fee is waived for excused absence due to court appearances, military duty and approved funeral leave for an immediate family member.

### ***Class and Clinical Rotations***

Classes are usually scheduled Monday through Thursday, 8:00 am - 4:00 pm unless otherwise scheduled on semester calendars.

A class schedule is provided during Orientation. Selected courses have clinical laboratories taught concurrently with lecture topics. This approach provides students hands-on experience and visual reinforcement of the principles learned in the classroom. Laboratory rotations are scheduled by the program faculty. Clinical rotations are 6:30 am - 3:00 pm, with the possibility of 3:00 pm - 11:00 pm and 6:30 am - 7:00 pm rotations.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Educational Plans and Promotion***

A student's educational plan serves as a guide for the sequencing of the courses required in the program of study. Educational plans reflect all courses for enrolled nursing students including general education and nursing courses; this plan must be followed by students at all levels. The Registrar or Coordinator develops the plan before the selected applicant enrolls. Changes in the plan may be requested by contacting the Registrar or appropriate Coordinator. The student must have the Registrar or Coordinator's approval prior to the deviation from the educational plan. Deviation from the educational plan may jeopardize enrollment and completion of the program of study.

### ***Determination of Maximum Credit Hours Expected in a Semester***

In the School of Practical Nursing, a student's total semester hours may be restricted to less than 15 hours in a semester of this program if a student is taking the maximum amount of hours available according to the curriculum plan. The number of approved credit hours earned prior to the current semester start date is subtracted from the total number of credit hours available for a student to achieve upon completion of the current semester. The number of restricted hours remaining equals the maximum number of available hours for a student to take in the current semester. A student is not allowed to add additional general education courses that are not required for the program, nor are they allowed to add nursing courses from another semester.

### ***Graduation Requirements***

Graduation is dependent on the student's fulfillment of the specific school requirements and officially occurs on date of completion verification:

- Fulfill all progression and promotion criteria;
- Complete the graduate clearance process;

- Cooperate in the taking of class and individual photo sessions arranged by the school;
- Complete three (3) community service hours;
- Successful completion of the Program of Study;
- Satisfactory demonstration of program objectives, essential functions and technical standards.

### ***Length of Program***

The program of study is one academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Completion of the program of study and graduation assures eligibility to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

### ***Licensure***

Successful candidates on the NCLEX -PN are recognized as Licensed Practical Nurses, having demonstrated competency and quality performance in the profession.

However, persons that have pleaded guilty or nolo contendere to, or been found guilty of an offense listed in **ACA § 17-87-312. Criminal background checks** 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. Graduation from Baptist Health College Little Rock – School of Practical Nursing does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination. See

[www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER\\_3.pdf](http://www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER_3.pdf).

\* Below is the ACA § 17-87-312 in its entirety.

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

- (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (l) (1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person 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:
  - (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) Manslaughter as prohibited in § 5-10-104;
  - (4) Negligent homicide as prohibited in § 5-10-105;
  - (5) Kidnapping as prohibited in § 5-11-102;
  - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
  - (7) Permanent detention or restraint as prohibited in § 5-11-106;
  - (8) Robbery as prohibited in § 5-12-102;
  - (9) Aggravated robbery as prohibited in § 5-12-103;
  - (10) Battery in the first degree as prohibited in § 5-13-201;
  - (11) Aggravated assault as prohibited in § 5-13-204;
  - (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
  - (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
  - (14) Rape as prohibited in §§ 5-14-103;
  - (15) Sexual indecency with a child as prohibited in § 5-14-110;
  - (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
  - (17) Incest as prohibited in § 5-26-202;
  - (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
  - (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
  - (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
  - (21) Permitting abuse of a child as prohibited in § 5-27-221(a) (1) and (3);
  - (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
  - (23) Felony adult abuse as prohibited in § 5-28-103;
  - (24) Theft of property as prohibited in § 5-36-103;
  - (25) Theft by receiving as prohibited in § 5-36-106;
  - (26) Arson as prohibited in § 5-38-301;
  - (27) Burglary as prohibited in § 5-39-201;
  - (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
  - (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (30) Stalking as prohibited in § 5-71-229;
  - (31) 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;
  - (32) Computer child pornography as prohibited in § 5-27-603; and
  - (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.
- (f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (1) (1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1) The provisions of subsections (e) and subdivision (f) (2) of this section may be waived by the board upon the request of:

- (A) An affected applicant for licensure; or
- (B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

- (A) The age at which the crime was committed;
- (B) The circumstances surrounding the crime;
- (C) The length of time since the crime;
- (D) Subsequent work history;
- (E) Employment references;
- (F) Character references; and
- (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

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

- (A) The affected applicant for licensure, or his authorized representative; or
- (B) The person whose license is subject to revocation or his or her authorized representative.

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

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

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

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section. (1)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1) (2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

- (A) Capital murder as prohibited in § 5-10-101;
- (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (C) Kidnapping as prohibited in § 5-11-102;
- (D) Rape as prohibited in § 5-14-103;
- (E) 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;
- (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

- (G) Incest as prohibited in § 5-26-202;
- (H) Arson as prohibited in § 5-38-301;
- (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201;  
and
- (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

### ***Program Objectives***

The program objectives exemplify the Baptist Health Christian Values of Service, Honesty, Respect, Stewardship, and Performance:

1. Participate on the healthcare team by contributing to the nursing process within established standards of practice for the Licensed Practical Nurse.
2. Provide nursing care respecting the uniqueness of each individual.
3. Utilize educational opportunities for continued professional growth.
4. Adhere to defined standards of nursing practice.
5. Practice stewardship in the utilization of resources.

### ***Standardized Testing***

Students are required to take Standardized Examinations as scheduled throughout the curriculum. The purpose of each examination is to measure student comprehension of nursing knowledge and to evaluate their knowledge in relation to phases of the nursing process, areas of client needs, critical thinking skills, and specific nursing topics.

Students are required to take all examinations as scheduled for progression in the program and promotion to graduate candidacy status. A standardized exit examination, Health Education Systems, Inc. (HESI) is scheduled during the final semester of the curriculum. The HESI examination will count as one (1) sixty (60) point theory examination for PNSG 2012 Medical Surgical Nursing II. See HESI Examination Guidelines for conversion of scores.

## **Education Facilities**

### ***Clinical Laboratory Affiliations***

The Baptist Health College Little Rock – School of Practical Nursing affiliates with several facilities in the central Arkansas area to offer a broad range of clinical learning experiences. The following facilities are used: Baptist Health Medical Center- Little Rock, Baptist Health Medical Center-North Little Rock, Baptist Health Rehabilitation Institute-Little Rock, Parkway Health Center, and Arkansas Children’s Hospital, as well as other selected facilities.

## **Finance**

### ***Affiliating College or University***

General Education and science course(s) are taught through University of Arkansas - Pulaski Technical College.

### ***Professional Fees***

Professional fees are payable to outside vendors and are expenses associated with the National Council Licensure Examination-Practical Nurse (NCLEX-PN) application, Arkansas State Board of Nursing (ASBN) application, and temporary permit fee.

### ***Cost of the Program***

Total cost of the program is published on the Cost Plan and is located online at [www.bhclr.edu](http://www.bhclr.edu).

Costs for required college level general education course(s) and associated textbook(s) are paid directly to the college or university of attendance.

If a student is a PELL Grant recipient, or is receiving other financial assistance, official verification of assistance is required at the time of registration.

## **Student Support Services**

### ***Professional Organizations***

Students are encouraged to join the Arkansas Licensed Practical Nurses' Association (ALPNA).

## **Additional Program Information**

None

## **Professional Curriculum**

The curriculum is organized into two (2) semesters I and II, and leads to a diploma in practical nursing at graduation.

A student enrolled in the program curriculum is required to have a total of fifty one (51) credits to complete the program: one (1) credit for Spiritual Perspectives in Healthcare, fifty (50) nursing credits and eight (8) science credits. A science course is a co-requisite with Semester I courses. After successful completion of fifty one (51) credits, the student may qualify for graduate candidacy.

The practical nursing student progresses through the curriculum from simple to complex nursing situations and is classified as freshman, sophomore, junior or senior based on the level of achievement in the nursing curriculum.

## Program of Study

### *Professional Curriculum*

Perquisites	Credits
BIOL 1402 Anatomy & Physiology I	4
Semester I	
Credits	
PNSG 1108 Basic Nursing	8
PNSG 1204 Pharmacology I	4
PNSG 1407 Medical Surgical Nursing I	7
PNSG 1501 Gerontological Nursing	1
PNSG 1601 Mental Health Nursing	1
BIOL 1403 Anatomy & Physiology II	<u>4</u>
Subtotal	25
Semester II	
Credits	
PNSG 2103 Nursing of Mothers & Infants	3
PNSG 2203 Nursing of Children	3
PNSG 2303 Pharmacology II	3
PNSG 2012 Medical Surgical Nursing II	12
SP 0001 Spiritual Perspectives in Healthcare	<u>1</u>
Subtotal	22
<b>Total</b>	<b>51 Credit Hours</b>

\* Anatomy & Physiology I & II (8 credit hours total), from an approved college or university, may be approved for transfer credit if taken and completed prior to entry into Semester I. Transfer credit for Anatomy & Physiology I & II must reflect a minimum final grade of “C”.

A student with approved transfer credit for Anatomy & Physiology I (4 credit hours) must take Anatomy & Physiology II (4 credit hours) as a **co-requisite** course with Semester I. Anatomy & Physiology II must be complete with a minimum final grade of “C” prior to entry into Semester II.

General education and science courses are offered by University of Arkansas - Pulaski Technical College at the BHCLR campus to individuals selected into the program. Courses are offered in the evening and are in addition to scheduled nursing courses.



## Course Descriptions

### **BIOL 1403**

#### **Human Anatomy & Physiology II**

**4 Credit Hours**

The second semester of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required. Prerequisite BIOL 1402 with a grade of “C” or better. (3 lecture hours/2 lab hours/special course fee) \* Note for transferability, Human Anatomy and Physiology I and II, or equivalent must be taken at the same institution. The course includes the following number of contact hours: Theory – 45; and Laboratory- 30; for a total of 75 contact hours.

[The above course is through University of Arkansas - Pulaski Technical College]

### **PNSG 1108**

#### **Basic Nursing**

**8 Credit Hours**

This course, through simple to complex learning opportunities, introduces basic principles and skills needed to participate on the healthcare team and meet the total individual's basic needs during health and illness and contributes to lifelong, continuous personal and professional growth by introducing legal and ethical concepts relating to the role of the practical nurse on the healthcare team. Course content introduces the nursing process and includes concepts of basic care, professional growth, communication skills, cultural diversity, legal and ethical concepts, and personal concepts. Basic care concepts include specific procedures, safety issues, infection control and prevention and early detection of disease. Professional growth concepts include scope of practice, decision making, delegation, legal and ethical aspects, and continuing education. Communication skills concepts include medical terminology, patient teaching, and the nurse - patient relationship. Cultural diversity concepts include traditions, values and beliefs of various patient populations. Legal and ethical concepts include scope of practice, communication techniques, delegation, continuing education, nursing history, nursing organizations, code of ethics, and current trends. Personal concepts include study techniques, stress management, and time management.

Theory and clinical experiences are included in this course. The course includes the following number of contact hours: Theory - 88; Clinical Laboratory - 64; and Nursing Skills Laboratory - 25; for a total of 177 contact hours.

### **PNSG 1204**

#### **Pharmacology I**

**4 Credit Hours**

This course reviews fundamental operations of basic mathematical skills, introduces theoretical concepts related to administration of medications, and introduces pharmacodynamics, pharmacokinetics and pharmacological therapy of drug classifications affecting selected body systems. Course content includes concepts of basic math skills, essential medication administration skills, and critical thinking approach to nursing process. Additional content includes study of medications affecting the Integumentary, Cardiovascular, Respiratory,

Gastrointestinal, Sensory and Musculoskeletal systems, Perioperative medications, medications affecting psychiatric patients and related nursing and legal responsibilities. Basic mathematical skills include fractions, decimals, dimensional analysis, systems of measurement and conversions. Essential medication administration skills include abbreviations, symbols, terminology, and interpretation of orders, equipment, general principles, dosage calculations and safety issues. Critical thinking approach to nursing process includes scope of practice, patient and family teaching, age specific and cultural considerations. Critical thinking application of classroom content is the focus of patient simulated situations. Simple to complex pharmacological learning opportunities are integrated throughout the curriculum. The course includes the following number of contact hours: Theory - 60 contact hours.

**PNSG 1407**

**Medical Surgical Nursing I**

**7 Credit Hours**

This course emphasizes use of critical thinking application of the nursing process to explore individual developmental needs throughout the life cycle when caring for patients in acute, subacute or convalescent stages of selected medical surgical conditions. Course content uses a body systems approach to introduce selected disease processes and associated pathophysiologic alterations. Course content includes safety and infection control; health promotion and maintenance; physiological adaptation; related nursing care; reduction of risk potential and spiritual, emotional, nutritional, pharmacological, gerontological and cultural considerations. Theory and clinical experiences are included in this course. The course includes the following number of contact hours: Theory -72; and Clinical Laboratory - 128; for a total of 200 contact hours.

**PNSG 1501**

**Gerontological Nursing**

**1 Credit Hour**

This course introduces gerontologic theories and concepts and explores the physical, emotional, social and spiritual needs of older individuals during periods of wellness and illness. Course content includes concepts of growth and development throughout the lifespan, psychosocial considerations and physiological adaptation. Concepts of growth and development throughout the lifespan include developmental tasks, theories on aging, issues affecting the elderly and promotion of wellness. Psychosocial concepts include adaptation to stressful events, elder abuse and communication techniques. Physiological adaptation includes normal physical changes, diseases and disorders affecting the elderly and related nursing and therapeutic care. Clinical laboratory experiences are correlated with classroom instruction by focusing on utilization of critical thinking application of the nursing process. Theory and clinical experiences are included in the course. The course includes the following number of contact hours: Theory – 20; and Clinical Laboratory – 24; for a total of 44 contact hours.

**PNSG 1601**

**Mental Health Nursing**

**1 Credit Hour**

This course introduces basic concepts of personality development, common psychiatric disturbances, behavioral

Management of the patient with acute and chronic mental illness and cognitive psychosocial disturbances. Course content includes mental functioning and disfunctioning treatment and nursing care of mental illness, emotional illness, abuse, neglect, chemical dependency and related nursing, legal and behavioral interventions. Theory and clinical experiences are included in the course. The course includes the following number of contact hours: Theory-20; and Clinical Laboratory – 24; for a total of 44 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**PNSG 2103**

**Nursing of Mothers and Infants**

**3 Credit Hours**

This course focuses on concepts related to antepartal, intrapartal and postpartal care of the child bearing family. Course content includes physiological and pathophysiological changes that occur during the obstetrical process, concepts of the nursing process used to deliver family centered healthcare, and related psychosocial issues. Clinical laboratory experiences are correlated with classroom instruction by focusing on utilization of critical thinking application of the nursing process. Theory and clinical experiences are included in the course. The course includes the following number of contact hours: Theory – 44; and Clinical Laboratory – 16; for a total of 60 contact hours.

**PNSG 2203**

**Nursing of Children**

**3 Credit Hours**

This course introduces concepts of growth and development from birth to adolescence and disease conditions affecting each group. Course content includes physiological and pathophysiological conditions of children, related therapeutic interventions, nursing care, psychosocial influences, and concepts of health promotion and maintenance. Clinical laboratory experiences are correlated with classroom instruction by focusing on utilization of critical thinking application of the nursing process. Theory and clinical experiences are included in this course. The course includes the following number of contact hours: Theory – 45; and Clinical Laboratory – 16; for a total of 61 contact hours.

**PNSG 2303**

**Pharmacology II**

**3 Credit Hours**

This course incorporates the theoretical concepts introduced in Pharmacology I and introduces pharmacodynamics, pharmacokinetics and pharmacological therapy of drug classifications as they relate to selected conditions in various patient populations and drug classifications affecting selected body systems. Course content includes study of medications affecting obstetrical and pediatric patients, and related nursing and legal responsibilities. Additional content includes the study of medications affecting the Endocrine, Nervous, Renal and Urinary, and Hematopoietic and Lymphatic systems, fluid and electrolyte balance, introduction to parenteral and intravenous therapy, medications used to treat oncology patients, anti-infectives, and related nursing and

legal responsibilities. The course includes the following number of contact hours: Theory – 51 contact hours.

[The above course is a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**PNSG 2012**

**Medical Surgical Nursing II**

**12 Credit Hours**

This course incorporates the theoretical concepts introduced in Medical Surgical Nursing I and continues to emphasize use of critical thinking application of the nursing process to explore individual developmental needs throughout the life cycle. Course content continues to use a body systems approach to introduce selected disease processes and associated pathophysiologic alterations. Course content includes safety and infection control; health promotion and maintenance; physiological adaptation; related nursing care; reduction of risk potential and spiritual, emotional, nutritional, pharmacological, gerontological and cultural considerations. Theory and clinical experiences are included in this course. The course includes the following number of contact hours: Theory - 115; and Clinical Laboratory - 208; for a total of 323 contact hours.

**SP 0001**

**Spiritual Perspectives in Healthcare**

**1 Credit Hour**

This course provides a holistic, Christian-based approach in creating awareness and understanding about: 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to the delivery of healthcare. The course includes the following number of clock hours: Theory - 15 contact hours.

**Program Totals**

Total BHCLR Courses / Credit Hours	10/43 credit hours
Total Transfer Courses / Credit Hours	2/8 credit hours
Total Number of Courses / Credit Hours	12/51 credit hours
Contact Hours (Theory)	530
Contact Hours (Clinical Laboratory)	480
Contact Hours (Skills Laboratory)	25
Total Program Contact Hours	1035

### **ABHES Educational Effectiveness Outcomes**

The BHCLR- School of Practical Nursing provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support the information in the preceding pages, the following information is provided:

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	72%	78%	94%	4.16/5.00	4.41/5.00
2016	84%	81%	99%	3.80/5.00	4.41/5.00
2017	80%	91%	95%	TBD	TBD

## **SCHOOL OF HISTOTECHNOLOGY CERTIFICATE PROGRAM**

### **History**

The Baptist College Little Rock – School of Histotechnology was founded in 1976 and sponsored by Baptist Health. BHCLR-School of Histotechnology is certified through the Arkansas Department of Higher Education (ADHE) and accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is the only accredited School of Histotechnology in Arkansas. The BHCLR School of Histotechnology was founded on the former downtown campus of Baptist Health and is centered academically in BHCLR on the Baptist Health Support Center campus. The program has residential track and non-residential track. The School provides education at the Histotechnician level.

### **Mission Statement**

The School shares the philosophy and mission of Baptist Health, preparing students to become professional Histology Technicians who provide the highest level of patient care while personifying the Christian Values of Service, Honesty, Performance, Respect, and Stewardship.

### **Philosophy**

The Baptist College Little Rock – School of Histotechnology came into existence to meet the demand for highly skilled and competent Histology Technicians within Baptist Health, as well as the healthcare community as a whole. The BHCLR – School of Histotechnology supports the philosophy and exemplifies the values of Baptist Health by encouraging trust, teamwork, responsibility, creativity, openness and enjoyment in the workplace. Christian ideals and attitudes as they apply in the service to the ill, are emphasized in the school as well as personal and professional conduct and team relationships.

The school attracts highly qualified applicants because of its reputation for excellence.

We believe that a competent individual in the healthcare field today must not only prove proficient in the field of Histotechnology but possess an appreciation of his/her professional role within the work and demonstrate an understanding of the organizational culture affecting the environment.

The School of Histotechnology is committed to providing job ready graduates for its employer customers, including Baptist Health and the community, through the highest standards of education, training and professional development opportunities for students.

### **Goals**

The BHCLR – School of Histotechnology graduate is prepared to function in a professional entry level position with the following goals:

1. Perform the professional role of a Histologic Technician at a beginning level in an entry position,
2. Encourages Participation in the professional organization of Histotechnology,

3. Exemplify Baptist Health Values and Code of Ethical Conduct.

**Admissions**

*Calendar +*

<b>Fall Semester</b>		<b>Spring Semester</b>	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 03, 2018	Spring Break	March 25-29, 2019+
Fall Break	September 24-28, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22 & 23, 2018	Spring Semester Ends	June 07, 2019+
Fall Semester Ends	December 07, 2018	Commencement & Graduation*	June 10, 2019+

+ Dates subject to change

\* Students having “time” to make-up do not graduate until verification is provided that all time has been made up.

***Application Deadline, Residential Track Applicants***

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the Freshman Class. In order to facilitate selection of the incoming new class and its entry registration, the final application date is March 1. The applicant file (process) must be complete by March 15. Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity. Applicants for the residential track are notified of the Program Director’s final action following the interview process.

***Non-residential track applicants***

Will work with the Program Director to complete the application process.

***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by the Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria.
2. American College Test (ACT) results: a preferred score of 18 with a minimum emphasis of 16 on the Math and Science sub scores. A Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the score is 870 with a minimum of 790. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
3. Personal interview with the Selection Committee for residential track applicants.

4. Evidence of completion of high school or college Biology, Chemistry and Algebra/math (official transcript required).

***Additional Requirements for Non-Residential Track Applicants***

5. Non-residential track applicants must have experience within the last 5 years in a CAP, COLA, or CLIA accredited laboratory that was supervised by a Licensed Pathologist, Certified Histologist or Histology Technician.
6. Prior to applying for the program, non-residential track applicants must have 1080 hours of clinical experience (that includes embedding, microtomy, handling laboratory reagents, and staining) in a laboratory with the credentials listed in #5. If the hours are not with a current laboratory, the applicant must provide proof that the hours were obtained in an accredited laboratory with Licensed or Certified personnel. Student receives 24 credit hours by validation for the 1080 hours at the end of the program.
7. Successful non-residential track applicants must have completed all distance education requirements and all paperwork must be submitted. This includes a Clinical Advisor contact information, lab hours verification form.

The application process is initiated when the school first receives a required document/material from the applicant. An applicant file is then established. Once all required information and materials are received, the qualified residential track applicant is scheduled for a personal interview with the Selection Committee. The interview completes the application process for the residential track applicant.

The non-residential track applicant is notified by mail that their file is complete.

***Selection Committee***

The Histology Selection Committee conducts a personal interview with each qualified applicant for the residential track. The Selection Committee can conduct an interview with a non-residential applicant if deemed needed by the program. The focus is on the applicant's reasons for pursuing the program of study and abilities learned from past experiences. The committee consists of the Program Director of the school and other panel member(s) chosen by the Program Director.

***Selection Process, Residential Track Applicants***

The Selection Committee reviews each qualified applicant file for entry to the school after the file is complete. Selection for entry is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant for final action. At the end of the process the applicant will be notified of the decision.

The process of selection includes a review of the completed applicant file and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one. The process is continued until the class is filled. Qualified applicants not included in the selected class number, are placed on the alternate list.



The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space becomes available in the class. Alternates are strongly encouraged to keep their file active by contacting the Program Director, and obtaining academic advice. Alternate status does not guarantee the applicant a future position in the next entering class or any future class. The alternate should contact the Program Director before the March 1 deadline of the next year and request that the file be kept active. If the time since the last inquiry is greater than one calendar year, the individual must update the file as requested by the school.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to the deadline date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for the next class to enter.

### ***Selection Process, Non-Residential Track Applicants***

Non-Residential Track applicants are ranked and selected based on meeting general requirements for the school and the distance education requirements as well.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to the deadline date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for the next class to enter.

If a student enrolls in a non-residential program and lives outside of Arkansas, BCHLR will seek permission from the student's state of residence before enrolling the student in the program of study. If a student relocates to a state in which the institution does not have approval to operate prior to program completion this may adversely impact the student's ability to complete the program or gain in-field employment.

### ***Credit by Examination***

Not Available.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Other Requirements***

Prerequisite courses during high school preparation include one unit of biology and one unit of math. If not completed during high school, the course(s) may be obtained in one of the following routes:

1. Proof of enrollment from and accredited college or university stating that the applicant is currently enrolled in the prerequisite course(s). Once the prerequisite course(s) are

completed, an official transcript should be received by the school before selection for entry into the program is determined.

2. Applicants enrolled in the pre-requisite courses during the application process must supply the most current official grade information for review by the Selection Committee.

### ***Essential Functions***

The technical standards (non-academic) established by the school, provide evidence of the “Essential Functions” that must be accomplished by the student. These essential functions reflect requirements that enable the student to engage in educational and training activities in such a way that will not endanger other students or the public, including patients. A specific copy of the Essential Functions will be provided and must be signed by the student and a physician prior to entry into the program. A more detailed list of the Essential Functions is available in the Histology section of the handbook. (Visit <https://bhclr.edu/current-students/catalogs.aspx>? and click on the “Histotechnology Handbook” link.)

1. Vision-Read charts, graphs, and discriminate between colors and read microscopic materials.
2. Speech and Hearing-Communicate effectively and adequately transmit information to all members of the health care team. Student must be able to assess non-verbal communication.
3. Fine Motor Functions-Possess all skills necessary to carry out diagnostic procedures, successfully use both hands at the same time to manipulate equipment and operate instruments; lift and move objects up to 50 lbs, and possess the ability to stand for more than 1 hour at a time without sitting.
4. Locomotion-Move freely from one location to another in physical settings such as the clinical laboratory, patient rooms, elevators and stairways.
5. Psychological Stability-Possess the emotional health required for full utilization of the applicant’s intellectual abilities. Critically think, recognize emergency situations and take appropriate actions.

### ***Entrance Date***

The entrance date (the first day of class) is reflected on the School Calendar previously presented in this portion of the Catalog. Students are notified when receiving their acceptance information of the registration date for the beginning of the school year.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and

for other purposes, such as honors awards at commencement and scholarship awards by the Baptist Health Foundation and others.

An incomplete “I” grade may be made-up when the Program Director can schedule the time to do so. The incomplete course work must be completed within the established time-frame, otherwise the “I” grade becomes a final grade of “F.”

Academic and clinical students’ achievement is measured periodically by examinations, assignments, and clinical performance.

The student is required to complete with a “C” average, 77%, in order to progress.

#### Satisfactory Progress

A student must maintain a “C”, 77%, or higher in each course. If at any time the student’s average is less than a “C”, 77%, Academic Probation status will be assigned. A student who does not obtain the required grades during a probationary period can choose to remediate or withdraw. If a student cannot comply with the agreed upon remediation terms then the student may be Administratively Withdrawn. A maximum of 2 courses for the school year are allowed to remediate.

#### ***Attendance, Residential Track***

A student is expected to attend all scheduled classes and clinical rotations. An absence is excused if the time is available to the student and the Program Director and clinicals, if scheduled to be there, are notified prior to the absence. Students must contact the Program Director and the Clinical Coordinator (when scheduled for clinical) as soon as possible when he/she cannot be in attendance as scheduled. If notification of an absence is after the scheduled time to be in attendance then the student receives an unexcused absence and will receive written warnings as such.

Absence is defined as not being present after one (1) clock hour of the scheduled classroom or clinical time or not present within the last (1) one clock hour of scheduled classroom or clinical time.

Students are allowed eight (8) absences during the school year, after that the student will receive written warnings for absences over the 8 allowed and after 3 written warnings for absences can be Administratively Withdrawn from the program. Should more than three (3) concurrent days be missed, the student is required to make up the time on days approved by the Program Director. Acceptable times are at the end of the class year or during Christmas and/or Spring Breaks. Students having make up time at the end of the year shall be allowed to go through the commencement ceremony, however, graduation will not occur and the diploma/certificate will be withheld along with the registry graduation verification until all absent time has been made up.

Tardy is defined as not being present up to one (1) clock hour of a scheduled class or clinical day. Tardy is recorded if the student arrives in clinical or class after the scheduled time to be present has passed. Three (3) or more documented cases of being tardy will be considered an

absence. Class assignments and exams that are missed are to be made up. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and make arrangements to take the missed exam(s).

Bereavement days for immediate family are handled on a case by case basis.

### ***Attendance, Non-Residential Track***

1. Non-Residential Track student's attendance is based on the number of times that a student logs in and the amount of time the student spends on each homework assignment/quiz/exam posted each week. In addition, the instructor will post objectives and outlines that can be printed for study purposes as well as power point presentations and videos for the student's use.
2. The school's values of service, honesty, respect, stewardship and performance are demonstrated through good attendance. Students are expected to utilize the online materials made available by the school. Non-residential track student's time in Moodle is monitored to evaluate the student's use of posted material.
3. Students will have discussion assignments throughout each course. Failure to meet the participation expectations of the discussion assignment - in full – will be an absence and can affect the student's grade.
4. Failure to participate in a grades assignment, i.e. discussion assignment or exam will result in an absence.
5. Students are allowed one absence per course with a maximum of eight (8) absences for the school year. Some of the courses are shorter than others and failure to complete the discussion assignments will result in a loss of points for the class and possibly loss of a letter grade.
6. The non-residential track student needs to realize the importance of each of the items listed below and that their success rests on utilizing each of the items.
  - Objective
  - Outline
  - Power Point
  - Video
  - Discussion Assignment (Note that you may have to log back in more than once to respond to other students and/or the instructor.)
  - Homework
  - Quiz and/or Exam

It is understood that every item listed above may not be required each week. It is also understood that for some course requirements the above items could be divided over two weeks. It is also understood that the time spent with the material and the discussion

assignments is crucial to the student's success. For this reason, time and participation is monitored for all students' attendance. (List may not be comprehensive.)

7. The school recognizes the holidays and days off listed below. The non-residential track student will not have assignments due or exams on these days.
  - a. Labor Day
  - b. Fall Break (one week in September or October which corresponds with NSH National Convention)
  - c. Thanksgiving Day and the day after
  - d. Christmas Break (three weeks)
  - e. Memorial Day
  - f. Spring Break (one week in March)
8. In addition to the vacation and holidays observed by the school, the student is allowed eight days absence during the school year. Additional absences will result in further disciplinary actions ultimately progressing to Administrative Withdrawal from the program.
9. A student who is unable to complete non-residential course work assignments and/or exams due to illness, accident or a medical condition which interferes with their ability to perform essential functions will be required to provide official documentation of clearance from an intervening professional prior to resuming studies.

Note: All absences, including partial days are recorded and if needed, be reported to the Veteran's Administration Regional Office, (VARO).

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

All requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Fulfill progression and promotion criteria; and
3. Complete Graduate Clearance Form and process.

### ***Length of Program***

The program of study is one academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Upon successful completion of the program and graduation requirements, the student receives a diploma from the school. Graduates are eligible to apply for and take the national certification examination.

### ***Registry/Certification Exam***

Completion of the program of study, graduation, and filing an application with fee assures eligibility to apply for the national certification examination of the American Society of Clinical Pathologists. Successful candidates are recognized as Registered Histology Technicians, having demonstrated competency and quality performance in the profession.

### ***Program Objectives***

At the completion of the program, the student shall have achieved the following Terminal Objectives:

#### Cognitive Domain

1. Recognize and apply technical principles and methods.
2. Apply problem solving techniques to identify and correct procedural errors and instrument malfunction.
3. Isolate and identify cellular and tissue components in an appropriate manner.
4. Follow safety guidelines in the utilization of chemicals.
5. Monitor and evaluate quality control data.
6. Evaluate validity of results and take appropriate action.

#### Affective Domain

1. Demonstrate beyond the minimal requirements of service to support the relationship of the entire healthcare team for total patient care.
2. Use all available learning opportunities.
3. Demonstrate confidentiality in personal and professional relationships.
4. Maintain accountability to supervisor and employer.
5. Adhere to ethical, legal, and regulatory policies.

#### Psychomotor Domain

1. Prepare tissue specimens for specific analysis, inclusive of assessing, grossing, and processing.
2. Identify, prepare, and perform testing procedure according to prescribe methodology.
3. Utilize safety procedures in handling specimens, chemicals, and infectious materials.
4. Operate and maintain laboratory equipment according to guidelines.
5. Work rapidly, performing laboratory procedures without sacrificing precision and accuracy.
6. Perform microtomy and embedding techniques with precision and accuracy.

### ***Class and Clinical Rotations for Residential Track Students***

Instruction in the first course begins the beginning of July and ends in June of the following year. Residential Track classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught at the time. A class schedule is provided during New Student Orientation (NSO). Selected courses have clinical laboratories taught concurrently with lecture topics. This approach provides students hands-on

experience and visual reinforcement of the principles learned in the classroom. Laboratory rotations are scheduled by the Program Director and the student may be given extra time to complete the laboratory assignments, depending on the specific course. Residential Track students are required to practice in the clinical setting during the school year. Student rotations are scheduled at Baptist Health Medical Center-Little Rock (BHMC-LR).

Students are scheduled Monday through Thursday. Clinical days are 6:00 am to 2:45 pm and class days are 8:00 am to 4:00 pm. Students are not required to work, or take call during school hours or as part of the schools coursework. If a student prefers to remain in the clinical area past the scheduled time in order to observe and/or assist with a procedure, compensatory time-off is not given. Students will rotate to enrichment sites in early spring that require driving to other hospitals and businesses in and around Little Rock.

### ***Class and Clinical Assignments for Non-Residential Track Students***

Non-Residential Track distance education courses are scheduled sequentially and will overlap throughout the program. Students will be given a calendar that will show the entire school year and when the classes begin and end.

### ***Communications***

The use of cellular devices in the classroom or clinical setting is prohibited. If these are brought to the classroom they must be set on a non-audible setting and students are not to leave during class to use their cell phones unless there is an emergency situation. Emergency situations that require monitoring of cell phones must be brought to the faculty's attention prior to the start of class or clinicals. Absolutely no cell phones/blue tooth devices or smart watches are to be brought into the classroom during any examination or examination review. See Student Handbook. Students neither make nor receive personal telephone calls during scheduled classroom or clinical time and never from a hallway or elevator. These calls may be made during break time or lunch in a lounge area or cafeteria.

## **Education Facilities**

### ***Clinical Laboratory for Residential Track Students***

Pathology Laboratories of Arkansas Histology Labs

### ***Clinical Affiliates for Non-Residential Track Students***

There are not any Clinical affiliates for Non-Residential Track students.

## **Professional Curriculum**

The program of study consists of forty-four (44) weeks of instruction in experience. Time spent in each educational experience is designed to enhance educational studies and develop technical skills competency.

The professional curriculum contains a total of forty-nine (49) credit hours\*. The curriculum is organized into two (2) semesters, semester I and semester II, leading to a diploma after successful completion of the program of study and fulfillment of graduation requirements.

Non-Residential Track students will be offered a registry review module following HT 2004, Techniques II. This module is not a graded course but is available for the online students to take

advantage of for review of material for the registry exam. This material will be available for a month after graduation.

***Residential Track***

<u>Semester I</u>		<u>Credit Hours</u>
HT 1003	Medical Terminology	3
HT 1004	Anatomy & Physiology	4
HT 1102	Instrumentation	2
HT 1202	Introduction to Chemistry	2
HT 1104	Techniques I	4
HT 1201	Medical Ethics & Law	1
HT 1204	Histology	4
HT 2004	Techniques II	4
HT 2007	Clinical Practicum I	<u>7</u>
Sub-Total Credit Hours Semester 1		31

<u>Semester II</u>		<u>Credit Hours</u>
SP 0001	Spiritual Perspectives in Healthcare	1
HT 3007	Clinical Practicum II	7
HT 3110	Clinical Practicum III	10
Sub-Total Credit Hours Semester II		<u>18</u>

Total: Semesters: 2                      Courses: 12                      Credit Hours: 49

***Non-Residential Track***

<u>Semester I</u>		<u>Credit Hours</u>
HT 1003	Medical Terminology	3
HT 1004	Anatomy & Physiology	4
HT 1102	Instrumentation	2
HT 1202	Introduction to Chemistry	2
HT 1201	Medical Ethics & Law	<u>1</u>
Sub-Total Credit Hours Semester 1		12

<u>Semester II</u>		<u>Credit Hours</u>
SP 0001	Spiritual Perspectives in Healthcare	1
HT 1204	Histology	4
HT 1104	Techniques I	4
HT 2004	Techniques II	4
Sub-Total Credit Hours Semester II		<u>13</u>
Clinical Credit Hours Earned by Validation		24

Total: Semesters: 2                      Courses: 9                      Credit Hours: 49

\*Although BHCLR - School of Histotechnology is not affiliated with any colleges or universities, it is licensed by the Arkansas Department for Higher Education which requires that course time be figured in credit hours.



## Course Descriptions

### **HT 1003**

#### **Medical Terminology**

**3 Credit Hours**

A study that teaches word building system of medical terminology; prefixes, suffixes, root, or stem words relating to the body and its systems. The course includes the following number of contact hours: Theory - 45 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### **HT 1004**

#### **Anatomy & Physiology**

**4 Credit Hours**

A thorough knowledge of human anatomy is provided with emphasis on the systems of the human body. The relationship of the various organs and their physiology is studied. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### **HT 1102**

#### **Instrumentation**

**2 Credit Hours**

Historical aspects and use of histology laboratory equipment, including safety precautions as well as proper maintenance and care of the equipment is studied in this course. The course includes the following number of contact hours: Theory - 30 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### **HT 1202**

#### **Introduction to Chemistry**

**2 Credit Hours**

Emphasis centers on chemistry at an introductory level, emphasizing formulas and conversions used in the histology laboratory. The course includes the following number of contact hours: Theory - 30 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### **HT 1104**

#### **Techniques I**

**4 Credit Hours**

General staining procedures as well as the advantages and disadvantages of the reagents used in the histology laboratory. The course includes the following number of contact hours: Theory - 51 and Skills Lab – 30; for a total of 81 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 1201****Medical Ethics and Law****1 Credit Hour**

Ethics, law, confidentiality and professionalism as it applies in the healthcare field. The course includes the following number of contact hours: Theory – 16 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 1204****Histology****4 Credit Hours**

Learn to identify organs and microscopic structures utilizing histologic keys. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**SP 0001****Spiritual Perspectives in Health Care****1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 2004****Techniques II****4 Credit Hours**

Provides time for observation and practice, adapting technique, acquiring skill, and individualizing technical skill while performing special stains. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 2007\*****Clinical Practicum I****7 Credit Hours**

An introduction to the Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. The course includes the following number of contact hours: Clinical - 350 contact hours.

**HT 3007\*****Clinical Practicum II****7 Credit Hours**

A continuation of the Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. An in-service presentation is a part of this rotation. The course includes the following number of contact hours: Clinical - 337 contact hours.

**HT 3110\*****Clinical Practicum III****10 Credit Hours**

An advanced level in the Clinical Laboratory setting in which the student will work under minimal supervision. Registry Review Exams and a comprehensive final are parts of this rotation. The course includes the following number of contact hours: Theory – 66; and Clinical – 260; for a total of 326 contact hours.

\* These courses are for Residential Track students. Guidelines for specific clinical rotational components are provided in each course syllabus. As the specific clinical experience approaches in the student’s individual schedule, the student is strongly encouraged to contact the instructor for clarification and additional information.

**Program Totals – Certificate in Histotechnology****Residential**

Total BHCLR Courses / Credit Hours	12 / 49 credit hours
BHCLR Contact Hours (Theory)	433
BHCLR Contact Hours (Clinical Laboratory)	947
BHCLR Contact Hours (Skills Laboratory)	30
slptTotal Program Contact Hours	1410

**Non-residential**

Total BHCLR Courses / Credit Hours	9 / 25 credit hours
Total BHCLR Courses / Credit Hours by Validation	3 / 24 credit hours
Total Program Credit Hours	49 credit hours
Contact Hours (Theory)	367
Contact Hours (Skills Laboratory)	30
Total Program Contact Hours	397

## ABHES Educational Effectiveness Outcomes – Certificate in Histotechnology

### Residential

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	60%	100%	100%	4.70/5.00	4.50/5.00
2016	60%	100%	100%	4.41/5.00	3.75/5.00
2017	100%	100%	67%	TBD	TBD

### Non-residential

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015 <sup>++</sup>	0%	NA	NA	NA	NA
2016	100%	100%	NA	4.41	3.75
2017	100%	100%	50%	TBD	TBD

\*Not required for the profession

++ One student began and withdrew in the first semester

## NAACLS Outcomes

### Residential Certificate

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	
<b>2017 Annual Report</b>	
<b>Baptist Health College Little Rock School of Histotechnology (Blended Residential Certificate Program) Outcome Data</b>	
<b>Annual Data</b>	
Graduation Rate	75%
Attrition Rate	25%
<b>Three Year Averages 2013 – 2016</b>	
ASCP Board of Certification Rate	83%
Graduate Job Placement Rate	100%
Note: This data may differ from the ABHES data due to reporting periods and calculation methods.	

**Non-residential Certificate**

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	
<b>2017 Annual Report</b>	
<b>Baptist Health College Little Rock School of Histotechnology (Non-residential Certificate Program) Outcome Data</b>	
<b>Annual Data</b>	
Graduation Rate	86%
Attrition Rate	14%
<b>Three Year Averages 2013 – 2016</b>	
ASCP Board of Certification Rate	NA
Graduate Job Placement Rate	100%
Note: This data may differ from the ABHES data due to reporting periods and calculation methods.	

## **SCHOOL OF HISTOTECHNOLOGY ASSOCIATE OF APPLIED SCIENCE PROGRAM**

### **History**

The BHCLR – School of Histotechnology was founded in 1976 and is owned and operated by Baptist Health Medical Center – Little Rock. The school is accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is the only accredited School of Histotechnology in Arkansas. The BHCLR School of Histotechnology was founded on the former downtown campus of Baptist Health and is now centered academically on the BHCLR campus. The program offers two tracks, a certificate in Histotechnology and an Associate of Applied Science in Histotechnology. The School provides education at the Histotechnician level.

### **Mission Statement**

The School shares the philosophy and mission of Baptist Health, preparing students to become professional Histology Technicians who provide the highest level of patient care while personifying the Christian Values of Service, Honesty, Performance, Respect, and Stewardship.

### **Philosophy**

The BHCLR – School of Histotechnology came into existence to meet the demand for highly skilled and competent Histology Technicians within Baptist Health, as well as the healthcare community as a whole. The BHCLR – School of Histotechnology supports the philosophy and exemplifies the values of BHCLR by encouraging trust, teamwork, responsibility, creativity, openness and enjoyment in the workplace. Christian ideals and attitudes as they apply in the service to the ill, are emphasized in the school as well as personal and professional conduct and team relationships.

The school attracts highly qualified applicants because of its reputation for excellence.

We believe that a competent individual in the healthcare field today must not only prove proficient in the field of Histotechnology but possess an appreciation of his/her professional role within the work and demonstrate an understanding of the organizational culture affecting the environment.

The School of Histotechnology is committed to providing job ready graduates for its employer customers, including Baptist Health and the community, through the highest standards of education, training and professional development opportunities for students.

### **Goals**

The BHCLR – School of Histotechnology graduate is prepared to function in a professional entry level position with the following goals:

1. Perform the professional role of a Histologic Technician at a beginning level in an entry position,
2. Encourages participation in the professional organization of Histotechnology,

3. Exemplify BHCLR Values and Code of Ethical Conduct.

**Admissions**

**Calendar +**

<b>Fall Semester</b>		<b>Spring Semester</b>	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 03, 2018	Spring Break	March 25-29, 2019+
Fall Break	September 24-28, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22 & 23, 2018	Spring Semester Ends	June 07, 2019+
Fall Semester Ends	December 07, 2018	Commencement & Graduation*	June 10, 2019+

+ Dates subject to change

\* Students having “time” to make-up do not graduate until verification is provided that all time has been made up.

***Application Deadline, AAS in Histotechnology – Residential Track Applicants***

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the Sophomore Class. In order to facilitate selection of the incoming new class and its entry registration, the final application date is March 1. The applicant file (process) must be complete by March 15. Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity.

Applicants for the AAS in Histotechnology are notified of the Program Director’s final action following the interview process.

***AAS in Histotechnology - Non-residential Track Applicants***

Applicants interested in the Non-residential Track program should contact the Program Director to complete the application process. There are additional requirements in “Application Requirements” detailed in this catalog.

***Application Requirements***

Application requirements include satisfactory completion of the application requirements listed below and the Applicant & Admission section in the school specific section of the handbook. Completion of the application requirements is required before the applicant file is reviewed by the Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. An applicant must be a high school graduate or have a GED and submit all transcripts of grades.
2. American College Test (ACT) results: a preferred score of 18 with a minimum emphasis of 16 on the Math and Science sub scores. A Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the score is 870 with a minimum of 790. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.

3. Transfer of prerequisite courses from an accredited college/university.

a. List of prerequisite courses

English Composition I	3
English Composition II	3
A Social Science Course	3
College Algebra	3
Biological Science	4
Chemistry I for Health Related Professions /	
Chemistry I for Science Majors	4
A Survey of A & P / Structure and Function course	4
Social Science Elective	3

4. Personal interview with the Selection Committee for AAS in Histotechnology applicants.

***Additional Requirements for AAS in Histotechnology - Non-residential Track Applicants***

5. AAS in Histotechnology - Non-residential Track applicants must have experience within the last 5 years in a CAP, COLA, or CLIA accredited laboratory that was supervised by a Licensed Pathologist, Certified Histologist or Histology Technician.
6. Prior to applying for the program, AAS in Histotechnology - Non-residential Track applicants must have 1080 hours of clinical experience (that includes embedding, microtomy, working with processors, handling laboratory reagents, and staining) in a laboratory with the credentials listed in #5. If the hours are not with a current laboratory, the applicant must provide proof that the hours were obtained in an accredited laboratory with Licensed or Certified personnel.
7. Successful AAS in Histotechnology - Non-residential Track applicants must have completed all distance education requirements and all paperwork must be submitted, this includes: a clinical advisor contact information, lab hours verification form.

The application process is initiated when the school first receives a finished application from the applicant. An applicant file is then established. Once all required information and materials are received, the qualified AAS in Histotechnology applicant is scheduled for a personal interview with the Selection Committee. The interview completes the application process for the AAS in Histotechnology applicant.

The AAS in Histotechnology - Non-residential Track applicant is notified by mail that their file is complete.

***Selection Committee***

The Histology Selection Committee conducts a personal interview with each qualified applicant for the AAS in Histotechnology. The Selection Committee can conduct an interview with a Non-residential Track applicant if deemed needed by the program. The focus is on the applicant's



reasons for pursuing the program of study and abilities learned from past experiences. The committee consists of the Program Director of the school and other panel member(s) chosen by the Program Director.

***Selection Process, AAS in Histotechnology – Residential Track Applicants***

The Selection Committee reviews each qualified applicant file for entry to the school after the file is complete. Selection for entry is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant for final action. At the end of the process the applicant will be notified of the decision.

The process of selection includes a review of the completed applicant file and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one. The process is continued until the class is filled. Qualified applicants not included in the selected class number, can be placed on the alternate list.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space becomes available in the class. Alternates are strongly encouraged to keep their file active by contacting the Program Director, and obtaining academic advice. Alternate status does not guarantee the applicant a future position in the next entering class or any future class. Any student not accepted in the Program should contact the Program Director before the March 1 deadline of the next school year and request that the file be kept active. If the time since the last inquiry is greater than one calendar year, the individual must update the file as requested by the school.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to the deadline date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for the next class to enter.

***Selection Process, AAS in Histotechnology - Non-residential Track Applicants***

AAS in Histotechnology - Non-residential Track applicants are ranked and selected based on meeting general requirements for the school and the distance education requirements as well.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form with a non-refundable registration fee to the school prior to the deadline date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for the next class to enter.

***Credit by Examination***

See General Section – Applicant and admission information.

***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission

information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Other Requirements***

Prerequisite courses during college preparation include the courses listed in the application requirements section.

1. Proof of enrollment from an accredited college or university stating that the applicant is currently enrolled in the needed prerequisite course(s). Once the prerequisite course(s) are completed, an official transcript should be received by the school before selection for entry into the program is determined.
2. Applicants enrolled in the pre-requisite courses during the application process must supply the most current official grade information for review by the Selection Committee.

### ***Essential Functions***

The technical standards (non-academic) established by the school, provide evidence of the “Essential Functions” that must be accomplished by the student. These essential functions reflect requirements that enable the student to engage in educational and training activities in such a way that will not endanger other students or the public, including patients. A specific copy of the Essential Functions will be provided and must be signed by the student and a physician prior to entry into the program. A more detailed list of the Essential Functions is available in the Histology section of the handbook. (Visit <https://bhclr.edu/current-students/catalogs.aspx> and click on the “Histotechnology Handbook” link.)

1. Vision-Read charts, graphs, and discriminate between colors and read microscopic materials.
2. Speech and Hearing-Communicate effectively and adequately transmit information to all members of the health care team. Student must be able to assess non-verbal communication.
3. Fine Motor Functions-Possess all skills necessary to carry out diagnostic procedures, successfully use both hands at the same time to manipulate equipment and operate instruments; lift and move objects up to 50 lbs, and possess the ability to stand for more than 1 hour at a time without sitting.
4. Locomotion-Move freely from one location to another in physical settings such as the clinical laboratory, patient rooms, elevators and stairways.
5. Psychological Stability-Possess the emotional health required for full utilization of the applicant’s intellectual abilities. Critically think, recognize emergency situations and take appropriate actions.

### ***Entrance Date***

The entrance date (the first day of class) is reflected on the School Calendar previously presented in this portion of the Catalog. Students are notified when receiving their acceptance information of the registration date for the beginning of the school year.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarship awards by the Baptist Health Foundation and others.

An incomplete “I” grade may be made-up when the Program Director can schedule the time to do so. The incomplete course work must be completed within the established time-frame, otherwise the “I” grade becomes a final grade of “F.”

Academic and clinical students’ achievement is measured periodically by examinations, assignments, and clinical performance.

The student is required to complete courses with a “C” average, 77%, in order to progress.

### **Satisfactory Progress**

A student must maintain a “C”, 77%, or higher in each course. If at any time the student’s average is less than a “C”, 77%, Academic Probation status will be assigned. A student who does not obtain the required grades during a probationary period can choose to remediate or withdraw. If a student cannot comply with the agreed upon remediation terms then the student may be Administratively Withdrawn. A maximum of 2 courses for the school year are allowed to remediate.

### ***Attendance, AAS in Histotechnology – Residential Track Applicants***

A student is expected to attend all scheduled classes and clinical rotations. An absence is excused if the time is available to the student and the Program Director is notified prior to scheduled time for class or clinicals. Students must contact the Program Director and the Clinical Coordinator (when scheduled for clinical) as soon as possible when he/she cannot be in attendance as scheduled. If notification of an absence is after the scheduled time to be in attendance then the student receives an unexcused absence and will receive written warnings as such.

Absence is defined as not being present after one (1) clock hour of the scheduled classroom or clinical time or not present within the last (1) one clock hour of scheduled classroom or clinical time.

Students are allowed eight (8) absences during the school year, after that the student will receive written warnings for absences over the 8 allowed and after 3 written warnings for absences can be Administratively Withdrawn from the program. Should more than three (3) concurrent days in one week be missed, the student is required to make up the week on days approved by the Program Director. Acceptable times are at the end of the class year or during Christmas and/or Spring Breaks. Students having make up time at the end of the year shall be allowed to go through the commencement ceremony; however, graduation will not occur and the

diploma/certificate will be withheld along with the registry graduation verification until all absent time has been made up.

Tardy is defined as not being present up to one (1) clock hour of a scheduled class or clinical day. Tardy is recorded if the student arrives in clinical or class after the scheduled time to be present has passed. Three (3) or more documented cases of being tardy will be considered an absence. Class assignments and exams that are missed are to be made up. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and make arrangements to take the missed exam(s).

Bereavement days for immediate family are handled on a case by case basis.

***Attendance, AAS in Histotechnology - Non-residential Track***

1. AAS in Histotechnology - Non-residential Track student's attendance is based on the number of times that a student logs in and the amount of time the student spends on each assignment/quiz/exam posted each week. In addition, the instructor will post objectives and outlines that can be printed for study purposes as well as power point presentations and videos for the student's use.
2. The school's values of service, honesty, respect, stewardship and performance are demonstrated through good attendance. Students are expected to utilize the online materials made available by the school. AAS in Histotechnology - Non-residential Track student's time in Moodle is monitored to evaluate the student's use of posted material.
3. Students will have discussion assignments throughout each course. Failure to meet the participation expectations of the discussion assignment - in full - will be an absence and can affect the student's grade.
4. Failure to participate in a graded assignment, i.e. discussion assignment or exam, will result in an absence.
5. Students are allowed one absence per course with a maximum of eight absences for the school year. Some of the courses are shorter than others and failure to complete the discussion assignments will result in a loss of points for the class and possibly loss of a letter grade.
6. The non-residential track student needs to realize the importance of each of the items listed below and that their success rests on utilizing each of the items.
  - Objective
  - Outline
  - Power Point
  - Video

- Discussion Assignment (Note that you may have to log back in more than once to respond to other students and/or the instructor.)
- Homework
- Quiz and/or Exam

It is understood that every item listed above may not be required each week. It is also understood that for some course requirements the above items could be divided over two weeks. It is also understood that the time spent with the material and the discussion assignments is crucial to the student's success. For this reason, time and participation is monitored for all students' attendance. (List may not be comprehensive.)

One or more of the above activities may be required each week and some course requirements may last two or more weeks. Time spent on the above assignments is crucial to the student's success. For this reason, time and participation is monitored for all students' attendance.

7. The school recognizes the holidays and days off listed below. The AAS in Histotechnology - Non-residential Track student will not have assignments due or exams on these days.
  - a. Labor Day
  - b. Fall Break (one week in September or October which corresponds with NSH National Convention)
  - c. Thanksgiving Day and the Friday following
  - d. Christmas Break (three weeks)
  - e. Memorial Day
  - f. Spring Break (one week in March)
8. In addition to the vacation and holidays observed by the school, the student is allowed eight days absence during the school year. Additional absences will result in further disciplinary actions ultimately progressing to Administrative Withdrawal from the program.
9. A student who is unable to complete distance education course work assignments and/or exams due to illness, accident or a medical condition which interferes with their ability to perform essential functions will be required to provide official documentation of clearance from an intervening professional prior to resuming studies.

Note: All absences, including partial days are recorded and if need be reported to the Veteran's Administration Regional Office, (VARO).

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

All requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Fulfill progression and promotion criteria; and
3. Complete the Graduate Clearance Form and process.

### ***Length of Program***

The program of study is one academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Upon successful completion of the program and graduation requirements, the student receives an Associates of Applied Science in Histotechnology from the school. Graduates are eligible to apply and take the national certification examination. Graduates are not required to take the registry exam to work in the State of Arkansas, although some labs may choose to require it. Each state is governed by specific rules for certification.

### ***Registry/Certification Exam***

Completion of the program of study, graduation, and filing an application with fee assures eligibility to apply for the national certification examination of the American Society of Clinical Pathologists. Successful candidates are recognized as Registered Histology Technicians, having demonstrated competency and quality performance in the profession.

### ***Program Objectives***

At the completion of the program, the student shall have achieved the following Terminal Objectives:

#### **Cognitive Domain**

1. Recognize and apply technical principles and methods.
2. Apply problem solving techniques to identify and correct procedural errors and instrument malfunction.
3. Isolate and identify cellular and tissue components in an appropriate manner.
4. Follow safety guidelines in the utilization of chemicals.
5. Monitor and evaluate quality control data.
6. Evaluate validity of results and take appropriate action.

#### **Affective Domain**

1. Demonstrate beyond the minimal requirements of service to support the relationship of the entire healthcare team for total patient care.
2. Use all available learning opportunities.
3. Demonstrate confidentiality in personal and professional relationships.
4. Maintain accountability to supervisor and employer.
5. Adhere to ethical, legal, and regulatory policies.

### Psychomotor Domain

1. Prepare tissue specimens for specific analysis, inclusive of assessing, grossing, and processing.
2. Identify, prepare, and perform testing procedure according to prescribe methodology.
3. Utilize safety procedures in handling specimens, chemicals, and infectious materials.
4. Operate and maintain laboratory equipment according to guidelines.
5. Work rapidly, performing laboratory procedures without sacrificing precision and accuracy.
6. Perform microtomy and embedding techniques with precision and accuracy.

### ***Class and Clinical Rotations for AAS in Histotechnology – Residential Track Applicants***

Instruction begins the beginning of July and ends in June of the following year. AAS in Histotechnology classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught and the time of year. A class schedule is provided during New Student Orientation (NSO). Selected courses have clinical laboratories taught concurrently with lecture topics. This approach provides students hands-on experience and visual reinforcement of the principles learned in the classroom. Laboratory rotations are scheduled by the Program Director and the student may be given extra time to complete the laboratory assignments, depending on the specific course. AAS in Histotechnology students are required to practice in the clinical setting during the school year. Student rotations are scheduled at Baptist Health Medical Center-Little Rock (BHMC-LR).

Students are scheduled Monday through Thursday. Clinical days are 6:00 am to 2:45 pm and class days are 8:00 am to 3:30 pm. Students are not required to work, or take call during school hours. If a student prefers to remain in the clinical area past the scheduled time in order to observe and/or assist with a procedure, compensatory time-off is not given. Students will rotate to 4 enrichment sites in early spring that require driving to other hospitals and businesses in and around Little Rock.

### ***Class Assignments for AAS in Histotechnology - Non-residential Track Students***

AAS in Histotechnology - Non-residential Track courses are scheduled sequentially and may overlap throughout the program. Students will be given a calendar that will show the entire school year and when the classes begin and end.

### **Communications**

The use of cellular devices in the classroom or clinical setting is prohibited unless specified by the instructor. If these are brought to the classroom they must be set on a non-audible setting and students are not to leave during class to use their cell phones unless there is an emergency situation. If an emergency situation is expected or happens then the student must notify the instructor as soon as possible. Emergency situations that require monitoring of cell phones must be brought to the faculty's attention prior to the start of class or clinicals. Absolutely no cell phones/blue tooth devices or smart watches are to be brought into the classroom during any examination or examination review. See Student Handbook. Students neither make nor receive personal telephone calls during scheduled classroom or clinical time and never from a hallway or elevator. These calls may be made during break time or lunch in a lounge area or cafeteria.

## Education Facilities

### *Clinical Laboratory for AAS in Histotechnology – Residential Track Applicants*

Pathology Laboratories of Arkansas Histology Labs

## Professional Curriculum

The program of study consists of forty-four weeks of instruction in experience. Time spent in each educational experience is designed to enhance educational studies and develop technical skills competency.

The curriculum contains a total of seventy credit hours: twenty-seven general education transfer hours and forty-three professional credit hours from BHCLR. The curriculum is organized into two (2) semesters, semester I and semester II, leading to an Associate of Applied Science in Histotechnology after successful completion of the program of study and fulfillment of graduation requirements.

AAS in Histotechnology - Non-residential Track students will be offered a registry review module online following HT 2004, Techniques II. This module is not a graded course but is available for students as preparation for the registry exam. This material will be available for one month after graduation.

<u>Prerequisite Courses for both tracks</u>	<u>Credit Hours</u>
English Composition I	3
English Composition II	3
A Social Science Course	3
College Algebra	3
Biological Science	4
Chemistry I for Health Related Professions /	
Chemistry I for Science Majors	4
A Survey of A & P / Structure and Function course	4
Social Science Elective	<u>3</u>
<b>Total</b>	<b>27</b>

### AAS in Histotechnology – Residential Track

<u>Semester I</u>	<u>Credit Hours</u>
HT 1303 Medical Terminology	3
HT 1302 Instrumentation	2
HT 1301 Medical Ethics and Law	1
HT 1304 Histology	4
HT 1404 Techniques I	4
HT 1504 Techniques II	4
HT 1307 Clinical Practicum I	<u>7</u>
Sub-Total Credit Hours Semester I	25

<u>Semester II</u>	<u>Credit Hours</u>
HT 2107 Clinical Practicum II	7
HT 2110 Clinical Practicum III	10



SP 0001	Spiritual Perspectives in Healthcare	<u>1</u>
Sub-Total Credit Hours Semester II		18
BHCLR Credit Hours: 43		

AAS in Histotechnology – Non-residential Track

<u>Semester I</u>		<u>Credit Hours</u>
HT 1303	Medical Terminology	3
HT 1302	Instrumentation	2
HT 1301	Medical Ethics and Law	1
HT 1304	Histology	<u>4</u>
Sub-Total Credit Hours Semester 1		10

<u>Semester II</u>		<u>Credit Hours</u>
HT 1404	Techniques I	4
HT 1504	Techniques II	4
SP 0001	Spiritual Perspectives in Healthcare	<u>1</u>
Sub-Total Credit Hours Semester II		9

BHCLR Credit Hours: 19

BHCLR Credit Hours by Validation: 24

## Course Descriptions

### HT 1303

#### Medical Terminology

**3 Credit Hours**

A study that teaches word building system of medical terminology; prefixes, suffixes, root, or stem words relating to the body and its systems. The course includes the following number of contact hours: Theory - 45 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### HT 1302

#### Instrumentation

**2 Credit Hours**

Historical aspects and use of histology laboratory equipment, including safety precautions as well as proper maintenance and care of the equipment is studied in this course. The course includes the following number of contact hours: Theory - 30 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

### HT 1404

#### Techniques I

**4 Credit Hours**

Learning general staining procedures as well as the advantages and disadvantages of the reagents used in the histology laboratory. The AAS in Histotechnology course includes 51 theory and 30 skills lab hours for a total of 81 contact hours.

The AAS in Histotechnology - Distance Education course includes 60 theory contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 1301**

**Medical Ethics and Law**

**1 Credit Hour**

Ethics, law, confidentiality and professionalism as it applies in the healthcare field. The course includes the following number of contact hours: Theory – 16 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 1304**

**Histology**

**4 Credit Hours**

Learn to identify organs and microscopic structures utilizing histologic keys. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**HT 1504**

**Techniques II**

**4 Credit Hours**

Provides time for observation and practice, adapting technique, acquiring skill, and individualizing technical skill while performing special stains. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**SP 0001**

**Spiritual Perspectives in Health Care**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

[The above course is a full distance education course as defined in the Academic section of this catalog.]

**\*HT 1307**

**Clinical Practicum I**

**7 Credit Hours**

An introduction to the Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. The course includes the following number of contact hours: Clinical - 350 contact hours.

**\*HT 2107****Clinical Practicum II****7 Credit Hours**

A continuation of the Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. An in-service presentation is a part of this rotation. The course includes the following number of contact hours: Clinical - 337 contact hours.

**\*HT 2110****Clinical Practicum III****10 Credit Hours**

An advanced level in the Clinical Laboratory setting in which the student will work under minimal supervision. Preparation of the end of the year slides (mentioned in the graduation requirements) and a comprehensive final are parts of this rotation. The course includes the following number of contact hours: Theory – 66; and Clinical – 260; for a total of 326 contact hours.

\* These courses are for AAS in Histotechnology residential track students. Guidelines for specific clinical rotational components are provided in each course syllabus. As the specific clinical experience approaches in the student's individual schedule, the student is strongly encouraged to contact the instructor for clarification and additional information.

**Program Totals****Residential**

Total BHCLR Courses / Credit Hours	10 / 43 credit hours
Total Transfer Courses / Credit Hours	8 / 27 credit hours
Total Number of Courses / Credit Hours	18 / 70 credit hours
BHCLR Contact Hours (Theory)	343
BHCLR Contact Hours (Clinical Laboratory)	947
BHCLR Contact Hours (Skills Laboratory)	30
Total Program Contact Hours	1320

**Non-residential**

Total BHCLR Courses / Credit Hours	7 / 19 credit hours
Total BHCLR Courses / Credit Hours by Validation	3 / 24 credit hours
Total Transfer Courses / Credit Hours	8 / 27 credit hours
Total Number of Courses / Credit Hours	18 / 70 credit hours
Contact Hours (Theory)	286
Total Program Contact Hours	286

## ABHES Educational Effectiveness Outcomes – AAS in Histotechnology

### Residential

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	NA	NA	NA	NA	NA
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

### Non-residential

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	NA	NA	NA	NA	NA
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\* Not required for the profession.

## NAACLS Outcomes

### Residential Certificate

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	
<b>2017 Annual Report</b>	
<b>Baptist Health College Little Rock School of Histotechnology (Blended Residential Certificate Program) Outcome Data</b>	
<b>Annual Data</b>	
Graduation Rate	NA
Attrition Rate	NA
<b>Three Year Averages 2013 – 2016</b>	
ASCP Board of Certification Rate	NA
Graduate Job Placement Rate	NA
Note: This data may differ from the ABHES data due to reporting periods and calculation methods.	

**Non-residential Certificate**

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	
<b>2017 Annual Report</b>	
<b>Baptist Health College Little Rock School of Histotechnology (Non-residential Certificate Program) Outcome Data</b>	
<b>Annual Data</b>	
Graduation Rate	NA
Attrition Rate	NA
<b>Three Year Averages 2013 – 2016</b>	
ASCP Board of Certification Rate	NA
Graduate Job Placement Rate	NA
Note: This data may differ from the ABHES data due to reporting periods and calculation methods.	

## **SCHOOL OF MEDICAL LABORATORY SCIENCE**

### **History**

The Baptist Health College Little Rock - School of Medical Laboratory Science was founded in 1965. BHCLR-School of Medical Laboratory Science is certified through the Arkansas Department of Higher Education (ADHE), accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The school is affiliated with eight (8) universities: Arkansas Tech University, Harding University, Henderson State University, Ouachita Baptist University, University of Central Arkansas, Louisiana Tech University, Missouri Southern State University, and Southern Arkansas University. Through the affiliations, graduates are conferred a baccalaureate degree from a respective university.

### **Mission Statement**

The Baptist Health College Little Rock - School of Medical Laboratory Science shares the philosophy and mission of Baptist Health, preparing students to become professional medical laboratory scientists who provide the highest level of patient care while personifying the Christian Values of Service, Honesty, Performance, Respect, and Stewardship.

### **Philosophy**

The BHCLR - School of Medical Laboratory Science came into existence to meet the demand for highly skilled and competent Medical Laboratory Scientists within Baptist Health as well as the surrounding community.

The BHCLR - School of Medical Laboratory Science believes that a competent individual in the health care field of today must not only prove to be proficient in the field of Medical Technology, but must also possess an appreciation of his/her role within the hospital and demonstrate an understanding of the organizational behavior affecting this environment.

The School of Medical Laboratory Science is committed to providing job ready graduates for its employer customers, including Baptist Health and the community, through the highest standards of education, training, and professional development opportunities for students.

### **Goals**

The BHCLR – School of Medical Laboratory Science prepares a graduate who performs competently in their role and demonstrates professional behavior while participating as a member of the laboratory team. The school goal is obtained by the following objectives:

1. Successful graduation of each cohort.
2. Student coaching practices based on professional BEST Practices.
3. Eligibility and successful passage of the Board of Certification.
4. Demonstration of Baptist Health College Little Rock Values.
5. Professional knowledge base incorporating theory, standards and skills, as well as ethical and legal aspects.
6. Job readiness based on feedback from graduate employers and graduate surveys.

## Admissions

### Calendar

Fall Semester		Spring Semester	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 3, 2018	Spring Break	March 18-22, 2019
Fall Break	September 17-22, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22 & 23, 2018	Spring Semester Ends	June 07, 2019
Fall Semester Ends	December 07, 2018	Commencement & Graduation*	June 10, 2019

\* If a student has absent time to make-up, graduation is deferred until evidence is provided that time has been made up and graduation requirements are fulfilled.

### Application Deadline

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the class. In order to facilitate selection of the incoming new class and its entry registration, a preferred application final date of March 1st has been established. The application process must be completed by March 15th.

Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity.

### Application Preferences and Requirements

Preferences:

- Successful completion of all prerequisite courses
- ACT composite score of 20 or better
- Overall college cumulative GPA of 2.5 or better

**This program may limit interviews to the top academically qualified applicants.**

Requirements:

- An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria.
- Undergraduates – Must have attained at least 80 semester hours and must enter from an academic affiliate.
- The university academic advisor must confirm the applicant is eligible for a Baccalaureate degree upon completion of the professional curriculum.
- Applicants who are not U.S. citizens in addition to requirements published in the Catalog, must have a minimum TOEFL (Test of English as a Foreign Language) score of 550, internet-based score of 80, or a computer-based score of 213.
- Applicants will interview with a Selection Committee. Selection is a competitive process.
- Provide evidence of successful completion of all prerequisite courses.

## Application Process Requirements

1. Submission of a completed Application for Admission Form.
2. One (1) official transcript from each educational institution attended.
3. An American College Test (ACT) result. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
4. Completed Demographic Data Form (optional).
5. Personal interview with the Selection Committee.
6. Provide additional information as requested by the school.
7. Upon selection, a Criminal Background Check Record (CBCR) will be performed.
8. Provide evidence of successful completion of all prerequisite courses.
  - 3 credit hours College Algebra or higher math
  - 8 credit hours General Chemistry\*
  - 4 credit hours Organic Chemistry I\*
  - 3 credit hours Organic Chemistry II, Quantitative Analysis, or Biochemistry
  - 8 credit hours General Biology, Zoology, Cell Biology, or a higher level courses \*
  - 4 credit hours Microbiology (Inclusive of Immunology)
  - 4 credit hours Anatomy/Physiology (Structure and Function Course also accepted)
  - 3 credit hours Statistics or equivalent

\* All asterisked biology and chemistry courses must include laboratory credit and be approved for majors in those disciplines or in medical technology. Organic/Biochemistry and Microbiology may be required to be updated if completed more than seven (7) years prior to application.

9. Satisfactory completion of the application process. \*\*

\*\* Satisfactory indicates that all requirements have been fulfilled by the applicant. Applicant students should consult with the Medical Laboratory Science advisor on their university campus to assure completion of all general education and specific program prerequisites. Also, they are encouraged to contact the Program Director of the School of Medical Laboratory Science, 501-202-6632, during their sophomore year in college.

Accepted applicants must complete the program in its entirety.

Students seeking reentry must complete the entire application process. All applicants will be considered on an equal basis, regardless of reentry application.



### Entry Requirements

Fulfillment of Entry Requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

1. Official Grade Report for high school/college courses enrolled in at time of application and a letter of verification from the respective school/college counselor/advisor;
2. Submission of health related certification or license for visual observation as applicable;
3. Ability to perform Fundamental Essential Functions on Entry Statement;
4. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook.

### ***Selection Process***

The Selection Committee considers each applicant for entry to the school after the Application File is complete. Selection for entry is on a competitive basis, as each entering class is limited in size by number. The committee formulates a recommendation for each applicant and forwards it to the Program Director for final action. Applicants are notified by letter of the committee's decision.

The process of selection includes a review of the completed applicant file and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one. The process is continued until the class is filled. The final selection decision is made by the Program Director. Qualified applicants not selected for entry are placed on the Alternate List. Alternates are notified if space becomes available. Alternates are strongly encouraged to keep their file active by contacting the Program Director and obtaining academic advice.

Alternate status does not guarantee the applicant a future position in the next year's class or any future year. The alternate should contact the Program Director before the March 1st deadline of the next new year and request that the file be kept active. If time since last inquiry is greater than one calendar year, the individual must update the file as required.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to the registration date and a \$200 admission fee. Selected applicants not registering, who seek admission at a later date, will have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for the next class to enter.

### ***Credit by Examination***

Not available.

### ***Essential Functions\****

The technical standards (non-academic) established by the school are physical capabilities to ensure the “essential functions” that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way that shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents.

<b>Essential Function</b>	<b>Description</b>
1. Behavioral	Professional conduct in accordance with Baptist Health Values.
2. Communication and nonverbal skills	The capacity to send and receive a message using verbal and nonverbal skills.
3. Hearing	Ability to hear words and sounds at an appropriate distance.
4. Intellectual/Cognitive	Ability to read and understand words and numbers.
5. Motor Skills	Fine and gross skills needed for tasks of program.
6. Safety	Adhere to organizational policies to maintain safety in the environment for patient, self, and others.
7. Vision	Ability to see in order to perform necessary skills in a given program.
8. Locomotion	Ability to demonstrate mobility needed to perform laboratory testing and patient services in a timely manner.

\*See program specific Handbook for details about Essential Functions

### ***Entrance Date***

The entrance dates are reflected on the School Calendar herein presented in this portion of the Catalog.

### ***Registration***

Students are notified in their acceptance letter regarding the registration process.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and

other purposes, such as honors awards at commencement and scholarship awards by the Baptist Health Foundation and others.

In general, student didactic achievement is measured by written and practical examinations; clinical progressive development is measured by direct observation and competency evaluations.

An incomplete "I" grade may be made-up at the sole discretion of the Program Director. If the incomplete course work is not completed within the established time-frame, the "I" grade becomes a final grade of "F"

The student must achieve a minimum final grade of "C" (77%) and attain competency to pass the course. Students not achieving the required grade or competency level are subject to the disciplinary policies. The policies are available on request and published in the student handbook.

An overall satisfactory in academics during Semester I is required to progress to Semester II and for qualifying as a candidate for graduation. Satisfactory is defined as a final minimum grade of "C" (77%) in each course competency and Internship Evaluation Checklist in each internship. See the Student Handbook.

#### ***Attendance and Method of Delivery***

The program is a residential-blended program of study. A student is expected to attend all scheduled classes and clinical rotations. Absence is defined as not being present after one (1) clock hour of the scheduled class or clinical time. Students must contact the Program Director as soon as possible when he/she cannot be in attendance as scheduled.

The school, by policy, allows a maximum of six (6) excused absent days during the twelve (12) month program. Excessive unexcused absent time must be made up prior to graduation. Students having to make up time shall be allowed to go through the commencement ceremony, however, graduation shall not occur and the diploma/certificate is withheld along with the Registry Graduation Verification until all required time is made up.

Tardy is not being present up to one (1) clock hour of a scheduled class, and later than five (5) minutes after designated arrival time during internships. A tardy is recorded if the student arrives in clinical and/or class after their scheduled time to be present. All students are expected to be in the department ready to work at the time listed on the clinical schedule.

Class assignments and exam(s) missed are made up. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and make arrangements to take the make-up exam. A fee is charged and the receipt is required prior to administration of an exam.

#### ***Class and Clinical Rotations***

Classes are scheduled on a regular basis and may either be in the morning, afternoon, or all day, depending on the courses being taught at the time. A schedule of classes is distributed at the beginning of the program during New Student Orientation (NSO).

Selected courses have laboratories taught concurrently with the lecture content. This approved format provides the student hands-on experience and visual reinforcement of the principles learned in the classroom. Clinical Laboratory practice is scheduled by the clinical instructor. The student may be allowed time to complete the laboratory assignments on his/her own depending on the course and particular instructor.

Students are required to participate in the clinical setting during the entire twelve (12) month class year as scheduled. Student rotations are scheduled at Baptist Health Medical Center-Little Rock (BHMC-LR), Baptist Health Medical Center – North Little Rock, Arkansas Department of Health, Arkansas Blood Institute, and Arkansas Children’s Hospital.

Clinical rotations are scheduled Monday through Friday. Clinical days are typically 6:00 am (0600) to 2:00 pm (1400) and class days are 8:00 am (0800) to 5:00 pm (1700). However, class time schedule may vary based on faculty availability, as well as, room availability. Students are not required to work weekends, overtime, or take call. If a student prefers to remain in the clinical area overtime in order to observe and/or assist with a procedure, compensatory time-off is not given. No student will be permitted in the laboratory outside clinical hours without permission. When necessary, students may request permission from the Program Director to schedule make-up time.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

1. Successful completion of the program of studies and the professional curriculum as evidenced by completion of all requirements for each course;
2. Fulfill progression and promotion criteria; and
3. Complete the Graduate Clearance Form and process.

### ***Length of Program***

The length of the program of study is one (1) academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Upon completion of the program the student will receive a certificate from Baptist Health, and those who have come from one of the academic affiliates are eligible to receive a baccalaureate degree. Graduates from the BHCLR - School of Medical Laboratory Science are eligible to apply and take the national certification examination. Graduation is not dependent upon passage of any external certification examination.

### ***Certification***

Completion of the program of study and graduation denotes eligibility to apply to write the national certification examination of the American Society for Clinical Pathology. Successful

candidates are recognized as Registered Medical Laboratory Scientists and are granted the privilege of affixing the credited MLS (ASCP)<sup>CM</sup> with their signature having demonstrated competency and commitment to maximal, quality performance in the profession of Medical Laboratory Science.

### ***Terminal Objectives***

These general program objectives apply to all areas in the clinical laboratory through which students rotate. Each area has its own specific enabling objectives that are used to evaluate student progress.

### **Cognitive Domain**

1. Select the proper specimen for the procedure given.
2. Select the proper instruments or equipment and reagents for the procedure given.
3. Perform calculations necessary for all laboratory procedures.
4. Distinguish normal from abnormal results.
5. Utilize data to evaluate accuracy of results.
6. Maintain accurate and complete records.
7. Apply problem solving techniques to identify and correct procedural errors, identify instrument malfunction and institute appropriate corrective measures under supervision.
8. Use correct technical and scientific vocabulary, including spelling and pronunciation.
9. Review the results of quality control measures and institute proper procedures to maintain accuracy and precision.
10. Apply principles of management and supervision.

### **Psychomotor Domain**

1. Operate and maintain laboratory instrumentation and equipment with care, following instructor's direction and referring to manuals.
2. Verify results through the laboratory computer.
3. Enter on the computer, results obtained in the department when requested by the technologist and with technologist review.
4. Keep working area clean and organized at all times.
5. Work rapidly performing more than one task at a time without sacrificing precision and accuracy.
6. Utilize procedures and directions without deviating unless instructed by the technologist to deviate.
7. Test laboratory specimens and report results after completing the student learning experiences and objectives relating to a particular procedure with minimal supervision.
8. Arrive on time and remain in the department for the scheduled time.

### **Affective Domain**

1. Maintain optimal safety precautions in terms of physical and chemical hazards, cleanliness, and exposure to disease agents.
2. Utilize relationships concerning the entire health care team for total patient care.
3. Demonstrate respect for confidentiality in personal and professional relationships.
4. Demonstrate willingness to go beyond the minimal requirements of service.
5. Respond ethically and sympathetically to patient needs.

6. Practice optimal verbal and non-verbal communication.
7. Use all available learning opportunities.
8. Realistically assess personal limitations in terms of level of knowledge, understanding, and psychomotor skills, legal, regulatory and ethical responsibilities.

## **Education Facilities**

### ***Clinical Laboratory***

Baptist Health Medical Center- Little Rock  
 Baptist Health Medical Center – North Little Rock  
 Arkansas Department Health  
 Arkansas Blood Institute  
 Arkansas Children’s Hospital

## **Finance**

### ***Affiliating College or University***

1. Arkansas Tech University
2. Harding University
3. Henderson State University
4. Louisiana Tech University
5. Ouachita Baptist University
6. University of Central Arkansas
7. Missouri Southern State University
9. Southern Arkansas University

## **Student Support Services**

### ***Professional Organizations***

American Society of Clinical Laboratory Science (ASCLS)  
 American Society for Clinical Pathology (ASCP)

## **Additional Program Information**

None

## **Professional Curriculum**

The fourteen (14) course curriculum is organized into two semesters. A diploma is awarded during the graduation ceremony at the end of the program for a total of thirty-nine (39) credits.

<u>Fall</u>		<u>Credits</u>
MLS 4001	Laboratory Fundamentals	1
MLS 4201	Body Fluids	1
MLS 4304	Hematology	4
MLS 4102	Immunology	2
MLS 4204	Chemistry	4
MLS 4202	Immunohematology	2
MLS 4104	Microbiology	<u>4</u>
Total		18 Credits

<u>Spring</u>		<u>Credits</u>
SP 0001	Spiritual Perspectives in Healthcare	1
MLS 4504	Internship I (Hematology/Coagulation)	4
MLS 4302	Seminar II	2
MLS 4401	Management and Education	1
MLS 4604	Internship II (Chemistry/Urinalysis/Immunology)	4
MLS 4103	Internship III (Blood Bank)	3
MLS 4206	Internship IV (Microbiology/ Parasitology/Mycology)	6
Total		21 Credits
Total:	Courses 14	Credits 39

## Course Descriptions

### MLS 4001

#### Laboratory Fundamentals – Blended

**1 Credit Hour**

Introduction to the clinical laboratory inclusive of medical terminology, phlebotomy, laboratory orientation, fire and safety regulations, OSHA requirements, medical ethics, and patient confidentiality. The course includes the following number of contact hours: Theory – 21 contact hours.

### MLS 4201

#### Body Fluids – Blended

**1 Credit Hour**

Concepts of urinalysis is introduced, including urine formation and composition, changes in urine components, pathological conditionals, laboratory procedures and clinical significance. Emphasis on the importance of testing the other non-blood body fluids is also presented, along with normal and abnormal pathological states. The course includes the following number of contact hours: Theory – 23 contact hours.

### MLS 4304

#### Hematology – Blended

**4 Credit Hours**

Introduction to cell structure and function, hematopoiesis, cell enumeration and differentiation, and hemostasis. In addition, basic and advanced techniques, quality control, manual and automated procedures, and normal and pathological conditions with manifestations and complications are described. The course includes the following number of contact hours: Theory – 66 contact hours.

### MLS 4102

#### Immunology - Hybrid

**2 Credit Hours**

Study of theories and processes related to natural body defenses inclusive of basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and clinically significant diseases. Clinical procedure theories in immunology and serology are also presented as well as clinical significance of these procedures. The course includes the following number of contact hours: Theory – 34 contact hours.

**MLS 4204****Chemistry****4 Credit Hours**

Study of the measurement of chemical analytes in the blood with emphasis on principles, practice, techniques, instrumentation, and quality control. Fundamental concepts of the correlation of clinical laboratory chemistry results to organ pathophysiology are also introduced. The course includes the following number of contact hours: Theory – 63 contact hours.

**SP 0001****Spiritual Perspectives in Health Care****1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

**MLS 4202****Immunohematology****2 Credit Hours**

Theoretical aspects of the immune response and its relationship to the diagnosis of disease and immunohematology are studied. Lectures and laboratory stress methods used to solve problems in ABO and Rh typing, blood group antibodies, compatibility testing, blood and component selection and hemolytic disease of the newborn. The course includes the following number of contact hours: Theory – 39 contact hours.

**MLS 4104****Microbiology – Blended****4 Credit Hours**

Principles concerning laboratory techniques used to safely isolate and identify pathogenic bacteria as well as clinically relevant parasites, fungi and mycobacterium. Special media and tests, organism virulence factors, pathological effects occurring with the host, and susceptibility testing are also covered. The course includes the following number of contact hours: Theory – 71 contact hours.

**MLS 4302****Seminar II****2 Credit Hours**

Research of a current laboratory-related topic and presentation of this research on a storyboard is required. Phlebotomy competency is determined. Comprehensive review sessions are conducted with three (3) mock practice exams and a comprehensive final examination required covering the entire program. Passage of this Final Comprehensive Examination required to complete the program. The course includes the following number of contact hours: Theory – 80 contact hours.

**MLS 4401****Management and Education****1 Credit Hour**

Encompasses introduction to basic principles of management theory, budgets, laboratory supervision, quality assurance, laboratory information systems, and educational principles. The course includes the following number of contact hours: Theory – 18 contact hours.



**MLS 4504****Internship I (Hematology/Coagulation)****4 Credit Hours**

Advanced study of hematopoiesis and hemostasis with a strong emphasis on clinical applications. In-depth examination of normal blood cell physiology and morphology followed by discussion of the etiology, clinical symptoms, laboratory diagnosis and treatment of the major hematologic disorders, including the pathophysiology of the anemias, leukemias, and other blood cell diseases. Coagulation, fibrinolysis and thrombolytic therapy are also covered. The laboratory reinforces the relationship between the hematologic and hemostatic diseases and diagnostic laboratory testing. Proficiency in routine and specialized procedures utilized in today's clinical laboratories is emphasized. The course includes the following number of contact hours: Clinical Laboratory – 180 contact hours.

**MLS 4604****Internship II (Chemistry/Urinalysis/ Immunology)****4 Credit Hours**

Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Includes basic chemical laboratory technique, chemical laboratory safety, electrolytes, and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, electrophoresis, urinalysis, and toxicology. Automated and manual immunologic methodologies for infectious diseases and autoimmune disorders are also emphasized. During the Serology Rotation, the immune system involvement in disease processes as well as correlation of immunologic laboratory test data to disease conditions is covered. Principles of basic immunoglobulin structure and antigen-antibody reactions are reviewed, with emphasis on clinical utilization of these reactions. The course includes the following number of contact hours: Clinical Laboratory – 218 contact hours.

**MLS 4103****Internship III (Blood Bank)****3 Credit Hours**

Practical and theoretical concepts in blood banking (immunohematology) and transfusion medicine are covered. Demonstration of proficiency in ABO/Rh grouping, direct antiglobulin testing, antibody screening and compatibility testing is required. Investigation and resolution of discrepancies in blood banking will also be emphasized inclusive of elution and absorption techniques. The course includes the following number of contact hours: Clinical Laboratory - 143 contact hours.

**MLS 4206****Internship IV (Microbiology/Parasitology/Mycology)****6 Credit Hours**

Comprehensive study of the classification, etiology, pathogenicity, laboratory identification, diagnosis, and treatment of bacterial, fungal, and parasitic infections. Emphasis is placed on techniques and methods used to identify and isolate bacterial, fungal, and parasitic pathogens. Clinical practicum consists of microscopic, biochemical, and immunological procedures to identify pathogens from clinical specimens. The course includes the following number of contact hours: Clinical Laboratory – 293 contact hours.

### Program Totals\*

Total Number of Courses:	14
Total Number of Credit Hours:	39
Contact Hours Theory:	430
Contact Hours Clinical Laboratory:	834
Total Contact Hours:	1264

\*Does not include general education and science course contact hours.

### ABHES Educational Effectiveness Outcomes

The School Provides to the general public, applicants and enrolled students accurate and consistent information in the Catalog. To support information in the preceding pages, the following information is provided:

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	100%	100%	88%	4.60/5.00	4.10/5.00
2016	88%	100%	86%	3.75/5.00	4.13/5.00
2017	100%	100%	100%	TBD	TBD

\* Not required for the profession.

### NAACLS Outcomes

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	
<b>2017 Annual Report</b>	
<b>BHCLR School of Medical Laboratory Science Outcome Data</b>	
<b>Annual Data</b>	
2017 Program's Final Half Graduate Rate	100%
2017 Program's Final Half Attrition Rate	0%
<b>Three Year Averages 2013-2016</b>	
ASCP Board of Certification Rate	90%
Graduate Job Placement Rate	100%
Program's Final Half: January through June. Note: This data may differ from the ABHES data due to reporting periods and calculation methods.	

# **SCHOOL OF NUCLEAR MEDICINE TECHNOLOGY**

## **History**

The Baptist Health College Little Rock - School of Nuclear Medicine Technology was founded in 1979 as a clinical affiliate of St. Vincent Infirmary. The school was transferred to the sponsorship of Baptist Health in 1987. The school has maintained full accreditation since its initial accreditation in 1987 by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) and is certified through the Arkansas Department of Higher Education (ADHE) and Accrediting Bureau of Health Education Schools (ABHES). The school is affiliated with the University of Central Arkansas, Henderson State University, and Southern Arkansas University. These affiliations grant the graduate a baccalaureate degree from that university after completion of the certificate program in Nuclear Medicine Technology.

## **Mission Statement**

The Baptist Health College Little Rock - School of Nuclear Medicine Technology exists to fulfill the demand for highly skilled and competent Nuclear Medicine Technologists within Baptist Health as well as in the surrounding community. The school is committed to providing students with the highest standards of education and training.

## **Philosophy**

The school upholds the philosophy and values of Baptist Health by encouraging Service, Honesty, Respect, Stewardship and Performance with a commitment to providing quality patient care. Christian ideas, attitudes and spiritual perspectives as they apply to the caring of the ill are emphasized, as well as personal and professional conduct.

It is the school's belief that a competent individual in the health care field of today, must not only prove to be proficient in the field of Nuclear Medicine Technology, but must also possess an appreciation of his/her role within the clinical setting and an understanding of the organizational culture affecting the work environment.

In order to assure that the student acquires this competency, ethical principles, Christian values and management skills are interrelated with the practice of Nuclear Medicine Technology.

The school is committed to providing competent entry level job graduates to Baptist Health and the healthcare community through its high standards of professional education.

## **Goals**

The goals of the School of Nuclear Medicine Technology serve as a framework for the program of study and instruction for the development of a graduate to demonstrate:

1. Competency in the performance of the duties of an entry level Nuclear Medicine Technologist.
2. Application of the art and skill of diagnostic evaluation and therapeutics through the safe and effective use of radionuclides.

3. Professionalism in the performance of responsibilities such as patient interviews, instruction, preparation, quality control, testing, and administration of prescribed radioactive compounds for therapy, quality control and radiation safety.
4. Proper execution of patient imaging procedures including computer processing and image enhancement, and laboratory testing, while demonstrating an empathetic and instructional approach to patient care.
5. Application of knowledge of radiation physics and safety regulations to limit radiation exposure of the general public, patient, fellow workers, and self to as low as reasonably achievable (ALARA).
6. Ability to perform quality assurance procedures as required by various regulatory agencies.
7. Professional growth and development through participation in medical and technical education to enhance the quality of patient care.
8. Commitment to making a significant contribution to the healthcare team by an understanding of departmental organization and function in relation to the healthcare delivery system as a whole.
9. Development of a holistic caregiver's perspective and an appreciation and respect for cultural diversity.
10. The knowledge and ability to successfully pass the NMTCB and ARRT (N) board exams.

## **Admissions**

### ***Calendar***

<b>Fall Semester</b>		<b>Spring Semester</b>	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 3, 2018	Spring Break	March 18-22, 2019
Fall Break	September 14-28, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22-23, 2018	Spring Semester Ends	June 07, 2019
Fall Semester Ends	December 7, 2018	Commencement & Graduation*	June 10, 2019+

+ Dates subject to change.

\* Students having "time" to make-up do not graduate until verification is provided that all time has been made up and graduation requirements fulfilled. Graduation requirements include completion of all required clinical competencies.

### ***Application Deadline***

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the incoming class. In order to facilitate selection of the incoming new class and its entry registration, a preferred application final date of March 1st has been established. The application process must be completed by March 1<sup>st</sup>

### ***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

The application process is initiated when the school first receives an official transcript from an accredited college/university reflecting a baccalaureate degree or current enrollment at the University of Central Arkansas, Henderson State University, or Southern Arkansas University with prerequisite courses in Nuclear Medicine Technology.

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria. The applicant must submit an official transcript from the high school from which they graduated.
2. American College Test (ACT) results: a minimum score of 21 is recommended. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
3. Official transcript from the University of Central Arkansas or Henderson State University with a 2.5 G.P.A. or higher and completion of seventy-nine (79) credit hours of the prescribed curriculum or, an official transcript from an accredited university or college indicating that the applicant has been awarded a bachelor's degree. Official transcripts must be provided from all post-secondary educational providers.
4. International applicants whose native language is not English are required to submit their qualifying scores from the Test of English as a Foreign Language (TOEFL) as specified in the General Section of this catalog.
5. Completed Personal Statement Form.
6. Two (2) personal recommendations from teachers, clergy, or employer personnel; family members are not acceptable.
7. Once all required information and materials are received, the applicant is scheduled for a personal interview with the Selection Committee. The interview completes the application process.

### ***Selection Committee***

The Selection Committee conducts a personal interview with each applicant. The focus is on the applicant's reasons for pursuing the program of study. The committee consists of the Program Director of the school and one or two other panel members who may be faculty members of BHCLR Schools of Nursing and Allied Health or clinical faculty from one of the clinical sites. The interview completes the application process.

### ***Selection Process***

The Selection Committee reviews each applicant file for entry to the school after the file is complete. Selection for entry is on a competitive basis, with consideration given to overall GPA, science GPA, ACT scores and the results of the formal interview itself, as each entering class is limited in number. The committee formulates a recommendation for each applicant and forwards it to the Program Director for final action. The applicant is notified of the decision. The process of selection includes a review of the completed applicant file and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one. The process is continued until the class is filled. Qualified applicants not included in the selected class number, may be placed on the Alternate List.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space becomes available in the class. Alternates are strongly encouraged to keep their file active by contacting the Program Director and obtaining academic advice. Alternate status does not guarantee the applicant a future position in the next entering class or any future class. The alternate should contact the Program Director before the March 1st deadline of the following year and request that the file be reactivated. If the time since last inquiry is greater than one calendar year, the individual must update the file as requested by the school.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to registration date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for acceptance at the same time as new applicants for next class to enter.

### ***Credit by Examination***

Not available.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

1. A baccalaureate degree from an accredited college or university, official grade report for college courses enrolled in at the time of application and a letter of verification from the respective school/college counselor/advisor;
2. Submission of health professional certification or license for visual observation as applicable;

3. Completion of the following minimum prerequisites with a minimum final grade of “C” in the following courses,
  - 3.1) 3 Credits College Algebra
  - 3.2) 4 Credits General Chemistry (includes lab), 8 credits preferred
  - 3.3) 7 Credits General Physics (includes lab), 8 credits preferred
  - 3.4) 8 Credits Human Anatomy and Physiology (includes lab)
  - 3.5) Humanities
  - 3.6) Oral Communications
  - 3.7) Written Communications; and
  - 3.8) Social Science
  
4. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook.

***Essential Functions***

The Essential Functions are standards (non-academic) established for the program that describe the essential functions that must be met by all students. Essential functions reflect the physical requirements that students must be capable of to engage in during the education activities in such a way that they will not endanger other students or the public, including patients. The student must be able to perform and maintain the following essential functions throughout enrollment in the program:

**Essential Functions**

1. Visual/Hearing: Read and apply appropriate instructions in patient charts and on requests, procedure manuals, computer screens and particularly small print on syringes and vials. Visually monitor patients in a dimly lit room. A minimum vision of 20/20 or corrected to 20/25 in at least one eye. Hear various equipment and background sounds during equipment operations. Hear normal conversational speech at 10 feet.
2. Communication/Behavioral: Communicate in English, both verbally and in writing in a clear and concise manner in order to transmit information to the patient, all members of the healthcare team, and to individuals in various departments. Students and technologists must be able to assess non-verbal communication. In addition, it is essential that the student be able to write both legibly and quickly in order to document on charts and patient requests. Reading skills are essential for reading physician orders, and understanding departmental and hospital policies.
3. Fine Motor/Movement: Lift fifty (50) pounds of weight. Move immobile patients from stretcher to imaging table with assistance

- from departmental personnel. Utilize computer keyboard, mouse and monitor in order to input and manipulate clinical data. Possess all skills necessary to carry out diagnostic procedures, manipulate clinical data. Perform phlebotomy safely and accurately.
4. Locomotion: Possess the ability to move freely from one location to another by use of both legs in physical settings of the department, patient room, elevator, and stairway in order to perform duties and respond quickly to life-threatening emergencies in the clinical area. Push standard wheelchair and stretcher. Must be capable of standing for a minimum of 8 (eight) hours per day.
  5. Intellectual/Conceptual: Possess the emotional health required for full utilization of intellectual abilities. Recognize emergency situations and take appropriate actions. Understand and apply clinical instructions given from department personnel in order to effectively carry out diagnostic procedures.
  6. Safety: Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self, and others.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final Letter grade is assigned for each course and practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarship awards by Baptist Health Foundation and others.

Student academic and clinical achievement is measured periodically by written, oral and practical examinations.

Student is required to maintain a minimum final grade of “C” (77%) in each course.

An incomplete “I” grade may be completed at the sole discretion of Program Director. If not completed by the established time, the “I” shall convert to a final grade of “F”.

### **Satisfactory Progress**

The student must maintain a 2.0 or higher grade point average (GPA) in each course. If at any time the student’s average is less than required, he/she shall be placed on Academic Probation. A student who does not obtain the required GPA during a probationary period may be subject to administrative withdrawal.

### ***Attendance and Method of Delivery***

The program is a residential program of study. A student is expected to attend all scheduled classes and clinical rotations. An absence is excused only in the event of an emergency. Students should contact the Program Director and Clinical Supervisor of their assigned clinical rotation as soon as possible when he/she cannot attend class or their assigned clinical rotation.



Absence is defined as not being present after one (1) clock hour for a scheduled class or clinical rotation.

Any time missed during the school year must be made-up. Should any scheduled time in clinical or classroom be missed, the student is required to make up the absent time on weekends and evenings, at the end of the school year or during Christmas and/or Spring Break.

Students making up time at year end shall participate in the commencement ceremony, however, graduation shall not occur and the diploma/certificate is withheld with the registry graduation verification until the time is made up and all graduation requirements are fulfilled.

Tardiness is defined as not present up to one (1) clock hour of a scheduled class or clinical rotation. A tardy is recorded if the student arrives in clinical or class after their scheduled time to be present has passed. Three (3) or more documented tardy occurrences during one (1) three (3) month evaluation period shall cause disciplinary action. Absence of one (1) class period equals one (1) tardy. Three (3) tardies equal one (1) day absence.

Class assignments and exams missed must be made up. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and make arrangements to take the missed exam. A fee is charged and the receipt is required prior to administration of the exam.

### ***Class and Clinical Rotations***

Classes begin on the first Monday after July 4th and end the 2nd Wednesday in June of the following year. Classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught at the time. A schedule of classes is distributed to students during New Student Orientation (NSO).

Most courses have laboratories and/or clinical experiences taught concurrently with the lecture topics. This approach gives the students hands-on experience and visual reinforcement of the principles learned in the classroom. Labs and clinical schedules are scheduled by the Program Director and the student may be given time to complete some of the laboratory assignments on his/her own, depending on the course and the particular instructor.

Students are required to participate in the clinical setting as scheduled during the entire twelve (12) month class year. Student rotations include the imaging rooms at Baptist Health Medical Center-LR (BHMC-LR), Baptist Health Medical Center-NLR (BHMC-NLR), Arkansas Cardiology, Cardinal Health Radiopharmacy, Central Arkansas Radiation Therapy Institute (CARTI), White County Medical Center, White County Oncology Center, Arkansas Children's Hospital, Highlands Oncology (Springdale), and Sparks Regional Medical Center (Fort Smith). Students are scheduled Monday through Friday. Clinical days are 7:30 a.m. to 4:00 p.m. (0730-1600) and class days are 7:30 a.m. to 4:00 p.m. (0800 - 1600). Certain clinical rotations may require the student to arrive at 5:30 a.m. in order to participate in quality control procedures. Students are not required to work weekends, overtime, or take call. If a student desires to remain in the clinical area overtime in order to observe and/or assist with a procedure, compensatory

time-off is not given. If necessary, students may request permission from the Program Director to schedule make-up time after 4:00 p.m. in the clinical imaging areas.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

1. Fulfill all Progression and Promotion Criteria;
2. Complete the Student/Graduate Clearance Form and process;
3. Cooperate in the taking of class and individual photo session arranged by school;
4. Participate in the commencement ceremony, in the school-required attire;
5. Provide a Criminal Background Check Record and random chemical if requested;
6. Successful completion of the program of study;
7. Satisfactory demonstration of a minimum level of competency as set forth in the objectives of the Program;
8. Satisfactory performance of the Essential Function; and
9. Satisfactory completion of the required Clinical Competencies including documentation.

### ***Length of Program***

The program of study is one academic year and includes forty-four (44) weeks of instruction.

### ***Graduates***

Upon completion of the program the student will receive a certificate from Baptist Health, and those who have come from the academic affiliate are eligible to receive a baccalaureate degree. Graduates from the BHCLR School of Nuclear Medicine Technology are eligible to apply for and take national board certification examinations.

### ***Certification***

Completion of the program and graduation assures eligibility to apply for national certification with two (2) boards: the Nuclear Medicine Technology Certification Board (NMTCB) and the American Registry of Radiologic Technologists (ARRT-N).

Successful candidates are recognized as registered Nuclear Medicine Technologists, having demonstrated a commitment to maximal quality performance in the profession. The professional signs the credential “CNMT” and RT (N) and has full privileges as a member of the profession.

### ***Program Objectives***

In order for a School of Nuclear Medicine Technology to be accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), a minimum level of competency in specific areas of knowledge and understanding must be attained by the time the student graduates. These areas are presented in their broadest terms; more information is provided in specific objectives in course syllabi and clinical performance objectives.

#### Physical Sciences

1. Elementary aspects of the structure of matter with special emphasis on the composition, stability, and energy levels of atomic nuclei.
2. Modes of radioactive decay with special emphasis on beta decay, electron capture, metastable states, isometric transitions, and internal conversion.
3. Interactions of radiation with matter, with special emphasis on photoelectric, Compton, charged particles, and pair production interactions.
4. Principles of radiation detection and detectors.
5. Collimated radiation detectors with special emphasis on the characteristics of flat-field, focused, parallel-hole, diverging, and pinhole collimators in response to point, line, and plane sources.
6. Electronic instruments such as amplifiers, pulse-height analyzers, scalars, count rate meters, and computers.
7. Principles of other imaging modalities.
8. Statistics of counting random events.
9. Mathematical operations including logarithms and exponential functions.
10. Principles of quality assurance in nuclear medicine.

#### Radiation Biology, Safety and Protection

1. Biologic effect of radiation exposure.
2. Administrative and technical means of reducing unnecessary radiation exposure to patient, personnel, self, and environment.
3. Principles of absorbed dose calculation.
4. Government regulations regarding exposure and material handling, and ALARA (as low as reasonably achievable).

5. Techniques of measuring levels of radioactive contamination and techniques of decontamination.
6. Techniques of administered dose measurement with regard to minimizing absorbed dose to critical and target organs.

#### Radiopharmaceuticals

1. Production of radionuclides by reactors and particle accelerators, the use of radionuclide generators, the concept of specific activity, and the special chemical characteristics of the carrier-free state.
2. Formulation of radiopharmaceuticals, including general techniques for preparing agent used in the nuclear medicine laboratory, and performance of quality control procedures, including tests for radiochemical purity, quantitative assay, sterility and pyrogens.
3. Operation of electronic equipment appropriate for radioassay and quality control.
4. Biochemical and physiological properties of radiopharmaceuticals, including the mechanism of localization, alterations in the normal distribution, and the understanding of adverse reactions.

#### In-Vivo Procedures (Imaging and In-Vivo Laboratory Work)

1. Proper patient care before, during and after the procedures.
2. Cardio-pulmonary resuscitation.
3. Preparation, calculation, identification and administration, where permitted, of prescribed radiopharmaceuticals.
4. Use of imaging devices and external detectors for body organ imaging, time dependent, and differential function studies.
5. Computer applications with emphasis on digital image acquisition, analysis, processing and enhancement, tomographic reconstruction and display.
6. The use of physiologic gating techniques.
7. The performance of imaging and/or function studies of brain, cerebral spinal fluid spaces, thyroid, lung, heart, liver, spleen, kidney, gallbladder, stomach, tumors and abscesses, bones, bone marrow, and other organ systems.

### In-Vitro Procedures

1. Management of toxic chemicals, infectious biologic materials, and radionuclides.
2. Operation of laboratory instruments and equipment, including pipettes, centrifuges, calculators, and counters.

### Administrative Procedures

1. Inventory control of radiopharmaceuticals and supplies used in nuclear medicine.
2. Scheduling patient studies, including the most appropriate sequence for multiple procedures.
3. Methods used to maintain patients' nuclear medicine records, patient doses, quality control results, and other required records.

### Therapeutic Uses of Radionuclides

1. Common therapeutic applications of radionuclides, dose ranges for each application, and proper techniques for calculating quantities of administered radiopharmaceuticals.
2. Patient care, radiation safety, follow-up procedures and disposal of excreta.

## **Education Facilities**

Baptist Health Medical Center- Little Rock  
Baptist Health Medical Center- North Little Rock  
Arkansas Cardiology  
Arkansas Children's Hospital  
Central Arkansas Radiation Therapy Institute (CARTI)  
Cardinal Health Nuclear Pharmacy  
Sparks Regional Medical Center  
Highlands Oncology  
White County Medical Center  
White County Medical Center Oncology

## **Finance**

### ***Affiliating College or University***

University of Central Arkansas  
Henderson State University  
Southern Arkansas University

## **Student Support Services**

### ***Professional Organizations***

Society of Nuclear Medicine and Molecular Imaging (SNMMI) – Technologist Section

## **Additional Program Information**

### ***Special Requirements***

Students enrolled at the University of Central Arkansas, Henderson State University, and Southern Arkansas University are encouraged to consult with the Nuclear Medicine Advisor to assure completion of all general education and specific program prerequisites. All applicants are encouraged to contact the Program Director of the School of Nuclear Medicine Technology during their sophomore year in college for additional information.

## **Professional Curriculum**

The curriculum is organized into two (2) semesters and leads to a certificate at the end of the program. During enrollment, students attend approximately 600 hours of didactic (classroom) instruction and 1,000 hours of clinical instruction. Students spend clinical practice time in the Nuclear Medicine departments of Baptist Health Medical Center in Little Rock, Baptist Health Medical Center in North Little Rock, Arkansas Cardiology, Children's Hospital and Central Arkansas Radiation Therapy Institute (CARTI), White County Medical Center, and White County Oncology Center. Rotations also include a Radiopharmacy rotation at Cardinal Health Pharmacy and a CT rotation at BHMC-LR. Optional rotations are available at Sparks Regional Medical Center and Highlands Oncology.

<b>SEMESTER I</b>		<b>CREDITS</b>
SP 0001	Spiritual Perspectives in Healthcare	1
NM 4108	Clinical Practicum I	8
NM 4101	Medical Terminology	1
NM 4604	Instrumentation I	4
NM 4204	Diagnostic Nuclear Medicine I	4
NM 4404	Nuclear Physics /Radiochemistry	4
NM 4201	Medical Ethics and Law	1
NM 4102	Patient Care	2
NM 4504	Radiopharmacy/Radionuclide Therapy	4
<b>Total Credits</b>		<b>29</b>
<b>SEMESTER II</b>		
NM 4203	Diagnostic Nuclear Medicine II	3
NM 4320	Clinical Practicum II	10
NM 4302	Instrumentation II	2
NM 4202	Computed Tomography (CT, PET/CT)	2
NM 4104	Diagnostic Nuclear Medicine III	4
NM 4303	Diagnostic Nuclear Medicine IV	3
NM 4703	Radiation Health Physics	3
NM 4301	Radiobiology	1
NM 4601	Senior Seminars	1
<b>Total Credits</b>		<b>29</b>
<b>Totals: Courses - 18</b>		<b>Credit Hours 58</b>

## Course Descriptions

### *Semester I*

#### **SP 0001**

##### **Spiritual Perspectives in Healthcare**

**1 Credit Hour**

A study of the concept of spiritual perspective of the whole person and the relationship of this to healthcare practice is examined from the perspective of an individual quest for purpose and meaning as well as examination of the major religions as avenues of spiritual expression. This course includes the following number of contact hours: Theory – 15 contact hours.

#### **NM 4404**

##### **Nuclear Physics/Radiochemistry**

**4 Credit Hours**

Fundamentals of basic atomic and nuclear physics, including the structure of the atom, modes of radioactive decay, mathematical calculations of radioactivity, passage of charged particles and high energy photons through matter, and the primary and secondary sites of radionuclide production. This course includes the following number of contact hours: Theory – 60 contact hours.

#### **NM 4204**

##### **Diagnostic Nuclear Medicine I**

**4 Credit Hours**

Comprehensive study of the theory and methodology of imaging the different systems in the body, including rationale and indications for the study, patient preparation, radiopharmaceuticals used, imaging techniques, computer processing applications and diagnostic interpretation. Each section will be correlated with clinical exams performed in the clinical setting. This course includes the following number of contact hours: Theory – 65 contact hours.

#### **NM 4101**

##### **Medical Terminology**

**1 Credit Hour**

Introductory course in the basics of building, spelling and pronouncing medical words designed as a self-directed course. This course includes the following number of contact hours: Theory – 16 contact hours.

#### **NM 4201**

##### **Medical Ethics and Law**

**1 Credit Hour**

Medicolegal and ethical principles involved in the practice of Nuclear Medicine Technology. Topics covered include the code of ethics and the legal implications of negligence and malpractice in the clinical nuclear medicine setting. This course includes the following number of contact hours: Theory – 15 contact hours.

#### **NM 4102**

##### **Patient Care**

**2 Credit Hours**

This course on patient care is presented in individual sections, taught by professionals and specialists in the particular topic. The course covers the principles and techniques of patient care, including cardiopulmonary resuscitation (CPR) certification, patient transport, ECG monitoring, physical assessment, pharmacology, venipuncture and I.V. therapy. Emphasis is placed on skills that are used by the technologist in the clinical setting. This course includes the

following number of contact hours: Theory – 38 contact hours and Skills Laboratory – 6 contact hours; 44 total contact hours.

**NM 4108**

**Clinical Practicum I**

**8 Credit Hours**

Introduction to Clinical Imaging. Students will be evaluated during each assigned clinical rotation during the semester. This course includes the following number of contact hours: Clinical Laboratory – 384 contact hours.

**NM 4504**

**Radiopharmacy/Radionuclide Therapy**

**4 Credit Hours**

Fundamental principles of radio pharmacology, including radiopharmaceutical preparation and quality control, biochemical and physiological properties of radiopharmaceuticals, methods of localization and alterations of distribution, and the therapeutic use of radionuclides in nuclear medicine. Correlation with the clinical laboratory experience included. This course includes the following number of contact hours: Theory – 60 contact hours.

**NM 4604**

**Instrumentation I**

**4 Credit Hours**

Principles of operation and quality control of non-imaging nuclear medicine radiation detection equipment to include a section on statistics as they apply to the practice of nuclear medicine technology. Correlation with the clinical experience included. This course includes the following number of contact hours: Theory – 66 contact hours.

*Semester II*

**NM 4203**

**Diagnostic Nuclear Medicine II**

**3 Credit Hours**

Continuation of Diagnostic Nuclear Medicine I. This course includes the following number of contact hours: Theory – 45 contact hours.

**NM 4320**

**Clinical Practicum II**

**10 Credit Hours**

Intermediate techniques in clinical imaging, radiopharmaceutical preparation, computer techniques and radiation health physics. Students will be evaluated during each assigned clinical rotation during the semester. This course includes the following number of contact hours: Theory – 480 contact hours.

**NM 4104**

**Diagnostic Nuclear Medicine III**

**4 Credit Hours**

Continuation of Diagnostic Nuclear Medicine II. This course includes the following number of contact hours: Theory – 60 contact hours.

**NM 4302**

**Instrumentation II**

**2 Credit Hours**

Principles of operation and quality control of collimated imaging radiation detectors. This course includes the following number of contact hours: Theory – 30 contact hours.



**NM 4202****Computed Tomography (SPECT, CT, PET/CT)****2 Credit Hours**

Emphasis will be placed on the operation and quality control of both Single Photon Emission Tomography (SPECT), Positron Emission Tomography (PET), and Computerized Tomography (CT). Basic principles and concepts of the modern computer, with emphasis on the application of computers and data processing in the Nuclear Medicine Department. Correlation with the clinical experience included. The (CT) portion of the class will focus on Patient Care - 5 hours, Radiation Safety- 5 hours, Image production- 5 hours, CT Procedures - 5 hours. This course includes the following number of contact hours: Theory –30 contact hours.

**NM 4303****Diagnostic Nuclear Medicine IV—Diagnostic Procedures****3 Credit Hours**

Comprehensive study of the theory and methodology of various in vitro procedures. Includes diagnostic imaging studies such as PET/CT tumor imaging, monoclonal antibody imaging, somatostatin-receptor imaging and radiolabeled peptide imaging procedures as well as other oncological diagnostic imaging studies. Correlation with the clinical experience included. This course includes the following number of contact hours: Theory –45 contact hours.

**NM 4301****Radiobiology****1 Credit Hour**

Biological effects of the exposure of living tissue to ionizing radiation, including chronic and acute effects, the relative sensitivity and resistance of organ systems, and cellular and systematic response of tissue to radiation. This course includes the following number of contact hours: Theory – 16 contact hours.

**NM 4703****Radiation Health Physics****3 Credit Hours**

Principles involved in minimizing exposure to patient, personnel, self and environment are discussed. Included are techniques for measuring levels of radioactive contamination, procedures for decontamination and a general overview of both national and state government regulatory issues regarding exposure and radioactive material handling. Correlation with the clinical laboratory experience included. This course includes the following number of contact hours: Theory – 45 contact hours.

**NM 4601****Senior Seminars****1 Credit Hour**

Topics covered include medical informatics, healthcare administration and health sciences research methods as they relate to the field of Nuclear Medicine Technology. This course includes the following number of contact hours: Theory –20 contact hours.

**Program Totals**

Total Number of Courses	18
Total Number of Credit Hours	58
Number of Contact Hours (Theory)	626
Number of Contact Hours (Skills Laboratory)	6
Number of Contact Hours (Clinical Rotations)	864
Total Contact Hours	1496

**ABHES Educational Effectiveness Outcomes**

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	71%	80%	100%	4.80/5.00	4.30/5.00
2016	100%	83%	100%	4.85/5.00	4.85/5.00
2017	83%	80%	100%	5.00/5.00	4.70/5.00

# **SCHOOL OF OCCUPATIONAL THERAPY ASSISTANT**

## **History**

The Baptist Health College Little Rock - School of Occupational Therapy Assistant (BHCLR-SOTA) was established in 2005. BHCLR is accredited by the Accrediting Bureau of Health Education Schools. BHCLR-SOTA is certified through the Arkansas Department of Higher Education (ADHE), and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). BHCLR-SOTA is affiliated with University of Arkansas - Pulaski Technical College.

## **Mission Statement**

The mission of the BHCLR-SOTA is to produce occupational therapy assistants who demonstrate competence in providing client centered occupational therapy services, deliver services in a manner that demonstrates Christian compassion and concern, and develop to their fullest potential through participation in lifelong learning.

## **Philosophy**

The Baptist Health Schools Little Rock- School of Occupational Therapy Assistant as an educational unit supports the Belief, Mission, Vision, Values and Code of Ethical Conduct of the Baptist Health System. The philosophy of the profession and of the affiliating institution(s) is shared, consistent and congruent. The School also supports the philosophical base of occupational therapy which states:

“Occupations are activities that bring meaning to the daily lives of individuals, families, communities, and populations and enable them to participate in society. All individuals have an innate need and right to engage in meaningful occupations throughout their lives. Participation in these occupations influences their development, health and well-being across the lifespan. Thus, participation in meaningful occupation is a determinant of health and leads to adaptation.

Occupations occur within diverse social, physical, cultural, personal, temporal, and virtual contexts. The quality of occupational performance and the experience of each occupation are unique in each situation because of the dynamic relationship among factors intrinsic to the individual, the environment, and contexts in which the occupation occurs, and the characteristics of the occupation.

The focus and outcome of occupational therapy are clients’ engagement in meaningful occupations that support their participation in life situations. Occupational therapy practitioners conceptualize occupations as both a means and an end to therapy. That is, there is therapeutic value in occupational engagement as a change agent, and engagement in occupations is also the ultimate goal of therapy.

Occupational therapy is based on the belief that occupations are fundamental to health promotion and wellness, remediation or restoration, health maintenance,

disease and injury prevention, and compensation and adaptation. The use of occupation to promote individual, family, community, and population health is the core of occupational therapy practice, education, research, and advocacy” (AOTA, 2017).

Humans are dynamic beings that exist for the purpose of serving God and their fellow beings. This purpose is fulfilled through the roles portrayed and the occupations in which one engages. Exercising roles and engaging in occupations satisfies an intrinsic need for socialization and fulfillment. The roles one fulfills are shaped by the physical and social environment in which the person lives. The environment is constantly changing and survival is dependent on one’s ability to adapt. Humans are biopsychosocial beings and what affects one area of life affects all areas. Because humans are dynamic beings, dysfunction affects the whole person—their roles, relationships and place in society. As an American society, the ill, the disabled, the elderly and the dying are often disenfranchised because their contribution to society is no longer evident. When contributions to society are no longer recognized purpose in life is negated.

It is the belief of the Baptist Health Schools Little Rock- School of Occupational Therapy Assistant that the field of occupational therapy has a responsibility to change this mindset. We believe it is our responsibility to teach others to see the value in all life and to help people adapt to whatever changes they face. By adapting to change rather than retreating, one can continue to participate in occupations and fulfill societal roles allowing for a sense of purpose in life. As occupational therapy assistants, Christian compassion should guide us as we help others make these adaptations because “care of the whole person, body mind and spirit is an expression of the Christian faith. We are instruments of God’s restorative power and are responsible for giving compassionate care.”

### **Institutional culture for learning**

The faculty believes that learning is best accomplished in an atmosphere of trust, teamwork, responsibility, creativeness and openness. An emphasis on Christian ideals and attitudes assists in the development of positive personal and professional relationships. As a part of the Baptist Health System, students are not required to profess Christianity but are expected to uphold the values of the System—service, honesty, respect, stewardship and performance.

Service - students are expected to have a desire and commitment to serve others.

Honesty - students are expected to adhere to the moral values of fairness, integrity and honor in all relationships.

Respect – students are expected to treat all individuals with courtesy, thoughtfulness and dignity, compassion and concern.

Stewardship – Students are expected to use talents and resources in an effective and efficient manner.

Performance – students are expected to perform at the highest possible level but never at the expense of the values of the organization. This includes initiative, dedication, talent and knowledge tempered by common sense. Innovation and progress should prevail over complacency and mediocrity.

### **Student learning**

Learning is a multifaceted process and early introduction to the principles and standards of the chosen field promotes optimal learning. Learners have a greater comprehension of knowledge that is integrated throughout the curriculum by layering, revisiting and reinforcing principles and skills. Bloom's revised taxonomy (Forehand, 2005) teaches us that principle and skills are learned through a process of simple to complex. Basic learning takes place when an individual demonstrates the ability to remember information; learning progresses and holds meaning for the individual as information is understood, applied, analyzed, evaluated and created. Students learn basic concepts and build upon them; as new concepts are introduced students again revert to the basic concepts level. Therefore, as each new skill or concept is introduced students potentially start at the level of remembering information and progress to creating. Learning opportunities must be layered in order to provide students the opportunity to progress through Blooms' levels.

Learning is best accomplished in an arena where one is introduced to concepts in an active, interactive, goal directed manner. Students bring previous learning experiences into the arena which is shaped by their personal experiences, culture, skills and roles. Optimal learning occurs when students understand the purpose of what they are learning and how it connects to their previously acquired knowledge. Knowles (1988) acknowledged the need for adult learners to understand the reason they are required to know material. He also recognized that learning occurs as students are allowed to interact and share previous experiences.

### **Faculty responsibility in the learning process**

It is the responsibility of the faculty to ensure that learning is goal directed, purposeful and layered. Layered learning is best accomplished through introduction of basic information and progression from remembering information to understanding, applying, analyzing, evaluating and creating information as outlined in Bloom's revised taxonomy. The faculty believes that they are responsible for designing learning activities that build upon one another and allow for a layered learning experience in which students frequently revisit previously acquired knowledge. Use of this method allows students to deepen their understanding of the material.

The role of the faculty is to approach the teaching learning process as an interactive one rather than as a give and receive method. The use of interactive, hands on activities allows students to see the purpose and value in the learning experience. Interaction between faculty and students allows students to gain experience that will enhance their communication, group process and problem solving skills. Further, the critical thinking skills that are engaged will contribute to the student's ability to grasp the big picture, a

trait that will foster success in the fieldwork setting.

It is the responsibility of the faculty to encourage students to engage in lifelong learning. This is accomplished by allowing students to see the value in layered learning. As students are exposed to learning as a continuous process rather than a task with a formal beginning and end, they will recognize the value in continually challenging themselves to take their learning to the next level, realizing that learning is a process that never ends.

Faculty must aid students in the lifelong learning process by providing them the skills that are necessary for accessing information once their formal education is complete. It is vital that students are taught the value in preserving their textbooks and organizing their class materials in such a way that they may serve as resourceful references for years to come. Additionally, faculty must teach students the value of professional research and how to access this information as well. The ability to access such information will allow them to stay abreast of current practice issues.

It is believed that the faculty is responsible for being aware of cultural issues within the classroom and the community and for structuring learning experiences that will expand the student's knowledge, experience and awareness of such.

We believe that it is the responsibility of occupational therapy assistant educators to inform the occupational therapy community and the general health community about the roles of the occupational therapy assistant versus the occupational therapist. The educators must effectively serve as a resource for role delineation questions and decisions within a community that has few role models. The occupational therapy assistant educators must model the behavior, values, ethics, attitudes and culture that are intrinsic to the field of occupational therapy. Occupational therapy assistant educators must have a strong foundation in the profession and possess knowledge of the history as well as the future of occupational therapy. Occupational therapy assistant educators believe that learning is lifelong and occurs professionally through practice and organizational involvement. Occupational therapy assistant educators realize the value in holding membership in and supporting the professional organizations as these organizations define and shape the profession as well as define the profession's place in the health care system. We believe that it is the responsibility of the occupational therapy educators to instill in students the importance of membership in professional organizations.

### **General learning outcomes**

The expected outcome of learning is an individual who has a solid foundation in the core principles of the field of study and is able to effectively communicate this knowledge through both written and spoken word as well as through demonstration of skill. Additionally, while it is unrealistic to expect an educated individual to be able to know all there is to know in an area of expertise, it is expected that an educated individual is equipped with the knowledge of resources that will enable him or her to locate and use such needed knowledge. Furthermore, an educated individual should also possess a knowledge base that will serve as a building block that will enable him or her to add to their base of knowledge as such new knowledge is discovered and made known.

## **Occupational therapy assistant education**

Because the profession of occupational therapy emphasizes a holistic approach to health, wellness and dysfunction, the faculty believes that the education of occupational therapy assistants needs to reflect a holistic approach. A holistic approach allows the student to see the big picture through exploration and examination of issues and ideas from a multifaceted view. Further, because occupational therapy is a doing profession and occupation is our treatment modality, the faculty believe that students need to be educated through doing. Incorporating occupation-based activity is believed to be crucial to the integration of learning didactic material. Strong fieldwork experiences are considered to be vital to an occupational therapy assistant's education as well.

The faculty believes the occupational therapy assistant must be self confident in order to deliver quality health care services. This confidence must extend to knowledge of the profession and treatment skills. It is believed that such poise is gained through successful learning experiences that begin in the classroom and laboratory and are carried over into fieldwork experiences.

Ongoing communication between the academic and fieldwork sites is believed to be key to ensuring that students realize the connection between knowledge learned in the classroom and skill exercised in the fieldwork setting. The faculty believes in establishing and maintaining strong ties with fieldwork sites throughout the community. Such ties will ensure that the material that faculty teach in the classroom and laboratory prepares students for the experiences they will encounter in the clinical setting. The faculty's responsibility to the student does not end at the conclusion of the didactic coursework but rather continues throughout the fieldwork experiences as well. Communication with the student and fieldwork supervisor during the student's fieldwork experience is a recognized responsibility of the faculty.

### **References**

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- Knowles, M. (1988). The modern practice of adult education: From pedagogy to andragogy revised and updated. Retrieved from [http://www.cumc.columbia.edu/dept/medicine/hospitalists/downloads/cc4\\_articles/Education%20Theory/Andragogy.pdf](http://www.cumc.columbia.edu/dept/medicine/hospitalists/downloads/cc4_articles/Education%20Theory/Andragogy.pdf)

## **Goal**

The school is committed to preparing competent, entry-level occupational therapy assistants who are dedicated to improving the health, well-being and occupational engagement of a variety of clients, through quality education, fieldwork and professional development.

## **Purpose**

The purpose of the BHCLR - SOTA is to provide an educational experience that prepares students to enter the field as entry level occupational therapy assistants.

## Admissions

### Calendar

Fall Semester		Spring Semester	
Class Begins	August, 15, 2018	Class Begins	January 7, 2019
Labor Day	September 3, 2018	Spring Break	March 18-22, 2019
Thanksgiving Break	November 19-20, 2018	Spring Semester Ends	May 10, 2019
Fall Semester Ends	December 14, 2018	Commencement and Graduation*	TBA

\*Dates subject to change pending release of UA - PTC calendar.

### Application Deadline

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the incoming class. In order to facilitate selection of the incoming new class and its entry registration, an application deadline of April 15<sup>th</sup> has been established. The application process must be completed by May 1<sup>st</sup>.

### Application Requirements

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

Individuals who apply to the BHCLR-SOTA must fulfill all requirements of both the school and University of Arkansas - Pulaski Technical College (UA - PTC). (For UA - PTC admission policy visit <http://www.pulaskitech.edu/admission/>). The BHCLR-SOTA's application requirements are as follows:

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. One official transcript from each educational institution attended with a cumulative Grade Point Average (GPA) of 2.7 or above on required prerequisites preferred.
3. An American College Test (ACT) score (minimum of 21 preferred; 20 required); a Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT; TOEFL score if applicable. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website;
4. Required prerequisite courses;
5. Completed observation time and required forms completed and returned;
6. A personal interview;



7. Essay to be completed at time of interview.

### ***Selection Committee***

The Selection Committee considers the applicant for entry after all required materials and requested information are received. Selection is on an individual and competitive basis as class size is limited to eighteen (18) students. The committee formulates and forwards a recommendation for each applicant to the Program Director for final action. The applicant is notified by U.S. Mail of the final action. Conditional selection may be assigned by the committee with stipulations. Selected applicants are expected to return the Intent to Register Form upon receipt of selection for entry letter.

### ***Selection Process***

The process of selection includes review of the completed applicant file and the personal interview score(s). Applicants are ranked academically and the top applicants are invited to interview. Each applicant is ranked according to qualifications, with the highest qualified being number one. The process is continued until the class is filled. The final selection decision is made by the Program Director. Qualified applicants not selected for entry are placed on an alternate list. The highest qualified alternate is ranked number one (1). Alternates are notified by rank number if space becomes available. Alternates are strongly encouraged to keep their files active by contacting the Program Director and obtaining academic advice. Alternate status does not guarantee the alternate a future position in the next entering class or any future class. Applicants not selected for entry (including alternates) must reapply to be considered for next year's entering class.

Applicants selected for entry are expected to notify the school of intent to register by returning a special form to the school prior to registration date. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for selection at the same time as new applicants for the next entering year.

### ***Credit by Examination***

CLEP credit and credit by examination is granted in some cases for certain general education courses. Specific information is available through Counseling Services at University of Arkansas - Pulaski Technical College.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Immunization and Tuberculin Testing Information can be found in the Applicant and Admission Information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Essential Functions***

Essential functions, established by the school, are physical capabilities that must be demonstrated by the student on entry and throughout the program. The functions are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other

students, patients or the public. The following essential functions are required of students throughout enrollment in the program:

1. Visual: see and read course information, clinical forms, charts, computer screens, equipment readings and other materials; observe client behavior and appearance; oversee set up and implementation of treatment activities.
2. Hearing: hear and interpret loud, soft, and muffled sounds; hearing allows the ability to use the telephone, use call light/intercom speakers, take verbal orders, and hear emergency alarms.
3. Tactile: demonstrate tactile sensation that is adequate to safely evaluate and interpret the use of thermal, vibratory and other sensory stimulating techniques; ability to palpate muscle movement, pulse rate, and musculoskeletal structures; detect safe heat levels on various appliances and tools.
4. Gross motor: move freely from one location to another, walk at a fast pace, stand, bend, stoop, and squat, reach above shoulder level; balance, crawl, climb, kneel and sit; lift, carry, push or pull over 50 pounds of weight; stand and/or sit for prolonged periods of time; utilize safe body mechanics; transfer classmates and clients; deliver patient treatment; perform cardiopulmonary resuscitation and client evacuation.
5. Fine Motor/Touch Skills: write and document legibly; grasp; perform repetitive hand movement; utilize fine motor dexterity; use evaluation tools.
6. Communication: speak clearly and professionally to peers, patients, family members, faculty, staff and other members of the healthcare team; demonstrate written and verbal proficiency of the English language; provide and comprehend adequate verbal, nonverbal and written communication.
7. Behavioral: maintain emotional control in stressful and emergency situations; behave in an ethical, professional and respectful manner; comply with Baptist Health Values of Performance, Service, Honesty, Stewardship, Respect and the Code of Ethical Conduct.
8. Environmental: occasionally be involved with work outside and continuously inside; occasionally be exposed to temperature of 32 degrees and/or 100 degrees, wet or humid conditions, noise, vibration, dust, fumes, infectious waste, toxic chemicals, and needle/body fluids; implement safety and infection control, room maintenance, inventory and maintenance of equipment and supplies.
9. Intellectual/Conceptual/Cognitive: recognize emergency situations and take appropriate actions, demonstrate psychological and emotional stability required for full utilization of intellectual abilities; comprehend, process and utilize verbal, visual and written information; organize and prioritize actions in the fieldwork settings; perform patient care procedures according to established criteria; utilize the occupational therapy process

(assessment, planning, intervention and evaluation), prepare/present reports; complete forms; process verbal and written information; follow policies and procedures; implement quality improvement and document intervention progress and other written requirements; implement patient/family education and discharge planning.

10. Equipment: utilize telephone, intercom, call light system, stethoscope, wheelchair, stretchers, emergency equipment, paging system, fax machine, computer; operate occupational therapy equipment in laboratory and fieldwork setting.
11. Safety: adhere to organizational policies to maintain safety in the environment for patient, self, and others.

### ***Entrance Date***

The entrance dates are reflected on the school calendar herein presented in this portion of the Catalog.

## **Academics**

### ***Academic Progress***

The student progresses and promotes through the program of study by completing each required general education and OTA course with at least a minimum final grade of "C". In Occupational Therapy Assistant (OTA) courses, a minimum final grade of "C" in theory, laboratory and Level I fieldwork is required. The student must meet all requirements of each general education and OTA course in the program of study in order to progress. Passing in all university and/or college courses is determined according to the policies of the respective institution. A final theory grade of "C" is required by the school for all university and college courses.

All coursework, including Level I Fieldwork assignments, must be satisfactorily completed before a student is allowed to enroll in Level II Fieldwork. Students must earn "credit" on Level II Fieldwork I and II in order to meet graduation requirements. All Level II fieldwork experiences must be completed within 18 months of the completion of coursework.

An incomplete "I" grade may be made up at the sole discretion of the Program Director. If the incomplete course work is not completed within the established time frame, the "I" grade becomes a final grade of "F."

The BHCLR-SOTA utilizes the following grading system to signify student progression through the program of study. A final letter grade is assigned for each course and fieldwork experience completed. Each letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarship awards by Baptist Health Foundation and others.

### **Level II Fieldwork Grades**

<u>Score</u>	<u>Value</u>
71 points and above=Pass	Credit
70 points and below=Fail	No Credit

### **BHCLR-SOTA Theory and Level I Fieldwork Courses:**

Grade	Percentage Range	Value
A	94-100	4
B	86-93	3
C	77-85	2
D	70-76	1
F	0-69	0
I	Incomplete	0
W	Withdrawal	0
WX	Administrative Withdrawal	0

### **University of Arkansas – Pulaski Technical College Grades and Grading System**

The grading scale for each course is assigned by individual instructors for that course. The college adheres to the following grading system:

Grade	Interpretation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failing	0
W	Withdrawal	0
I	Incomplete	0
CR	Credit	0
NC	No Credit	0
WX	Admin. Withdrawal	0

#### ***Incomplete Grades and Course Make-up Work***

The opportunity to clear incomplete "I" grades and make-up missed work, including examinations, may be available to the student. Faculty has the sole discretion in permitting the student to make-up missed course work, including a course examination. The student's follow-through with policy regarding attendance, the student's previous attendance records and academic progress will be considered when making this decision. A fee is charged to offset the school's expense associated with make-up grading, clinical time, examination preparation, proctoring, and recording. The fee is waived for faculty directed absence due to confirmed illness, jury duty, immediate family member death, and military purposes.

#### ***Attendance and Method of Delivery***

The program is a residential program of study. Students are expected to be present and on time for all scheduled learning experiences, and absences are strongly discouraged. It is the responsibility of the student to notify the appropriate faculty member prior to an absence. Missed course work, learning experiences and examinations may be made up at the discretion of the faculty member.

### ***Class and Fieldwork***

Classes are scheduled on a regular basis and may either be in the morning, afternoon, or all day, depending on the courses being taught at the time. Schedule of classes is determined upon registration prior to each semester.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. The Baptist Health College Little Rock uses the credit hour formula identified in the Academic Information section of the Catalog.

Fall and Spring semesters are sixteen (16) weeks. The semester hour is the unit of credit used and is defined as the amount of credit given for one clock hour in class per week for 16 weeks (or the equivalent). Additional credit is given for some laboratory learning or practice.

### ***Educational Plans and Promotion***

On entry, each student receives an Educational Plan of Study. The plan must be followed to ensure completion and graduation on scheduled date. There must be no deviations from the plan without the respective Program Director's written prior approval. All Occupational Therapy Assistant students must complete Level II Fieldwork within 18 months of the completion of written coursework in order to be eligible for graduation.

### ***Graduation Requirements***

Graduation is dependent on the student's fulfillment of specific graduation requirements.

1. Satisfactorily complete the program of study; includes all progression and promotion requirements.
2. Settle all financial obligations.
3. Complete student/graduate clearance form and process.
4. Complete educational plan on schedule.
5. Cooperate in providing composite photo display for class as arranged by the school.
6. Participate in commencement ceremony in dress code required.
7. Satisfactorily demonstrate curriculum objectives, essential functions, and fieldwork competency skills by processes and examinations approved by the school.

### ***Length of Program***

The program of study is two academic years and includes sixty-four (64) weeks in length. During the first year of the program, the following breaks and holidays are granted: Labor Day, a one week Fall Break (Thanksgiving week), a 4 week break between Fall and Spring Semesters (includes Christmas Day and New Year's Day), and a one week Spring Break. During the second year of the program, students will be granted the following breaks and holidays: Labor Day, a one week Fall Break (Thanksgiving week), and a two week break

between Fall and Spring Semesters (includes Christmas Day and New Year's Day). During the Spring Semester of the second year of the program, students are scheduled to engage in full-time Level II Fieldwork and will follow the schedule as assigned by the fieldwork site. Length of breaks is approximate and may vary depending on class start/end dates and fieldwork assignments each semester.

### ***Graduates***

Upon completion of the program of study, graduates will earn an Associate of Applied Science from University of Arkansas - Pulaski Technical College and a certificate of completion from BHCLR. Graduates of the BHCLR-SOTA are eligible to sit for the national certification exam.

### ***Licensure and Certification***

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). State licenses, issued by the Arkansas State Medical Board, are issued based on results of the NBCOT certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

### ***Terminal Objectives***

The rapidly changing and dynamic nature of contemporary health and human service delivery systems requires the entry-level occupational therapy assistant to possess an adequate knowledge base and basic skills as a beginning direct care provider, educator, and advocate for the profession and the individual client or patient.

An entry-level occupational therapy assistant shall:

1. Have acquired an educational foundation in the liberal arts and sciences, including a focus on issues related to diversity;
2. Be educated as a generalist, with a broad exposure to the delivery models and systems utilized in settings where occupational therapy is currently practiced and where it is emerging as a service;
3. Have achieved entry-level competence through a combination of academic and fieldwork education;
4. Be prepared to work under the supervision of and in cooperation with the occupational therapist;
5. Be prepared to articulate and apply occupational therapy principles, intervention approaches and rationales, and expected outcomes as these relate to occupation;
6. Be prepared to be a lifelong learner and keep current with best practice;

7. Uphold the ethical standards, values, and attitudes of the occupational therapy profession;
8. Be prepared to comply with regulations related to state and federal statutes/ laws;
9. Exemplify the Baptist Health Code of Ethical Conduct, and
10. Be prepared to approach individualized treatment and intervention of disabled and age-specific patients or clients from a developmental and occupational therapy perspective.

### ***Retention Program***

The school strives to retain all who enter for the purpose of preparing as many qualified graduates as possible. The Student Retention Program is policy driven and flexible in consideration of student difficulties that arise from unexpected situations in their lives.

### **Education Facilities**

#### ***Clinical Laboratory Affiliations***

The BHCLR - SOTA has multiple clinical affiliates located throughout the state of Arkansas. These clinical affiliations provide students with learning opportunities in medical, rehabilitation and community model settings.

#### ***Affiliating College or University***

University of Arkansas - Pulaski Technical College

### **Student Support Services**

#### ***Professional Organizations***

Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200

Bethesda, MD. 20814-3449

(301) 652-AOTA (2682)

[www.acoteonline.org](http://www.acoteonline.org)

Arkansas Occupational Therapy Association

P.O. Box 10674

Conway, AR 72034

[office@arota.org](mailto:office@arota.org)

[www.arota.org](http://www.arota.org)

### **Additional Program Information**

#### ***Accreditation***

The BHCLR-SOTA is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and their web address is [www.acoteonline.org](http://www.acoteonline.org)

All Level II Fieldwork experiences must be completed within 18 months of the didactic coursework for the BHCLR-SOTA. Fieldwork must be completed prior to applying for the national certification examination.

BHCLR is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N  
Falls Church, VA 22043  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)

BHCLR-School of OTA is certified through the Arkansas Department of Higher Education (ADHE).

Arkansas Department of Higher Education  
Attention: Director  
423 Main Street.  
Little Rock, AR 72201  
Phone: (501) 371-2000  
[www.adhe.edu](http://www.adhe.edu)

Arkansas State Medical Board  
1401 West Capitol Avenue, Suite 340  
Little Rock, AR 72201-2936  
Tel: 501-296-1802  
[www.armedicalboard.org](http://www.armedicalboard.org)

Accreditation Council for Occupational Therapy Education of the American  
Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
Tel: 301-652-AOTA (2682)  
[www.acoteonline.org](http://www.acoteonline.org)

National Board for Certification in Occupational Therapy  
One Bank Street Suite 300  
Gaithersburg, MD 20877  
Tel: 301-990-7979  
[www.nbcot.org](http://www.nbcot.org)

University of Arkansas - Pulaski Technical College

Effective July 1, 2001, the college became an affiliating institution in the provision of the required general education and science courses for the BHCLR.



## Professional Curriculum

The curriculum is offered to selected individuals. After successful completion of the required credits, the student may qualify for occupational therapy assistant graduation candidacy. An Associate of Applied Science in Occupational Therapy Assistant from University of Arkansas - Pulaski Technical College is earned upon graduation. In addition, graduates earn a certificate of completion from the BHCLR-SOTA.

The curriculum design reflects the mission and philosophy of the institutions and provides the basis for program planning, implementation, and evaluation. The design identifies educational objectives and directs selection of content, scope, and sequencing of coursework.

The curriculum consists of eight (8) general education, art and science courses, and thirteen (13) technical courses specific to the occupational therapy profession and practice. One (1) course in Spiritual Perspectives is included to reflect the Baptist Health culture. New Student Orientation precedes the first semester of courses to orient individuals to Baptist Health and student life at BHCLR-SOTA.

The curriculum total of twenty-two (22) courses, providing seventy (70) credits, reflects a broad foundation of the liberal arts and sciences. This foundation of the biological, physical, and social and behavioral sciences supports the knowledge of occupational therapy as it relates to the life cycle.

The curriculum design reflects a layered learning approach and at completion of each semester, the student must have demonstrated the specified competencies for that semester in order to progress to the next semester of study.

### Prerequisite Credits:

ENGL 1311	English Composition I	3
Math 1302	College Algebra	3
PSYC 2300	Psychology & the Human Experience	3
Subtotal		9

### Fall-Semester I:

ENGL 1312	English Composition II	3
BIOL 1411	Structure & Function of the Human Body	4
CIS 1103	Computer Concepts	3
BOTA 1114	Fundamentals of OTA I	4
BOTA 1113	Medical Terminology for OTA	3
BOTA 1112	Level I Fieldwork I	2
Subtotal		19

### Spring-Semester II:

BOTA 1233	Disease Processes for OTA	3
BOTA 1212	Functional Anatomy for OTA	2
BOTA 1213	Human Development	3
BOTA 1224	Fundamentals of OTA II	4
BOTA 1312	Level I Fieldwork II	2

Subtotal 14

Fall Semester III:

BOTA 2334	Fundamentals of OTA III	4
BOTA 2343	Professional Development	3
HLSC 1300	Concepts of Lifetime Health & Wellness	3
SOCI 2300	Introduction to Sociology	3
BOTA 2312	Level I Fieldwork III	2
SP 0001	Spiritual Perspectives	1
Subtotal		16

Spring - Semester IV:

BOTA 2416	Level II Fieldwork I	6
BOTA 2426	Level II Fieldwork II	6
Subtotal		12

Total Program Credits: 61 Credits

Total Degree Credits: 70 Credits

## Course Descriptions

### *Semester I (Fall )*

#### **ENGL 1312**

##### **English Composition II**

**3 Credit Hours**

This course offers further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods and critical thinking. Prerequisite: Completion of English 1311 (or an equivalent course) with a grade of “C” or better. The course includes the following number of contact hours: Theory - 45 contact hours. [The above course is through University of Arkansas - Pulaski Technical and may be offered as a distance education course.]

#### **BIOL 1411**

##### **Structure & Function of the Human Body\***

**4 Credit Hours**

This course is a one-semester survey of the structure and function of the twelve organ systems of the human body and how they work together to maintain homeostasis. Prior knowledge of general cellular biology is expected. This course is designed for allied health and non-majors and may not be used as credit for or be taken after, successful completion of, BIOL 1402 or BIOL 1403. The course includes the following number of contact hours: Theory - 45 and Skills Laboratory – 30; for a total of 75 contact hours.

\* For students who intend to pursue higher level degrees that will require two semesters of A&P credit, completion of both BIOL 1402 and BIOL 1403 with a grade of C or better can be used to satisfy this course requirement.

(Special Course Fee)

[The above course is through University of Arkansas - Pulaski Technical and may be offered as a hybrid education course.]

**CIS 1103****Computer Concepts****3 Credit Hours**

This is an introductory course in the use of computer application software that includes basic functions of computer system components. The course includes the following number of contact hours: Theory - 45 contact hours.  
(Special Course Fee)

[The above course is through University of Arkansas - Pulaski Technical and may be offered as a distance education course.]

**BOTA 1114****Fundamentals of OTA I****4 Credit Hours**

An introduction to the fundamental concepts and aspects of occupational therapy philosophy, goals, values and ethics is provided. The unique nature of occupation as it is viewed by the profession and the role of occupational therapy in the healthcare community is explored. The use of activity analysis is introduced and the role of group dynamics is investigated. An understanding of the working relationship of the occupational therapist and the occupational therapy assistant is gained. Documentation skills and the use of professional literature are introduced. The teaching-learning process is explored and activities of daily living training as well as transfer training are addressed. Class experiences include but are not limited to lecture, group activities, lab practicums and clinical experiences. Prerequisite: Admission into the BHCLR-SOTA. The course includes the following number of contact hours: Theory – 45; and Skills Laboratory-30; for a total of 75 contact hours.

**BOTA 1113****Medical Terminology for the OTA****3 Credit Hours**

The study of words that relate to human body systems, anatomical structures, pathology and medical procedures are examined. Word roots, combining forms, prefixes, suffixes, plural endings, abbreviations and pronunciations are covered. The language of the Occupational Therapy Practice Framework is also studied. Emphasis is placed upon demonstrating a functional, working knowledge of medical terminology encountered in practice as an occupational therapy assistant. Prerequisite: Admission into the BHCLR-SOTA. The course includes the following number of contact hours: Theory - 45 contact hours.

**BOTA 1112****Level I Fieldwork I****2 Credit Hours**

Supervised clinical experience in which student engages in observation, communication and professional behavior skills in various settings including medical, rehabilitation and community models. Prerequisite: Admission to BHCLR-SOTA. The course includes the following number of contact hours: Theory – 10; and Clinical Laboratory-80; for a total of 90 contact hours.

## *Semester II (Spring)*

### **BOTA 1224**

#### **Fundamentals of OTA II**

**4 Credit Hours**

The theories, models of practice, and frames of reference that underlie occupational therapy practice are examined. The role of the occupational therapy assistant in the assessment and evaluation process is explored and practical application of data gathering, screening and evaluation are provided. Selected evaluation and assessment procedures are learned. Activity analysis and documentation skills are further developed. The dynamics of occupation and purposeful activity are explored. Class experiences include but are not limited to lecture, group activities, lab practicum and clinical experiences. Prerequisite: Grade of “C” or higher in all previous BOTA courses. The course includes the following number of contact hours: Theory – 45; and Skills Laboratory-30; for a total of 75 contact hours.

### **BOTA 1212**

#### **Functional Anatomy**

**2 Credit Hours**

An introduction to the human body basic function is provided. Content presented focuses on: central and peripheral nervous systems; musculoskeletal system; the neurological system; and understanding human movement. Prerequisite: Grade of “C” or higher in all previous BOTA courses. The course includes the following number of contact hours: Theory – 15; and Skills Laboratory – 30; for a total of 45 contact hours.

### **BOTA 1233**

#### **Disease Processes for OTA**

**3 Credit Hours**

An introduction to the study of the nature and cause of selected diseases is provided. Changes in body structure, function, and the resulting conditions are examined. Occupational therapy interventions are emphasized. Prerequisite: Grade of “C” or higher in all previous BOTA courses. The course includes the following number of contact hours: Theory - 45 contact hours.

### **BOTA 1213**

#### **Human Development**

**3 Credit Hours**

A comprehensive view of human life from conception to death is examined. Emphasis is placed on the unique characteristics of each phase of life and the implications for occupational therapy during each phase. Prerequisite: Grade of “C” or higher in all previous BOTA courses. The course includes the following number of contact hours: Theory - 45 contact hours.

### **BOTA 1312**

#### **Level I Fieldwork II**

**2 Credit Hours**

Supervised clinical experience in which student engages in observation, communication, professional behavior, activity analysis and beginning clinical reasoning and therapeutic intervention skills in various settings including medical, rehabilitation and community models. Prerequisite: Grade of “C” or higher in all previous BOTA courses. The course includes the following number of contact hours: Theory – 10; and Clinical Laboratory-80; for a total of 90 contact hours.

*Semester III (Fall)*

**BOTA 2334**

**Fundamentals of OTA III**

**4 Credit Hours**

Students engage in practical application and implementation of treatment techniques and interventions. The use of occupation throughout the treatment process is emphasized. Adaptation of self, tools and the environment during treatment are discussed. Documentation skills as they pertain to discharge planning and client education materials are further developed. Client and family education are addressed. Class experiences include but are not limited to lecture, group activities, lab experiences and clinical observations. Prerequisite: Grade of “C” or higher in all previous BOTA required courses. The course includes the following number of contact hours: Theory – 45; and Skills Laboratory-30; for a total of 75 contact hours.

**BOTA 2343**

**Professional Development**

**3 Credit Hours**

Management skills, self-directed learning, understanding of state and federal regulatory and legislative bodies, reimbursement issues, professional responsibility in fieldwork, professional literature and ethical decision making are among the topics addressed in this course. Interview skills, job search and application skills, licensure requirements, continuing education and certification examination preparation and registration are also covered. Prerequisite: Grade of “C” or higher in all previous BOTA required courses. The course includes the following number of contact hours: Theory - 45 contact hours.

**HLSC 1300**

**Concepts of Lifetime Health and Wellness**

**3 Credit Hours**

This course is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. The course includes the following number of contact hours: Theory - 45 contact hours.

[The above course is through University of Arkansas - Pulaski Technical and may be offered as a distance education course.]

**SOCI 2300**

**Introduction to Sociology**

**3 Credit Hours**

This course is an introduction to the theories, concepts and basic principles used in the study of group life, social institutions and social processes. Recommended prerequisite: ENGL 1311. The course includes the following number of contact hours: Theory - 45 contact hours.

[The above course is through University of Arkansas - Pulaski Technical and may be offered as a distance education course.]

**SP 0001**

**Spiritual Perspectives in Health Care**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one’s own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices

specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

**BOTA 2312**

**Level I Fieldwork III**

**2 Credit Hours**

Supervised clinical experience in which student engages in observation, communication, professional behavior, activity analysis, clinical reasoning and therapeutic intervention skills in various settings including medical, rehabilitation and community models. Prerequisite: Grade of "C" or higher in all previous BOTA required courses. The course includes the following number of contact hours: Theory – 10; and Clinical Laboratory-80 for a total of 90 contact hours.

*Semester IV (Spring)*

**BOTA 2416**

**Level II Fieldwork I**

**6 Credit Hours**

Eight week full time clinical experience is conducted under the supervision of a licensed occupational therapist or a certified occupational therapy assistant. Prerequisite: Grade of “C” or higher in all previous BOTA required courses. Experience must be completed within 18 months of completion of the didactic portion of the coursework. The course includes the following number of contact hours: Clinical Laboratory - 270 contact hours.

**BOTA 2426**

**Level II Fieldwork II**

**6 Credit Hours**

Eight week full time clinical experience is conducted under the supervision of a licensed Occupational Therapist or a certified Occupational Therapy Assistant. Prerequisite: Grade of “C” or higher in all previous BOTA required courses. Experience must be completed within 18 months of completion of the didactic portion of the coursework. The course includes the following number of contact hours: Clinical Laboratory – 270 contact hours.

**Program Totals**

Number of Courses	19
Number of Credit Hours	61
Contact Hours (Theory)	600
Contact Hours (Clinical Laboratory)	780
Contact Hours (Skills Laboratory)	150
Total Contact Hours	1530

**ABHES Educational Effectiveness Outcomes**

Data calculated per ABHES standards; annual reporting period is July 1 – June 30.

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	100%	100%	100%	4.90/5.00	4.80/5.00
2016	97%	100%	100%	4.80/5.00	4.80/5.00
2017	94%	94%	94%	4.80/5.00	4.80/5.00

## ACOTE Educational Effectiveness Outcomes

The BHCLR-SOTA makes available to the general public, applicants and students, the following information:

NBCOT Exam Results	Total # graduates	Total # 1st time test takers	1st time test takers that passed	% passing first time	# passing any attempt	% passing any attempt
2015	18	18	18	100%	18	100%
2016	18	18	17	94%	18	100%
2017	16	16	15	94%	15	94%
Total 3-Year	52	52	50	96%	51	98%

# **SCHOOL OF RADIOGRAPHY**

## **History**

The Baptist Health College Little Rock - School of Radiography was established in 1953. The school is certified through the Arkansas Department of Higher Education (ADHE) and accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Accrediting Bureau of Health Education Schools (ABHES) and articulated with the University of Central Arkansas and Henderson State University. The articulation culminates in a baccalaureate degree from that university.

## **Mission Statement**

The Baptist Health tradition of excellence includes the School of Radiography. The School shares the philosophy and mission of Baptist Health and through a continuous quality improvement is committed to employer, student and patient satisfaction.

The Baptist Health College Little Rock - School of Radiography's Mission is to prepare competent graduates who possess skills, knowledge, and professional values to begin a career as an entry level, certified radiographer.

These dedicated radiographers, as employees, with their talent and willingness to serve, will provide the highest quality care for patients in any institution. They exemplify the Baptist Health Values of Service, Honesty, Performance, Respect, and Stewardship and enthusiastically fulfill the school's mission in the profession at the local, state and national levels.

## **Philosophy**

The Baptist Health College Little Rock - School of Radiography utilizes a theoretical and competency based program of clinical education, designed to prepare a student to achieve proficiency in the performance of required clinical duties of a professional radiographer in an orderly and progressive manner. The program requires the student to progress through the curriculum at a rate with knowledge and skill competency development.

Differences are clarified between the two words commonly associated with this type of education: competency and proficiency. In the program, students become "Competent" first by procedure practice with "Proficiency" being the desired goal. Therefore, competency is defined as having the ability and qualities to function and progress in a particular way. A student must become competent in the performance of a procedure(s).

Once a student is competent, competency must be maintained and continue to develop. This competency development, leads to proficiency, the primary goal of the program. Proficiency is defined as having the knowledge and experience needed for success in the profession.

The student is assigned to various areas in the Diagnostic Imaging Department on a rotational schedule that allows the student to achieve competency and proficiency in an orderly progression. Throughout the clinical education, his/her progress is monitored and evaluated closely. The evaluations reflect the student's ability to relate the information received in the



classroom to the actual performance of procedures in the clinical setting. The evaluations include cognitive and psychomotor skills, and the affective domain with emphasis on professional and personal behavior.

As the student progresses through the different levels of achievement in clinical competencies, each successive level attained moves that student toward the goal of proficiency in the terminal competencies. Upon completion of all didactic and clinical competencies, a student should be able to demonstrate proficiency as indicated in the school’s goals.

## Goals

Fulfillment of the program’s mission is assessed by the degree to which the program achieves the following goals:

1. Students will possess the knowledge and clinical skills needed for an entry-level radiographer.

### **Student Learning Outcomes:**

- Students will show evidence and understand importance of radiation protection for the patient and self.
- Students will be able to provide competent patient care.
- Students will demonstrate proper patient positioning and central ray, tube angulation, and body rotation.

2. Students will be prepared to critically think and problem solve effectively.

### **Student Learning Outcomes:**

- Students will demonstrate proper exposure factors.
- Students will be able to adapt positioning for trauma patients.

3. Students will be able to communicate.

### **Student Learning Outcomes:**

- Students will formulate effective skills to communicate with patients, i.e. explanation of exams and obtaining patient histories.
- Students will be able to communicate effectively with age-specific patients.

4. Students/Graduates will be able to value life-long learning and professional development.

### **Student Learning Outcomes:**

- Students will understand importance of professional organizations.
- Students will develop and demonstrate proper ethical conduct with patients and peers.

## Admissions

### *Calendar*

<b>Fall</b>		<b>Spring</b>	
Classes Start	July 2, 2018	Classes Resume	January 02, 2019
Labor Day	September 3, 2018	Spring Break	March 18-22, 2019

Fall Break	September 24-28, 2018	Memorial Day	May 27, 2019
Thanksgiving	November 22, 2018	End of Semester	June 7, 2019
Friday after Thanksgiving	November 23, 2018	Commencement*	TBA
End of Semester	December 07, 2018		

\* Students with incomplete contact hours will not graduate until verification is provided that all experiences have been successfully completed and graduate requirements fulfilled.

### ***Application Deadline***

March 1<sup>st</sup>, each new class year. Applicant File must be complete by March 15<sup>th</sup>.

Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity.

### ***Affiliating Colleges or Universities***

University of Central Arkansas

Henderson State University

### ***Requirements for Admission \*\****

**The BHCLR School of Radiography has a two track program:**

- 1. \*Degree Seeking Applicants** pursuing a baccalaureate degree must complete the prerequisite hours required by the University of Central Arkansas or Henderson State University with a cumulative GPA of 2.5 and a “C” or above in all courses. An American College Test (ACT) is required with preferred scores of 19 on the Composite and 17 in the subsets of Math and Science. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
- 2. Non-degree seeking applicants** must have a minimum of an Associate’s Degree from a regionally accredited institution. This degree may be in any field of study which includes 24 hours of pre-requisites listed below. A final grade of “C” or above in all courses and a minimum preferred cumulative GPA of 2.5 on their high school & college transcripts. A GED or official transcripts are required from all educational institutions attended. An American College Test (ACT) is required with preferred scores of 19 on the Composite and 17 in the subsets of Math and Science. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.

\*\* Individuals applying for the Fall of 2013 and thereafter, must upon entry into the program either hold an associate’s degree from a regionally accredited institution or be pursuing a bachelor’s degree through the program affiliates, University of Central Arkansas or Henderson State University.

\* University of Central Arkansas will grant 64 college credit hours for professional curriculum.

\* Henderson State University will grant 65 college credit hours for professional curriculum.

### ***Requisite College Courses***

<b>Area of Study</b>	<b>Course</b>	<b>Credit Hours</b>
Math/Logical Reasoning	College Algebra or above	3
Written/Oral Communication	Introduction to Speech	3
Written/Oral Communication	Composition I	3
Information Systems	Introduction to Computers	3
Natural Sciences	College Physics I	4
	†Anatomy & Physiology I	4
	†Anatomy & Physiology II	4
	Total Credit Hours	24

All newly accepted student radiographers must also have completed the “Healthcare Provider CPR Course” at American Heart Association’s Standards, before school starts. This requirement is to be completed at the student’s expense. The student must re-certify prior to graduation at their own expense to be job ready.

† Anatomy & Physiology I & II must have been completed in the past five (5) years.

### ***Application Requirements***

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. Successful completion of pre-requisite courses, with a grade of “C” or above;
3. American College Test (ACT) results: scores of 19 on the Composite and 17 in the subsets of Math and Science are preferred; a Scholastic Aptitude Test (SAT) maybe accepted in lieu of the ACT;
4. A personal statement and two letters of recommendation from non-family members;
5. The applicant is encouraged to tour our Radiology department prior to the interview with the Selection Committee. Applicants are encouraged to contact the Program Director for a tour @ 501.202.7942;
6. Six to eight hours observation is required in any Radiology department observing diagnostic procedures. Applicants may download an Observation Evaluation form from our website, [www.bhclr.edu](http://www.bhclr.edu); and

7. A personal interview with the Selection Committee. The personal interview completes the application process.

### ***Selection Committee***

The Selection Committee reviews each applicant file after the file is complete. Selection is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant and forwards it to the Program Director for final action. Each applicant is notified of the decision regarding his/her application. Admission to the School of Radiography is on a qualifying competitive basis. Selection of the students shall be made by a Selection Committee (two qualified Radiographers (ARRT), Clinical Coordinator and Program Director of School) adhering to the principle of Title IX of the Civil Rights code which prohibits discrimination of educational opportunity on the basis of race, color, creed, religion, sex, marital status, national origin, age or physical handicap.

The school does not accept part-time students. All applications must be completed by the date of the interview.

Applicants meeting the required pre-requisites and achieving all the Essential Functions capabilities will be interviewed by the Selection Committee where they are rated on appearance, speaking ability, mental alertness, composure, motivation, general intellect and knowledge of the profession.

On the day of the interview, applicants must complete two forms. One is a statement agreeing that they meet the Essential Functions requirements and the other is information necessary for a Criminal Background check. Completion of both forms is necessary for applicants to be considered for admission. Applicants unable to perform the Essential Functions requirement will not be considered eligible for admission.

Falsification of any part of the application or Essential Function capabilities shall be cause for non-selection and immediate dismissal from the School of Radiography if already enrolled.

Applicants are encouraged to contact the Program Director at (501) 202-7942, for details. Degree seeking applicants should consult with the Radiography Advisor at the University of Central Arkansas or Henderson State University to assure completion of all general education and specific program prerequisites.

### ***Selection Process***

The process of selection includes a review of the completed applicant file and the personal interview score(s). Each applicant is ranked according to qualifications, with the highest qualified being number one (1). Qualified applicants not included in the selected class number, may be placed on the Alternate List.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space becomes available in the class. Alternates are strongly encouraged to keep their file active by contacting the Program Director, and obtaining academic advice. Alternate status does not guarantee the applicant a future position in the next entering class or any future class. The alternate should contact the Program Director before the March 1st deadline of the next new year and request that the file be kept active. If time since last inquiry is greater than one (1) calendar year, the individual must update the file as requested by the school.

Applicants selected for entry are expected to notify the school of intent to register by returning the Intent to Register Form included with the “selection” letter, to the school prior to registration date. All newly accepted student radiographers must also have completed the “Healthcare Provider CPR Course” at American Heart Association’s Standards, before school starts. This requirement is to be completed at the student’s expense. The student must re-certify prior to graduation at their own expense to be job ready. Selected applicants not registering, who seek admission at a later date, have no preferential status and shall be reconsidered for selection at the same time as new applicants for the next class to enter.

For selected applicants, Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook.

### ***Advanced Placement***

Students that have graduated from an educational program in radiography and are currently not certified or enroll in an educational program to supplement previous education in order to become eligible to attain certification. Please see the Applicant and Admissions Information section of this catalog.

### ***Transfer Students***

Students seeking to enroll into a different educational program and have the program recognize credits earned through prior education to complete the certificate/degree. Please see the Applicant and Admissions Information section of this catalog.

### ***Credit by Examination***

Not available.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

Note: Eligibility for ARRT certification requires that the applicant be of good moral character. Conviction of a misdemeanor or felony or a violation of an academic honor code may forfeit an applicant’s eligibility to take the certification examination. The ARRT conducts a thorough review on all convictions to determine their impact on eligibility. Documentation required for a

review includes a written personal explanation and court records to certify the conviction, the sentence, and completion of the sentence. Candidates may submit a pre-application form to have the impact of convictions on eligibility evaluated. Pre-application forms may be requested by writing to: ARRT, Department of Regulatory Services, 1255 Northland Drive, St. Paul, MN 55120-1155 or by calling (612) 687-0048 or log onto their web site at [www.arrt.org](http://www.arrt.org) .

### ***Essential Functions***

Essential functions are the physical and academic standards required to practice radiography. The essential functions for the Baptist Health School of Radiography are established criteria that all applicants must meet in order to be admitted to the school. These standards are the minimum requirements to achieve the graduate competencies necessary to practice the art and science of Radiography.

The standards addressed in this document are:

1. Observation Skills
2. Communication Skills
3. Motor Skills
4. Scholastic Skills
5. Behavioral and Social Skills
6. Safety

Applicants who do not meet these standards will be considered ineligible for admission into this educational program.

### **Physical Standards**

1. Essential Visual Abilities

A minimum vision of 20/20 or corrected to 20/25 in at least one eye. Rationale: Radiographers must be able to see well enough to work with patients, to read requests, to read syringes, medicine vials, and other necessary items. They must be able to see well enough to perform all fluoroscopic/radiographic procedures and work in low lighted rooms or radiographic darkrooms.

2. Essential Communication Skills

- A. Speak English Fluently:

Radiographers must communicate with all patients, giving instructions and explaining all procedures. Tone and volume must be sufficient for close proximity face-to-face communication

as well as for distant communication (example: patient is on table and radiographer is in control booth i.e. patient is not facing radiographer).

B. Hearing: \*

Hear normal conversational speech at 10 feet. Rationale: Radiographers must be able to hear and understand patients above equipment noise. Patients have many differing tones, volumes and clarity of speech. Patients may be close by or some distance away. Radiographers must also be able to hear sounds through a stethoscope.

C. Writing:

Radiographers must be able to write both legibly and quickly. Rationale: Documentation on charts and requests is a must for adequate patient care.

D. Reading:

Radiographers must be able to communicate via reading. They must be able to read physician orders, departmental policies, and hospital policies. They must be able to read instructions related to drug administration and equipment operation. (Example: “operation of this equipment may be hazardous to operator and patient.”)

3. Motor Skills

Use both hands simultaneously, lift 50 pounds, and possess physical stamina for an eight (8) hour day. Rationale: push and maneuver mobile radiographic equipment as well as patients in wheelchairs or on stretchers with IV poles; load and unload cassette and film bins and reach and operate an x-ray tube placed 48” above the table, be of sufficient build and stature to be capable of standing for eight (8) hours per day, be capable of assisting and supporting patients, have sufficient motor skills to allow for the positioning of any size of patient for all procedures.

\* Metallic Implants – Students have clinical rotations in Magnetic Resonance Imaging (MRI). MRI uses a strong magnetic field. You must inform the Program Director/ Clinical Coordinator if you have any pre-existing contraindications. Students complete an MRI safety screening before access to the MRI suite. Students with pre-existing contraindications will be assigned to another clinical setting.

**Academic Standards**

4. Essential Scholastic Skills

All applicants must have a basic background in math and science; must have graduated from an accredited high school with a minimum preferred GPA of 2.5 or higher. A (General

Equivalency Diploma) GED may be substituted in lieu of a high school transcript. All applicants must have completed all pre-requisites with a minimum of a (C) in all courses; must take the ACT and preferably make a composite score of 19 with a sub score of 17 or above in math and science; and must sit for an interview with the Selection Committee.

## **Personal Standards**

### 5. Behavioral and Social Skills

The applicant must be neat and clean in appearance, have an outgoing pleasing personality, and positive attitude about themselves; must have a past record showing completion of assigned tasks, responsibility for one's own actions, initiative and willingness to accept rules and regulations along with change; must be motivated and have a genuine interest in working with and around people. The above listed standards address the physical, scholastic and behavioral requirement of students selected into the Baptist Health School of Radiography. These standards also address not only the image that the school wishes to project, but the reputation that it wishes to protect. It is therefore necessary that these standards be adhered to when selecting students to this school.

### 6. Safety

Adhere to organizational policies to maintain safety in the environment for the patient, self, and others.

## **Academics**

### ***Academic Progress***

Theoretical lecture periods are given at specific intervals during the calendar week. In general, lecture hours are scheduled in the afternoon. The morning hours are spent in acquiring the practical aspect of the profession in clinical education. This is performed under the direction of Radiologists and Radiographers in the Radiology Department. Each professional Radiographer takes an active interest in the student's professional development and does everything possible to maximize student learning and clinical performance.

Students are required to attend all scheduled classroom sessions. If delayed by more than five (5) minutes he/she must report to the Program Director as soon as possible. The class is considered to be dismissed if the instructor does not appear within fifteen (15) minutes. Class schedules are posted weekly on the school's classroom bulletin board, and throughout the Radiology Department. Students are required to:

Maintain a minimum cumulative GPA of 2.00, and at least a minimum grade of "C" (77%) in all educational components. Failure to do so, may result in academic suspension or dismissal. Students acquire the expected level of clinical competency in the various Radiographic categories taught throughout the two (2) year program.

Maintain a minimum clinical grade of "C" or better in clinical education. Clinical evaluations are monitored weekly. If the evaluation is lower than required, counseling and assistance is given by



one or more individuals, as appropriate, including the clinical instructor, staff, radiographer, Program Director, or school counselor. Counseling sessions are documented and placed in the student's record. Evaluations are calculated at the end of each semester and shared with the student. A student not fulfilling the preceding requirements is counseled by the Program Director and may be asked to resign.

A student demonstrating progressive development in a clinical component promotes to the next level or course of study.

### ***Attendance, Method of Delivery and Clinical Policies***

The program is a residential program of study. A student is expected to attend all scheduled classes and clinical rotations. Attendance in clinical is part of the clinical grade. Excessive absences and tardiness are made-up according to established policies published in the student handbook. These policies are available from the student handbook accessible from the college website ([www.bhclr.edu](http://www.bhclr.edu)).

Missed class assignments and exams may be made up at the sole discretion of the Program Director. It is the student's responsibility to meet with the Program Director to review and obtain make-up assignments and make arrangements to take the make-up exam. A fee is charged and receipt provided prior to administration of a make-up exam.

### ***Clinical Competency***

Upon successful completion of the program, the graduate will:

1. Demonstrate proper use of oral and medical communication;
2. Demonstrate knowledge of human structure, function, and pathology;
3. Position patient and equipment to perform radiographic procedures/examinations;
4. Practice radiation protection/manipulate equipment and technical factors;
5. Provide basic patient care and comfort, and anticipate patient needs;
6. Exercise independent judgment and discretion/confidentiality within the profession;
7. Operate medical imaging equipment and accessories;
8. Demonstrate professional appearance, behaviors, and professional relationships;
9. Evaluate radiographic images for quality;
10. Demonstrate critical thinking skills in a clinical setting, comprehension, and application analysis.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog. Credit hours are used in determining cumulative GPA. For honors – 3.75 – 3.89 and for high honors – 3.90 – 4.0.

### ***Graduation Requirements***

1. Demonstrate satisfactorily the ability to perform the terminal essential functions;
2. Fulfill progression and promotion criteria;
3. Complete the Student Clearance Form and process;
4. Participate in the commencement ceremony, in school required appearance and attire;
5. Successful completion of the Program of Study.

### ***Length of Program***

The program of study is two (2) academic years and includes eighty-eight (88) weeks of instruction.

### ***Graduates***

Upon completion of the program the student will receive a diploma from BHCLR, and those who have come from one of the academic affiliates are eligible to receive a baccalaureate degree. Graduates from the BHCLR - School of Radiography are eligible to apply and take the national board certification examination.

### ***Terminal Essential Functions***

1. Perform all Radiographic and fluoroscopic procedures as required.
2. Keep complete and accurate records.
3. Resuscitate life in emergency.
4. Participate in required continuing education.
5. Approach and individualize the assessment, treatment, or care of age-specific patients (neonate, pediatric, adolescent, or geriatric) from a developmental perspective.
6. Specialized professional equipment, machines, tools, electronic devices, software, and so forth.
  - 6.1. Utilize equipment necessary to perform Radiographic, fluoroscopic, portable and C-arm procedures.
  - 6.2. Computer terminal, telephone, intercom, calculator, copy machine, beeper, and fax machine.

7. Fulfill physical demands: sitting, standing, walking, bending, stooping, squatting, climbing, reaching, balancing, lifting and kneeling.

### ***Certification***

Successful completion of the Program of Study and fulfillment of graduation requirements assures eligibility to apply for the national certification examination of the American Registry of Radiologic Technologists. Successful candidates are recognized as Registered Technologists, having demonstrated competency, a commitment to maximal, quality performance in the profession. The new professional signs the credentials RT and has the privileges of the profession as a whole.

### **Education Facilities**

#### ***Clinical Laboratory Affiliations***

Baptist Health Medical Center- Little Rock  
Baptist Health Medical Center- North Little Rock  
Arkansas Children's Hospital  
OrthoArkansas  
Radiology Consultants  
Autumn Road Family Clinic  
BH Imaging Center – Kanis  
BH Family Practice – Lakewood

### **Finance**

#### ***Affiliating College or University***

University of Central Arkansas  
Henderson State University  
Federal Funds are available through the Financial Aid Officer.

### **Student Support Services**

#### ***Professional Organizations***

American Registry of Radiologic Technologists (ARRT)  
American Society of Radiologic Technologists (ASRT)  
Arkansas Society of Radiologic Technologists (ARSRT)

### **Additional Program Information**

None

### **Professional Curriculum**

The professional curriculum for the education of radiographers is organized into four (4) semesters and leads to a diploma at the end of the program.

Clinical and academic involvement is no more than forty (40) contact hours per week. Students receive over 700 contact hours of scheduled classroom studies and approximately 1,760 contact hours of clinical experience during the two year program. Daily clinical education is taught by professional staff radiographers. Clinical rotations include BHMC-LR, BHMC-NLR, Radiology

Consultants, OrthoArkansas, Arkansas Children’s Hospital, Autumn Road Family Clinic, Baptist Health Breast Center, and Baptist Health Family Practice – Lakewood. Both male and female students rotate through the Breast Center. Students will rotate between day and evening shifts for the goal of receiving training and completing development in radiographic procedures involving trauma and emergency patients and for the development of critical-thinking proficiency.

Schedules include 8:00 a.m. to 4:00 p.m. and 1:00 p.m. to 8:30 p.m. Students begin the day in clinical, 8:00 a.m. to 12:00 p.m.; academics are scheduled from 1\_00 p.m. to 4:00 p.m., Monday through Friday.

In semesters II and III students will have an evening (1:00-8:30 p.m.) rotation. In this rotation 1:00-4:00 p.m. is devoted to academics and from 4:00-8:30 p.m. is clinical.

***First Year: Fall Semester I***

RADG 3001	Introduction to Radiography	1
RADG 3104	Clinical Education I	4
RADG 3301	Image Analysis I	1
*SP 0001	Spiritual Perspectives in Healthcare	1
RADG 3101	Medical Terminology	1
RADG 3002	Image Processing	2
RADG 3102	Radiographic Procedures I (Contrast Media)	2
RADG 3201	Medical Ethics and Law	1
RADG 3003	Radiographic Procedures II	3
RADG 3204	Clinical Education II	4
RADG 3401	Radiation Production & Characteristics I	1
		(21 credits)

***First Year: Spring Semester I***

RADG 3103	Patient Care in the Radiological Sciences	3
RADG 3303	Radiographic Procedures III (Routine/Pediatrics)	3
RADG 3004	Clinical Education III	4
RADG 3501	Image Analysis II	1
RADG 2402	Radiation Production & Characteristics II	2
RADG 3302	Digital Image Acquisition & Display I	2
RADG 3601	Radiographic Procedures IV (Special Procedures)	1
RADG 3701	Imaging Equipment (CT, Ultrasound, Nuclear Medicine, MRI)	1
		(17 credits)

***Second Year: Fall Semester II***

RADG 3410	Clinical Education IV	10
RADG 4003	Digital Image Acquisition & Display II	3
RADG 4102	Radiographic Pathology	2
RADG 4401	Introduction to Quality Assurance	1

RADG 3801	Image Analysis III	1
RADG 4103	Radiographic Procedures V (Positioning B)	3
RADG 4504	Clinical Education V	4
		(24 credits)

***Second Year: Spring Semester II***

RADG 4201	Image Analysis IV	1
RADG 4002	Principles of Radiation Protection	2
RADG 4001	Principles of Radiation Biology	1
RADG 4609	Clinical Education VI	9
RADG 4203	Senior Seminars (Review)	3
		(16 credits)

**Course Descriptions**

**RADG 3001**

**Introduction to Radiography**

**1 Credit Hour**

The student is oriented to the structure, policies, and procedures of the school, Radiology Department, and hospital. A brief history of medicine and Radiology is reviewed. The student is acquainted with professional organizations, licensure and career opportunities. The basic principles of radiation protection are introduced. The course includes the following number of contact hours: Theory - 23 contact hours.

**SP 0001**

**Spiritual Perspectives in Health Care**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

**RADG 3101**

**Medical Terminology**

**1 Credit Hour**

To work effectively in Radiology, it is necessary to understand the language of medicine. The student learns the word-building system of medical terminology; prefixes, suffixes and root or stem words relating to the body and its systems. Terms, abbreviations and symbols especially pertinent to medical imaging are studied with emphasis on understanding the meaning of such words and their proper usage in medicine. The course includes the following number of contact hours: Theory - 22 contact hours.

**RADG 3002**

**Image Processing**

**2 Credit Hours**

This course provides the student with basic knowledge of the factors that govern the image production process. This course also provides the student with a thorough knowledge of the principles of digital image processing and extraction. The course includes the following number of contact hours: Theory - 30 contact hours.

**RADG 3102 (Contrast Media)**

### **Radiographic Procedures I**

**2 Credit Hours**

This course is the first in a sequence of courses that instructs the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with Human Structure and Function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views and studies using contrast media are also discussed. The course includes the following number of contact hours: Theory - 40 contact hours.

### **RADG 3201**

#### **Medical Ethics and Law**

**1 Credit Hour**

Content is designed to provide a fundamental background in ethics. The historical and philosophical base of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice; an introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. The course includes the following number of contact hours: Theory - 15 contact hours.

### **RADG 3104**

#### **Clinical Education I**

**4 Credit Hours**

There are a total of six (6) clinical categories or practicums in this clinical education program. All clinical experiences correlate with the student's academic education.

Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. The course includes the following number of contact hours: Clinical Laboratory - 220 contact hours.

### **RADG 3103**

#### **Patient Care in the Radiological Sciences**

**3 Credit Hours**

A study of the concepts of care of the patient in radiology, including both physical and psychological conditions. General nursing procedures, patient preparation for radiographic procedures, the basic forms of contrast media and the precautions for administering such, and emergency care are discussed. The student prepares to deal with patients in a manner that does not add further discomfort or injury, nor hinder recovery. Basic concepts of IV therapy, and vital signs are obtained in this course.

The newly enrolled student radiographer is required to document they have completed the "Healthcare Provider CPR Course" at American Heart Association's Standards, before school starts. This requirement is to be completed **at the student's expense**. The student must re-

certify prior to graduation at their **own expense** to be job ready. The course includes the following number of contact hours. Theory - 50 contact hours.

### **RADG 3301**

#### **Image Analysis I**

**1 Credit Hour**

There are a series of four Image Analysis courses designed to correlate with clinical and academics. Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. The course includes the following number of contact hours: Theory - 22 contact hours.

### **RADG 3302**

#### **Digital Image Acquisition & Display I**

**2 Credit Hours**

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. The course includes the following number of contact hours: Theory - 40 contact hours.

### **RADG 3003**

#### **Radiographic Procedures II**

**3 Credit Hours**

This course is a continuation of course RADG 3102 with an emphasis on basic radiographic positioning of the lower and upper anatomic structures, correlated with Human Structure and Function. The course includes the following number of contact hours: Theory - 45 contact hours.

### **RADG 3204**

#### **Clinical Education II**

**4 Credit Hours**

This is a continuation of course RADG 3104. Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. The course includes the following number of contact hours: Clinical Laboratory - 220 contact hours.

### **RADG 3501**

#### **Image Analysis II**

**1 Credit Hour**

A continuation of course RADG 3301. Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

Actual images will be included for analysis. The course includes the following number of contact hours: Theory - 22 contact hours.

### **RADG 4003**

#### **Digital Image Acquisition & Display II**

**3 Credit Hours**

A continuation of course RADG 3302. Content is designed to impart an understanding of the components, principles and operation of digital and film based imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. The course includes the following number of contact hours: Theory - 50 contact hours.

### **RADG 3303**

#### **Radiographic Procedures III (Routine & Pediatrics)**

**3 Credit Hour**

A continuation of course RADG 3003 (Routine and Pediatrics) to include the positioning of bones of the spine and skull. A study of special problems in radiography of children is emphasized and routine positioning for radiography of children is taught. The course includes the following number of contact hours: Theory - 50 contact hours.

### **RADG 3401**

#### **Radiation Production and Characteristics I**

**1 Credit Hour**

A study of the general theories of physics at atomic and subatomic levels, electrostatics and electronics related to radiographic practice, x-ray tubes and transforms, circuits and equipment. The production of x-radiation, its properties, measurements and interaction with matter are studied. The course includes the following number of contact hours: Theory - 25 contact hours.

### **RADG 3004**

#### **Clinical Education III**

**4 Credit Hours**

This is a continuation of course RADG 3204. Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. The course includes the following number of contact hours: Clinical Laboratory- 200 contact hours.

### **RADG 4001**

#### **Principles of Radiation Biology**

**1 Credit Hours**

A study of the effects of ionizing radiations on living tissues. Included are discussions on relative sensitivity and resistance of organ systems, cellular and systematic response to radiation, and in-



utero response to radiation. The acute and latent effects of radiation are also discussed. The course includes the following number of contact hours: Theory - 20 contact hours.

### **RADG 4002**

#### **Principles of Radiation Protection**

**2 Credit Hours**

A study of the interactions of radiation with matter, its biological effects, and the need for protection. Methods for minimizing exposure to patients, maximum permissible dose equivalents, personnel monitoring, shielding, and methods of measuring ionizing radiation are discussed. The course includes the following number of contact hours: Theory - 30 contact hours.

### **RADG 3801**

#### **Image Analysis III**

**1 Credit Hour**

A continuation of course RADG 3501. Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. The course includes the following number of contact hours: Theory - 22 contact hours.

### **RADG 2402**

#### **Radiation Production and Characteristics II**

**2 Credit Hours**

A continuation of course RADG 3401 with an emphasis on x-ray tubes, transformers, rectifiers, circuits and equipment types. The course includes the following number of contact hours: Theory - 30 contact hours.

### **RADG 3601**

#### **Radiographic Procedures IV (Special Procedures)**

**1 Credit Hour**

A continuation of course RADG 3303 introducing the student to specialized procedures. The course includes the following number of contact hours: Theory - 20 contact hours.

### **RADG 3410**

#### **Clinical Education IV**

**10 Credit Hours**

This is a continuation of course RADG 3004. Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. The course includes the following number of contact hours: Clinical Laboratory - 460 contact hours.

**RADG 4201****Image Analysis IV****1 Credit Hour**

A continuation of course RADG 3801. Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. The course includes the following number of contact hours: Theory - 22 contact hours.

**RADG 4103****Radiographic Procedures V****3 Credit Hours**

A continuation of course RADG 3601. Content is designed to emphasize certain special views used to demonstrate specific anatomical parts which are difficult to see in routine positioning. Daily oral quizzes are given. This course also provides a review of routine positioning. Students will review body rotations, central ray locations, tube tilts, anatomy, and structures shown. The course includes the following number of contact hours: Theory - 57 contact hours.

**RADG 3701****Imaging Equipment (Ultrasound, Nuclear Medicine, MRI)****1 Credit Hour**

Introduces the student to various methods of recording images, fundamentals of maintenance and relates principles of diagnostic imaging to the process of image production and the specific equipment it requires. Content includes image intensification, magnification, tomography and digital. The student is acquainted with advanced imaging techniques, including Computed Tomography, Ultrasound, Nuclear Medicine and Magnetic Resonance Imaging. Basic principles of MRI are taught including MRI safety, field strength, and procedures performed. At this time, the students are screened by the MRI technologists to determine any pre-existing contraindications before entering the MRI suite.

The course includes the following number of contact hours: Theory - 16 contact hours.

**RADG 4504****Clinical Education V****4 Credit Hours**

This is a continuation of course RADG 3410. Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. The course includes the following number of contact hours: Clinical Laboratory - 220 contact hours.

**RADG 4203****Senior Seminar (Review)****3 Credit Hours**

Review sessions in those courses deemed critical for the Registry examination. Students are also given simulated Registry examinations to aid in preparation and familiarization with conditions under which the Registry is given. Scheduled computer review is also expected during this time. The course includes the following number of contact hours: Theory - 57 contact hours.

**RADG 4102****Radiographic Pathology****2 Credit Hours**

An introduction to the concepts of disease. Trauma/physical injury, the systemic classification of disease, and repair and replacement of tissue are discussed. The course includes the following number of contact hours: Theory- 40 contact hours.

**RADG 4401****Introduction to Quality Assurance****1 Credit Hour**

A study of the evaluation of radiographic systems to assure consistency in the production of quality images. The regulations governing quality assurance and the techniques, equipment and procedures for attaining it are discussed. The course includes the following number of contact hours: Theory - 16 contact hours.

**RADG 4609****Clinical Education VI****9 Credit Hours**

This is a continuation of course RADG 4504. Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated

All clinical practice experiences are designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure: Clinical Laboratory – 440 Contact Hours.

**Program Totals**

Total Number of Courses	31
Total Number of Credit Hours	78
Contact Hours (Theory Hours)	779
Contact Hours (Clinical Hours)	1760
Total Contact Hours	2539

## ABHES Educational Effectiveness Outcomes

The BHCLR - School of Radiography provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support information in preceding pages, the following rates are included. Program Effectiveness may also be accessed at [www.JRCERT.org](http://www.JRCERT.org).

### ABHES 3 Year Academic Outcomes

	Retention Rate	Graduate Placement Rate	Board Passage Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	96%	100%	100%	4.90/5.00	4.70/5.00
2016	96%	100%	100%	5.00/5.00	4.75/5.00
2017	100%	100%	100%	TBD	TBD

### JRCERT Program Effectiveness Data

As stipulated by JRCERT STANDARDS

- **ARRT Exam Pass Rate:** this percentage is calculated based on the number of students who are 1<sup>st</sup> time examinees and take the exam within 6 months of graduation.
- **Job Placement Rate:** this percentage is calculated based on the number of graduates who are seeking employment and are employed within 12 months of graduation.
- **Program Completion Rate:** this percentage is calculated by dividing the number of graduates in each class by the number of students initially enrolled in the program. Program completion rate must be within 150% of the stated program length.

Year	Program Completion Rate	ARRT Exam Pass Rate	Job Placement Rate
2013	91% (10/11)	100% (10/10)	90 % (9/10)
2014	91% (11/12)	100% (11/11)	100% (11/11)
2015	100% (12/12)	100% (12/12)	83% (10/12)
2016	83% (10/12)	100% (10/10)	100% (10/10)
2017	100% (12/12)	100% (12/12)	100% (12/12)
<b>All Years</b>	<b>93% (55/59)</b>	<b>100% (55/55)</b>	<b>94.6% (52/55)</b>

Explanations of these measures and current program data can be obtained here

<http://www.jrcert.org>.

Note: The job placement rate may differ from program completion rate for the following reasons. Only graduates actively seeking employment are used in the Job Placement Rate data. The JRCERT has defined “not actively seeking employment” as:

- 1) graduate fails to communicate with program officials regarding employment status after multiple attempts, OR
- 2) graduate is unwilling to seek employment that requires relocation, OR
- 3) graduate is unwilling to accept employment due to salary or hours, OR
- 4) graduate is on active military duty, AND/OR
- 5) Graduate is continuing education.

Reference: JRCERT Standard 5 – Objective 5.2

Initiated: BS/SB 08/16

# SCHOOL OF SLEEP TECHNOLOGY

## History

The BHCLR School of Sleep Technology came into existence in order to meet the demand for highly skilled and competent Sleep Technologists within Baptist Health, as well as the surrounding community. Recognizing this need, Baptist Health leadership committed to establish the School in July of 2007. Following considerable planning and development, the inaugural class began July 7, 2008. The School is certified through the Arkansas Department of Higher Education (ADHE) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program is affiliated with the following clinical sites: Baptist Health Medical Center-Little Rock (BHMC-LR), Baptist Health Medical Center-North Little Rock (BHMC-NLR), Arkansas Children's Hospital (ACH), and other sleep labs accredited by the American Academy of Sleep Medicine (AASM), as approved. Participants are conferred a certificate of Sleep Technology from BHCLR upon successful completion of the program and are immediately eligible for international certification through the Board of Registered Polysomnographic Technologists.

## Mission Statement

Committed to Christian principles and quality healthcare education, BHCLR began operation in 1921. BHCLR strives to enhance the quality of life for the citizens of Arkansas by providing quality, accessible, and student-focused education for future and current health care professionals. Faculty, Administrators, Students, and Staff at BHCLR share a commitment to academic excellence, compassion for others, and professionalism within their scope of practice. The School of Sleep Technology shares this overarching mission of Baptist Health and strives to provide quality education in polysomnographic technology for all program participants.

## Values

In fulfilling our mission, we place special emphasis on the values of:  
- Service - Honesty - Respect - Stewardship – Performance

## Goals

The central goal of the BHCLR-School of Sleep Technology is to prepare competent, entry-level sleep (polysomnographic) technologists in the cognitive, psychomotor, and affective learning domains. These are accomplished through intensive classroom, laboratory, and clinical experiences.

### *Objectives*

1. Communicate and cooperate with Baptist Health and our regional community in order to provide highly trained sleep technologists who meet the health and wellness needs of central Arkansas residents.
2. Provide education based on current standards of practice for students who wish to develop entry-level competencies in sleep technology
3. Provide comprehensive clinical experiences for students in a sleep center accredited by the American Academy of Sleep Medicine.
4. Provide academic advice, counseling, financial aid, and other services to students interested in sleep technology.

## Admissions

### Calendar

Fall Semester		Spring Semester	
Class Begins	July 02, 2018	Class Begins	January 01, 2019
Labor Day	September 03, 2018	Spring Break	March 18-22, 2019
Fall Break	September 17-21, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22-23, 2018	Spring Semester Ends	June 07, 2019
Fall Semester Ends	December 07, 2018	Commencement and Graduation*	June 10, 2019

\*Dates subject to change pending release of UA - PTC calendar.

### Application Deadline

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the class. In order to facilitate selection of the new incoming class and its entry registration, an application deadline of April 15 has been established. The application process must be completed, including receipt of all supporting documentation by BHCLR, no later than May 1.

### Application Requirements

Application requirements must be complete before the applicant file is reviewed by the Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. Submission of a completed Application for Admission form.
2. One (1) official transcript, in a sealed envelope from each post-secondary educational institution attended, if any (college, university, vocational school).
3. Official high school transcript confirming graduation date, or official report of GED test results, in a sealed envelope from the organization. An applicant must be a high school graduate or have a GED prior to the program start date.
4. An official copy of the American College Test (ACT) results: a minimum score of 17 required; 19 preferred (may be on high school transcript), TOEFL score if applicable. The Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
5. Completion of observation hours, coordinated through the Program Director.
6. Personal interview with the Selection Committee, if requested.
7. Satisfactory completion of the application process.\*

\*Please note that these are minimum requirements, and applicants are ranked according to academic criteria. Satisfactory indicates that all requirements have been fulfilled by the applicant. Accepted applicants must complete the program in its entirety. Students seeking reentry must complete the entire application process. All applicants will be considered on an equal basis, regardless of reentry application.

The BHCLR-School of Sleep Technology may limit interviews to the top academically qualified applicants.

***Entry Requirements***

1. Ability to perform Essential Functions of Sleep Technology.
2. Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General Section of the Student Handbook.
3. Upon selection, a Criminal Background Check Record (CBCR) will be performed.\*\*
4. Drug-free status as determined by laboratory results prior to entry.

\*\*Failure to disclose all criminal offenses will automatically result in denial from participating in the program. Failure to disclose offenses is viewed as falsification and as such will result in dismissal from the program if discovered after admission. The Board of Registered Polysomnographic Technologists requires disclosure of criminal background and follows similar policies. Prior criminal offenses will not necessarily result in being ineligible to participate. Decisions regarding participation are made on a case-by-case basis.

***Essential Functions***

These non-academic standards established by the school are physical capabilities that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way that shall not endanger other students or the public, including patients.

- |                             |  |
|-----------------------------|--|
| 1. Sensory                  | The student/practitioner must be able to read charts and graphs, read information from the paper and electronic medical record, and interpret graphical representations. He or she must be able to feel using fingers when applying electrodes and assessing air leaks around a mask. The student/practitioner must be able to tolerate the smell of chemicals used to attach and remove electrodes. |
| 2. Communication/Behavioral | The student/practitioner must be able to verbally communicate effectively in English and adequately transmit information. He or she must be able to legibly write and type information, and assess non-verbal  |



communication. The individual must be able to remain awake and vigilant throughout an overnight shift.

3. Motor/Movement

The student/practitioner must possess all skills necessary to carry out diagnostic and therapeutic procedures safely and accurately. The use of both arms and hands is required to manipulate instruments, operate equipment, lift and move objects up to fifty pounds, apply electrodes to the patient, and assist non-ambulatory patients and patients with impaired mobility.

4. Locomotion

The student/practitioner must be able to move freely from one location to another by use of both legs to quickly respond to life-threatening emergencies in the sleep lab. To prepare the patient for monitoring, to apply therapeutic modalities, and to monitor the sleep study recording the student/practitioner must be able to sit, stand, bend, kneel, walk, squat, and stoop.

5. Intellectual/Conceptual

The student/practitioner must possess the emotional health required for full intellectual abilities. He or she must recognize emergency situations and take appropriate action through critical thinking. Real-time treatment decisions must be made that may affect the patient's future quality of life.

***Selection Process***

The Selection Committee considers and interviews each applicant for selection to enter the school after all required materials are received. Each applicant is ranked according to qualifications with the highest qualified being number one. The process is continued until the class is filled. Selection for admission is on a competitive basis, as the entering class is limited to eight (8) students. The committee formulates a recommendation for each applicant and forwards it to the Program Director for final action. The final selection decision is made by the Program Director. An applicant may be given alternate status and notified if a position in the class becomes available. Applicants are notified by letter of the committee's decision.

Selected applicants are expected to notify the school of intent to register by returning the form enclosed with the acceptance letter prior to the registration date. Selected applicants not registering, who seek admission at a later date, have no preferential status and are reconsidered for selection at the same time as new applicants for the next entering class.

Alternate status does not guarantee the applicant a position in any future class. Any applicant who is not selected and intends to re-apply must keep the application file active by submitting a new application by the April 15 deadline of the next year.

***Credit by Examination***

Not available.

### ***Entrance Date***

The entrance dates are reflected on the School Calendar as outlined previously.

### ***Registration***

The registration dates are reflected on the School Calendar as outlined previously.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarship awards by the Baptist Health Foundation and others.

In general, student didactic achievement is measured by written and practical examinations; clinical progressive development is measured by weekly evaluations.

An incomplete “I” grade may be made-up at the sole discretion of the Program Director. If the incomplete course work is not completed within the established time-frame, the “I” grade becomes a final grade of “F”.

Students not achieving the required grade are subject to the academic disciplinary policies. The policies are available on request, and published in the student handbook.

An overall satisfactory in academics during Semester I is required to progress to Semester II and for qualifying as a candidate for graduation. Satisfactory is defined as a final minimum grade of “C” (77%) in each course. Students not achieving the required grade are subject to the academic disciplinary policies. The policies are available on request, and published in the student handbook.

### ***Attendance and Method of Delivery***

The program is a residential-blended program of study. A student is expected to attend all scheduled classes, labs, and clinical meetings. Absence is defined as not being present after one (1) clock hour of the scheduled class, lab, or clinical meeting **OR** leaving before the end of the scheduled class, lab, or clinical meeting. A student must contact the Program Director as soon as possible when he or she cannot be in attendance as scheduled. More than five absences in a semester may result in suspension from the program at the discretion of the Program Director. A maximum of one (1) absence will be assessed within a twenty-four hour period that begins with the first hour of absence.

Tardiness is not being present up to one (1) clock hour of a scheduled class or clinical day. A tardy is recorded if the student arrives for class, lab, or clinical meetings after the scheduled time to be present. Three (3) occurrences of tardiness will equal one (1) absence.

When possible, documentation of the reason for absences and tardiness (family medical, personal medical, bereavement, etc.) should be maintained. Documentation will be considered by the Program Director in the event suspension from the program is being considered for excessive absences and/or tardiness.

Progressive disciplinary procedures for absences and tardiness within a semester are as follow:

Third (3<sup>rd</sup>) absence or tardy Verbal Counseling  
Fourth (4<sup>th</sup>) absence or tardy Written Warning  
Fifth (5<sup>th</sup>) absence or tardy Probation  
Sixth (6<sup>th</sup>) absence or tardy Suspension, at the Program Director's discretion

Class assignments and exam(s) missed may be made up at the discretion of the Program Director. It is the student's responsibility to meet with the Program Director to obtain make-up assignments and make arrangements to take the make-up exam. These arrangements must be made at the next class meeting the student attends. **A five percent (5%) penalty will be assessed toward the final score of all make up assignments and exams at the discretion of the Program Director. Therefore a 90% will be an 85%; a 77% will be a 72%; etc.**

**Missed clinical meetings must be made up.** The student must make arrangements with his or her respective clinical site for possible dates to make up sessions missed due to absence. These sessions must be immediately communicated to the Program Director for final approval. It is often necessary to schedule this time during the Fall Break, Christmas Break, or Spring Break. If missed meetings are not made up before the end of the program, the student must do so after commencement to complete program requirements. Such arrangements must also be scheduled by the student and approved by the Program Director.

### ***Distance Education***

Baptist Health College Little Rock is an educational facility that serves many non-traditional students. Distance education, internet based, and hybrid methods of delivery transcend the requirements of face-to-face classes thus providing greater flexibility to allow student participation in classes on their own time. It provides a viable option to the motivated, independent learner.

### ***Learning Management System (LMS)***

A platform or software application for the administration and management of online distance education courses, activities and resources.

### ***Residential-Blended (Hybrid) Course***

A course in which instruction is provided through a combination of on-ground/ face-to-face and distance education.

### ***Full Distance Education (Full DE) Course***

A course in which 100% of instruction occurs through distance education.

### ***Residential-Blended (Hybrid) and Full Distance Education Student Expectations***

While hybrid and full DE courses provide increased flexibility and convenience to students, the course work is not self-paced. The requirements in hybrid and full DE courses are completed within a predetermined timeframe according to the respective course syllabi. Hybrid and full DE courses require as much, if not more, preparation on the part of the student as face-to-face courses.

Students who are successful in hybrid and full DE courses are expected to be accountable, motivated, and able to work independently. Active and frequent participation in the hybrid or full DE course is crucial to academic success.

For both hybrid and full DE courses, students are required to participate in online activities such as instructor to student discussion, student to student discussion, quizzes, examinations, and other online exercises as identified in the respective course syllabi and course calendar. Students are required to attend all face-to-face activities in hybrid courses.

### ***Class and Clinical Rotations***

Classes are scheduled between the hours of 12:00 pm and 6:00 p.m. on Tuesday, Wednesday, and Thursday. Hybrid class assignments will be posted on Monday and will be due on the following Sunday by midnight unless otherwise posted. Spiritual Perspectives will be held on Thursday afternoon during the first 10 weeks of school. Selected courses have laboratories taught concurrently with the lecture content. This format provides the student with hands-on experience and visual reinforcement of the principles learned in the classroom. A schedule of classes outlining meeting times is distributed at the beginning of the program during New Student Orientation.

Students are required to participate in the clinical setting beginning after the first eleven weeks of instruction. Student rotation sites include Baptist Health Medical Center-Little Rock (BHMC-LR), Baptist Health Medical Center-North Little Rock (BHMC-NLR), Arkansas Children's Hospital (ACH), and other sleep labs accredited by the American Academy of Sleep Medicine (AASM), as approved.

During weeks 12-22 of the first semester each student will attend two (2) clinical meetings each week. Clinical slots will run approximately 4.5 hours per meeting. Most evening clinical slots are available on Monday, Tuesday, Wednesday, and Thursday. Space is limited. All clinical assignments will be made by the Program Director. During the first eight (8) weeks of the second semester, each student will be assigned one evening clinical meeting (5 hours) and one overnight clinical meeting (10 hours) per week. The following eight (8) weeks each student will be assigned two (2) overnight clinical meetings (10 hours each) per week. The last 5 weeks of the semester, each student will be assigned one evening clinical meeting (5 hours) and one overnight clinical meeting (10 hours) each week.

Note: Exact days and times may vary based on the specific site of rotation.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the general section of the Catalog.

### ***Graduation Requirements***

1. Complete the program of study.
2. Fulfill all progression and promotion criteria.
3. Complete all graduate clearance documentation and processes.
4. Satisfy Terminal Objectives, Essential Functions and Technical Standards.
5. Successfully complete the Program's comprehensive exit examination.

### ***Length of Program***

The program of study is one academic year including forty-four (44) weeks of instruction.

### ***Graduates***

Upon completion of the program, the student will receive a diploma from Baptist Health College Little Rock. Graduates from the BHCLR - School of Sleep Technology will be eligible to apply for and take the international certification examination administered by the Board of Registered Polysomnographic Technologists ([www.brpt.org](http://www.brpt.org)) to become a Registered Polysomnographic Technologist (RPSGT) and the Registered Sleep Technologist (RST) examination administered by the American Board of Sleep Medicine, immediately upon completion of the program.

### ***Certification***

The Board of Registered Polysomnographic Technologists (BRPT) develops and administers the certification examination for Registered Polysomnographic Technologists (RPSGTs). Upon successful completion of this examination, an individual is granted the privilege of affixing the credential RPSGT with his or her signature having demonstrated competency and commitment to maximal, quality performance in the profession of Sleep Technology. Programmatic accreditation through CAAHEP allows a graduate to apply for and take the BRPT exam upon completion of the program. The American Board of Sleep Medicine (ABSM) develops and administers the examination to become a Registered Sleep Technologists (RST). Graduates are immediately eligible for certification through the ABSM as well.

### ***Terminal Objectives***

These general program objectives apply to all areas of study within the program and all sleep labs through which students rotate.

### **Cognitive Domain**

1. Select the proper testing protocol based on the patient's history and physician orders.
2. Select the proper recording equipment and sensors for the procedure.
3. Perform calibrations necessary for all polysomnographic procedures.
4. Distinguish normal from abnormal results.
5. Utilize data to evaluate accuracy of results.

6. Maintain accurate and complete records.
7. Apply problem solving techniques to identify and correct artifactual data, identify instrument malfunction, and institute appropriate corrective measures under supervision.
8. Determine need for therapeutic intervention.
9. Differentiate emergent events from the patient's baseline behavior.
10. Identify needs of the patient.

#### Psychomotor Domain

1. Apply electrodes and other sensors for patient testing.
2. Operate and maintain digital acquisition systems based on the instructor's direction and operating manuals.
3. Initiate and titrate therapeutic modalities.
4. Document all pertinent data, including demographic information.
5. Keep work area clean and organized at all times.
6. Respond to the needs of the patient.
7. Interact with other healthcare providers.
8. Arrive on time and remain engaged in the department for the scheduled time.

#### Affective Domain

1. Maintain optimal safety precautions in terms of physical hazards and infection control.
2. Utilize relationships concerning the entire health-care team for total patient care.
3. Demonstrate respect for confidentiality in personal and professional relationships.
4. Demonstrate willingness to go beyond the minimal requirements of service.
5. Respond ethically and empathetically to patient needs.
6. Use optimal verbal and non-verbal communication.
7. Utilize all available learning opportunities.

8. Realistically assess personal limitations in terms of level of knowledge, understanding and psychomotor skills, and legal, regulatory, and ethical responsibilities.
9. Abide by an acceptable code of ethics at all times while on duty.

## **Education Facilities**

### **Sleep Center / Sleep Lab**

Baptist Health Medical Center- Little Rock  
Baptist Health Medical Center- North Little Rock  
Arkansas Children's Hospital

## **Student Support Services**

### ***Professional Organizations***

American Association of Sleep Technologists ([www.AASTweb.org](http://www.AASTweb.org))  
American Academy of Sleep Medicine ([www.AASMnet.org](http://www.AASMnet.org))  
Board of Registered Polysomnographic Technologists ([www.BRPT.org](http://www.BRPT.org))  
American Board of Sleep Medicine ([www.ABSM.org](http://www.ABSM.org))

## **Additional Program Information**

### ***Programmatic Accreditation***

The BHCLR School of Sleep Technology is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33756  
Phone 727-210-2350  
Fax 727-210-2354  
Website [www.CAAHEP.ORG](http://www.CAAHEP.ORG)

### ***Contact for Additional Information***

BHCLR-School of Sleep Technology is certified through the Arkansas Department of Higher Education (ADHE).

Arkansas Department of Higher Education  
Attention: Director  
423 Main Street  
Little Rock, AR 72201  
Phone: (501) 371-2000  
[www.adhe.edu](http://www.adhe.edu)

## **Professional Curriculum**

The ten (10) course curriculum is organized into two semesters for a total of thirty-seven (37) credits. A certificate is awarded during the graduation ceremony at the end of the program.

<u>Fall</u>		<u>Credits</u>
SP 0001	Spiritual Perspectives in Healthcare	1
SLPT 1002	Medical Terminology I	2
SLPT 1102	Clinical Practicum I	2
SLPT 1001	Medical Ethics and Law	1
SLPT 1008	Fundamentals of Instrumentation and Patient Monitoring	8
SLPT 1104	Sleep-related Anatomy, Physiology, and Pathophysiology	4
		18 Credits
<u>Spring</u>		
SLPT 2005	Advanced Technology	5
SLPT 2008	Clinical Practicum II	8
SLPT 2101	Certification Testing	1
SLPT 2105	Scoring, Reports, and Day Testing	5
		19 Credits

## Course Descriptions

### SP 0001

#### Spiritual Perspectives in Health Care

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one's own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

### SLPT 1002

**2 Credit Hours**

#### Medical Terminology I

This course covers the study of words that relate to the human body systems, anatomical structures, pathology, and medical procedures. Word roots, combining forms, prefixes, suffixes, plural endings, abbreviations, symbols, and pronunciation will be introduced. Co-requisites for this course include SLPT 1001, SLPT 1008, SLPT 1104 and SLPT 1102. The course includes the following number of contact hours: Theory – 36 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

### SLPT 1102

**2 Credit Hours**

#### Clinical Practicum I

During this initial clinical experience, the application of the principles of polysomnographic technology and patient monitoring are introduced. It is designed to orient the student to direct patient care and the procedures related to initiating a sleep study recording, including set up. This clinical experience is a prerequisite to subsequent courses related to advanced patient monitoring, event recognition, and therapeutic intervention. Medical Ethics and Law (SLPT 1001) is pre-requisite. Co-requisites for this course include SLPT 1002, SLPT 1008 and SLPT 1104. The course includes the following number of contact hours: Clinical Laboratory – 93 contact hours.



**SLPT 1001****1 Credit Hours****Medical Ethics and Law**

Medicolegal and ethical principles involved in the practice of Sleep Technology. Topics covered include the code of ethics and the legal implications of negligence and malpractice in the clinical sleep technology setting. Co-requisites for this course include SLPT 1002, SLPT 1008 and SLPT 1104, the course included the following number of contact hours: Theory – 16 hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**SLPT 1008****8 Credit Hours****Fundamentals of Instrumentation and Patient Monitoring**

Fundamentals of Instrumentation and Patient Monitoring provides both didactic and laboratory training in basic aspects of polysomnographic technology. This introductory course provides necessary skills essential for the initial clinical experience that begins on week twelve of the first semester. Students will become familiar with the skills and knowledge needed to conduct basic sleep recordings. Basic instrumentation, patient preparation and monitoring, and patient-technologist interactions related to sleep technology are covered. Laboratory sessions provide hands-on experience in the skills required to conduct basic sleep recordings. Co-requisites for this course include SLPT 1001, SLPT 1002, SLPT 1104, and SLPT 1102. The course includes the following number of contact hours: Theory – 99; and Skills Laboratory – 60; for a total of 159 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**SLPT 1104****4 Credit Hours****Sleep-Related Anatomy, Physiology, and Pathophysiology**

This course is designed to provide didactic training in anatomy, physiology, and pathophysiology, as related to sleep and sleep disorders. It provides knowledge that is essential for the initial clinical experience that begins on week twelve of the term. Students will become familiar with sleep disorders, anatomy and physiology of the human cardiopulmonary and nervous systems, and co-morbidities frequently encountered in this population of patients. The course is designed as a prerequisite to subsequent courses related to advanced patient monitoring, event recognition, and therapeutic intervention. Co-requisites for this course include SLPT 1001, SLPT 1102, SLPT 1002 and SLPT 1008. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

**SLPT 2005****5 Credit Hours****Advanced Sleep Technology**

As an expansion upon the topics covered in Fundamentals of Instrumentation and Patient Monitoring, this course provides the student with both didactic and laboratory training in

advanced instrumentation and patient monitoring. Students will become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings. All aspects of event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, therapeutic interventions, and patient-technologist interactions related to sleep technology are covered. Laboratory sessions provide practical experience in the skills required to obtain and evaluate high quality sleep recordings. SLPT 2008, SLPT 2101, and SLPT 2105 are co-requisite to this course. Pre-requisites include SLPT 1001, SLPT 1002, SLPT 1008, SLPT 1102, and SLPT 1104. The course includes the following number of contact hours: Theory – 62.3; and Skills Laboratory – 33; for a total of 95.3 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

### **SLPT 2008**

**8 Credit Hours**

#### **Clinical Practicum II**

A continuation of the clinical experience from semester one, Clinical Practicum II focuses on more advanced concepts in Sleep Technology. The student will be in the clinical setting 15 hours each week, including one overnight shift each week for the first eight (8) weeks. The student will be in the clinical setting twenty (20) hours each week, including two overnight shifts each week for the following eight (8) weeks. The student will be in the clinical setting fifteen (15) hours each week, including one overnight shift each week the last five (5) weeks. Upon completion of this course, the student will have experience in all aspects of overnight testing and therapeutic intervention. SLPT 2005, SLPT 2105, and SLPT 2101 are co-requisite to this course. Pre-requisites include SLPT 1001, SLPT 1002, SLPT 1008, SLPT 1102, and SLPT 1104. The course includes the following number of contact hours: Clinical Laboratory – 360 contact hours.

### **SLPT 2101**

**1 Credit Hour**

#### **Certification Testing**

At the conclusion of the Sleep Technology program, participants may expect to take and pass the examination to become board certified. After completing the Certification Testing course, students will be able to differentiate certification from licensure, and understand the evolution and structure of items as found on a certification examination. Information learned in prior courses will be included in this examination review. SLPT 2005, SLPT 2105, and SLPT 2008 are co-requisite to this course. Pre-requisites include SLPT 1001, SLPT 1002, SLPT 1008, SLPT 1102, and SLPT 1104. The course includes the following number of contact hours: Theory – 16.5 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

### **SLPT 2105**

**5 Credit Hours**

#### **Scoring, Report Generation, and Daytime Testing**

This course will provide didactic and laboratory training in polysomnogram scoring, report generation, and day-time testing. Students will become familiar with the skills and knowledge needed to accurately score sleep recordings, generate reliable reports, and perform multiple sleep latency tests and maintenance of wakefulness testing. Laboratory sessions provide practical

experience in the skills required to obtain and evaluate high quality day-time recordings and to score sleep studies. SLPT 2005, SLPT 2008, and SLPT 2101 are co-requisite to this course. Prerequisites include SLPT 1001, SLPT 1002, SLPT 1008, SLPT 1102, and SLPT 1104. The course includes the following number of contact hours: Theory – 62.3; and Skills Laboratory – 33; for a total of 95.3 contact hours.

[The above course may be offered to students as a residential-blended (hybrid) course which is described in the Academic section of this catalog.]

### Program Totals

Number of Courses	10
Number of Credit Hours	37
Contact Hours (Theory)	367.1
Contact Hours (Clinical Laboratory)	453.0
Contact Hours (Skills Laboratory)	126.0
Total Contact Hours	946.1

### ABHES Educational Effectiveness Outcomes

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	57%	100%	100%	5.00/5.00	4.50/5.00
2016**	NA	NA	NA	NA	NA
2017	100%	86%	86%	4.94/5.00	5.00/5.00

\*Not required for the profession.

### CAAHEP Educational Effectiveness Outcomes

#### Graduate Satisfaction Rate (5 years)

Year	Likert Scale
2016-2017	4.95/5.00
2015-2016**	NA
2013-2014	4.83/5.00
2012-2013	5.00/5.00
2011-2012	4.88/5.00

#### Employer Satisfaction Rate (5 years)

Year	Likert Scale
2016-2017	5.00/5.00
2015-2016**	NA
2013-2014	3.50/5.00
2012-2013	5.00/5.00
2011-2012	4.67/5.00

\*\*Instructional pause in 2015 – 2016.

**Positive Placement**

Positive Placement reporting is based on the CoA PSG requirement of the most recent three calendar years filed in the most recent Annual Report. Positive Placement means that the graduate is employed full or part-time in a related field; and/or continuing his/her education; and/or in the military

Year	Placement Percentage
2012-2013	85.7%
2013-2014	100%
2014-2015	100%
2015-2016**	NA
2016-2017	85.7%

\* Not required for the profession.

\*\* Sleep Technology had an instruction pause during Fall 2015 – Spring 2016.

# **SCHOOL OF SURGICAL TECHNOLOGY CERTIFICATE PROGRAM**

## **History**

The Baptist Health College Little Rock – School of Surgical Technology was established from a study of the increasing shortage of Surgical Technologists in the community. The first class entered February, 1999, and the commencement ceremony was November 3, 1999 at Geyer Springs Baptist Church in Little Rock, Arkansas.

The Baptist Health College Little Rock – School of Surgical Technology is certified through the Arkansas Department of Higher Education (ADHE), and holds programmatic accreditations through the Accrediting Bureau of Health Education Schools (ABHES) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## **Mission Statement**

BHCLR– School of Surgical Technology exists to provide quality perioperative care; provide quality perioperative health education and respond to the changing surgical health needs of the citizens of Arkansas with Christian compassion and personal concern.

## **Philosophy**

BHCLR – School of Surgical Technology, as an educational unit of Baptist Health Medical Center-Little Rock, supports the Baptist Health Philosophy, Belief, Mission, Values, and Vision statement and those of affiliating institutions.

The school strives to prepare graduates who demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on perioperative knowledge, communication skills, and interpersonal relationships in the Operating Room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with Christian compassion.

The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. This is accomplished through the roles of the Surgical Technologist. As a Surgical Technologist the individual understands the procedure being performed, anticipates the needs of the surgeon and utilizes the equipment necessary during the surgical procedure. As a circulating Surgical Technologist the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. As a second assisting Surgical Technologist the individual assists the surgeon or first assistant during the operation.

Education includes classroom and clinical learning experiences which will assure the acquisition of knowledge and skills necessary to provide quality perioperative care. The BHCLR– School of Surgical Technology faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the Surgical Technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

## Goal

The school goal is to prepare competent entry level Surgical Technologists in the cognitive, psychomotor and affective learning domains.

## Admissions

### *Calendar*

Fall Semester		Spring Semester	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 3, 2018	Spring Break	March 25-29, 2019
Fall Break	September 17-21, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22-23, 2018	Spring Semester Ends	June 07, 2019
Fall Semester Ends	December 7, 2018	Commencement & Graduation*	June 10, 2019+

+Dates subject to change

\*Students having “time” to make-up do not graduate until verification is provided that all time has been made up.

### *Application & File Completion Deadlines*

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the freshman class in July and January of each calendar year. In order to facilitate selection of the incoming new class and its entry registration, an application deadline of April 15<sup>th</sup> and October 15<sup>th</sup> has been established; the application process must be completed by May 1<sup>st</sup> and November 1<sup>st</sup>.

### *Application Requirements*

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. An American College Test (ACT) minimum composite score of 17 or higher is required with a score of 18 preferred. A Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the score is 500 or higher. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website; and
3. A personal interview, if requested.

The BHCLR-School of Surgical Technology may limit interviews to the top academically qualified applicants.

### ***Selection Committee***

The Selection Committee consists of the Program Director and faculty of the school.

The Selection Committee reviews each applicant file for entry to the school after the file is completed. Selection for entry is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant and the Program Director reviews recommendations for final action.

### ***Selection Process***

The selection process begins with a review of each completed applicant file. Each applicant is ranked according to the information in the applicant file. The top ranked applicants will be scheduled for a personal interview. After interview the applicants will again be ranked. Selection for entry begins with the highest ranked applicant. The process is continued until the class is filled. Qualified applicants not included in the selected class number, are placed on an alternate list and may be considered for the next semester.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space in the class becomes available. Alternate status does not guarantee the applicant a future position in the next entering class or any future class.

### ***Credit by Examination***

Not available.

### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog.

Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General

Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Essential Functions***

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way, which shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents.

1. Behavioral Professional conduct in accordance with Baptist Health values.
2. Visual Differentiate colors, read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, etc. Demonstrate sufficient visual ability to load a fine suture, the size of a human hair, onto a fine needle holder.

3.       Communication/behavioral   The capacity to send and receive a message using verbal and nonverbal skills. Remain calm and exercise good judgment under stressful and/or emergency situations. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Able to detect odors sufficient to maintain environmental safety and patient needs. Able to refrain from nourishment or restroom breaks for periods up to 4 hours. Communicate and understand fluent English both verbally and in writing. Exhibit positive interpersonal skills during patient, staff, and faculty interactions. Comply with safety regulations; e.g., potential exposure to infectious organisms, body fluids, and toxic chemicals such as latex, etc. Be free of reportable communicable diseases and chemical abuse.
  
4.       Fine Motor/movement       Perform duties requiring manual and finger dexterity, e.g., handling of surgical instruments, regulating and adjusting gauges, operating specialized equipment, and using microscopes.
  
5.       Locomotion                   Stand and/or sit for prolonged periods. Reach surgical table tops and shelves, operating beds and patients lying in hospital beds or gurney. Perform major lifting tasks; e.g., lifting, moving patients (awake and anesthetized), pans of surgical instruments, surgical equipment, etc.
  
6.       Intellectual/conceptual      Ability to read and understand words and numbers. Possess these intellectual skills: comprehension, measurement, mathematical reasoning, and critical thinking. Exercise sufficient judgment to recognize and correct performance deviations.
  
7.       Personal Safety               Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self, and others. Have ability to function in an environment that contains glove powder, latex and infectious diseases.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and clinical practicum completed. The letter grade has a corresponding value that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarships awarded by the Baptist Health Foundation.



An incomplete “I” grade may be made-up at the sole discretion of the Program Director. If the incomplete course work is not completed within the established time-frame, the “I” grade becomes a final grade of “F”. A minimal final grade of “C” is required for each course in the Professional Curriculum.

### ***Attendance and Method of Delivery***

The program is a residential program of study. A student is expected to attend all scheduled classes and clinical rotations. Absence is defined as not being present after one (1) clock hour of the scheduled class or clinical time. Students must contact the school as soon as possible when he/she cannot be in attendance as scheduled. The school, by policy, allows a maximum of five (5) days absent per semester. Tardy is defined as not being present at the scheduled starting time of any learning experience. A tardy is recorded if the student arrives in clinical and/or class after their scheduled time to be present.

Class assignments and exams missed can be made up at the discretion of the faculty. It is the student’s responsibility to meet with the faculty to review and obtain make-up assignments and make arrangements to take a make-up exam. A fee is charged and the receipt is required prior to administration of an exam.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

All five requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the program of studies and the professional curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Complete community service requirement;
3. Fulfill progression and promotion criteria;
4. Participate in the senior photo session; and
5. Complete the Graduate Clearance Form and process.

### ***Length of Program***

The program of study is one academic year including forty-four (44) weeks of instruction.

### ***Graduates***

Upon completion of the program the student will receive a certificate from Baptist Health. Graduates from the BHCLR - School of Surgical Technology are eligible to apply and take the national certification examination.

### ***Licensure and Certification***

The eligibility requirements are set forth by the The National Board of Surgical Technology and Surgical Assisting (NBSTSA). Graduates may apply as candidates to write the national certifying examination for surgical technologists. Candidates who achieve the required score are certified to officially and professionally use the title and credential of a Certified Surgical Technologist (CST).

The school has full approval and certification to operate from the Arkansas Department of Higher Education in Little Rock, Arkansas.

### ***School Objectives***

1. Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
2. Practice professional, value directed actions based on theoretical knowledge, ethical principles and legal standards as a member of the surgical team.
3. Utilize principles of aseptic technique for physical preparation and maintenance of the surgical environment.
4. Demonstrate knowledge of the needs of the perioperative patient.

### **Education Facilities**

#### ***Clinical Laboratory Affiliations***

The BHCLR – School of Surgical Technology affiliates with several facilities in the central Arkansas area to offer a broad range of clinical learning experiences. The following facilities are used: Baptist Health Medical Center- Little Rock, as well as other selected facilities.

### **Finance**

#### ***Auditing of Course***

Contact the Program Director for consideration to audit a specified course or particular content. An auditing fee may be charged.

### **Student Support Services**

#### ***Professional Organizations***

Association of Surgical Technologists (AST)

### **Additional Program Information**

#### ***Contact for Additional Information***

Additional information about the school may be obtained or a complaint filed through an established policy and process described in the STUDENT HANDBOOK by contacting the state board and professional accrediting agency.

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33756  
Phone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.CAAHEP.org](http://www.CAAHEP.org)

The National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Suite 100  
Littleton, Colorado 80120  
Tel: 800 707 0057  
Fax: 303 325-2536  
Website: [www.nbstsa.org](http://www.nbstsa.org)

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314N  
Falls Church, Virginia 22043  
Phone: 703-917-9503  
Fax: 703-917-4109  
Website: [www.abhes.org](http://www.abhes.org)

Arkansas Department of Higher Education  
Attention: Director  
423 Main Street.  
Little Rock, AR 72201  
Phone: (501) 371-2000  
Website: [www.adhe.edu](http://www.adhe.edu)

ARC/STSA  
6 West Dry Creek Circle, Suite 210  
Littleton, CO 80120  
Phone: 303-694-9262  
FAX: 303-741-3655  
Website: [www.arcstsa.org](http://www.arcstsa.org)

## Professional Curriculum

The Professional Curriculum is divided into two semesters, I and II and leads to a diploma certificate at graduation. The curriculum consists of classroom instruction on theory and principles of surgical technology core skills practiced in the Skills Laboratory and Clinical Laboratory in a hospital clinical setting. The student at completion has invested 1100 clock hours in his/her education. The program is designed to provide a sound fundamental basis for the dynamic contemporary health care program consisting of twelve courses and 41 credit hours.

<u>Semester I</u>	<u>CREDITS</u>
ST 1009 Fundamentals of Surgical Technology	9
ST 1102 Fundamental Operating Room Techniques Laboratory	2
ST 1201 Fundamentals of Medical Terminology	1
ST 1004 Anatomy and Physiology for Surgical Technology	4
ST 1001 Microbiology for Surgical Technology	1
ST 2003 Fundamental Clinical Practicum I	<u>3</u>
Subtotal	20
<u>Semester II</u>	<u>CREDITS</u>
ST 3008 Advanced Surgical Techniques: Surgical Procedures	8
ST 3002 Advanced Surgical Instrumentation Laboratory	2
ST 3006 Advanced Clinical Practicum II	6
ST 3101 Advanced Medical Terminology	1
SP 0001 Spiritual Perspectives in Healthcare	1
ST 4003 Professional Practicum III	<u>3</u>
Subtotal	21
Total:	41

## Course Descriptions

### ST 1009

#### Fundamentals of Surgical Technology

**9 Credit Hours**

The course is designed for the beginning student. Course content includes: orientation to Surgical Technology, sterile technique, basic instrumentation, creation and maintenance of the sterile field, legal, ethical, and moral aspects related to the perioperative patient, hazards in the operating room, handling of surgical specimens and patient property, operating room records, required counts, professional behavior, organizational structure and professional roles. The preoperative preparation of the surgical patient includes preoperative assessment, patient safety, surgical positioning, and fundamentals of preoperative care and didactic instruction of surgical procedures. Co-requisites: ST1102, ST2003, ST1001, ST1004, ST1201. The course includes the following number of contact hours: Theory- 137 contact hours.

### ST 1102

#### Fundamentals of Operating Room Techniques Laboratory

**2 Credit Hours**

Fundamental techniques of perioperative patient care. This laboratory provides the student with individual instruction and practice of operating room techniques prior to the clinical experience. Co-requisites: ST1009, ST2003. The course includes the following number of contact hours: Skills Laboratory – 63.75 contact hours.

**ST 1201****Fundamentals of Medical Terminology****1 Credit Hour**

Concentration on the fundamentals of medical terminology; prefix, suffix, word roots, combining forms and abbreviations. The course includes the following number of contact hours: Theory - 15 contact hours.

**ST 1004****Anatomy and Physiology for Surgical Technology****4 Credit Hours**

This course is designed to provide students entering the field of surgical technology with a basic understanding of anatomy and physiology. Anatomy is taught from the perspective of topographic or surgical anatomy and topics covered will include organization of the human body, basic chemical concepts, the cell, tissues, glands and membranes, skin, bones and joints, muscles, coordination and control, sense organs, the circulatory system, the lymphatic system, respiration, digestion, the urinary system and reproduction. The course includes the following number of contact hours: Theory - 60 contact hours.

**ST 1001****Microbiology for Surgical Technology****1 Credit Hour**

A basis for understanding of sterile technique and asepsis is provided through an introduction to microbiology. Topics covered include: historical background, cellular structure, fluid movement, microorganisms, immunology, hypersensitivity, process of infection and inflammatory processes. The course includes the following number of contact hours: Theory - 15 contact hours.

**ST 2003****Fundamental Clinical Practicum I****3 Credit Hours**

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. Co-requisites: ST1009, ST1102. The course includes the following number of contact hours: Clinical Laboratory - 135 contact hours.

**ST 3008****Advanced Surgical Techniques****8 Credit Hours**

The course builds on the knowledge base and skills gained in ST1009, ST1102, and ST2003. Course content includes: pharmacological aspects of perioperative care, interpersonal relationships and communications with the surgical team, advanced levels of perioperative care, pathophysiology, and advanced surgical procedures for each surgical specialty. Prerequisites: Successful completion of all semester one courses. Co-requisites: ST3002 and ST3006. The course includes the following number of contact hours: Theory – 129.5 contact hours.

**ST 3002****Advanced Surgical Instrumentation Laboratory****2 Credit Hours**

Builds on the basic instrumentation knowledge gained in ST1009. Instrumentation for each of the surgical specialties are covered. Laboratory includes care and handling, identification, function and usage of instrumentation, equipment and supplies. Course includes classroom

lecture and self-directed study. Prerequisites: Successful completion of all semester one courses. Co-requisites: ST3006 and ST3008. The course includes the following number of contact hours: Skills Laboratory – 74.75 contact hours.

**ST 3006**

**Advanced Clinical Practicum II**

**6 Credit Hours**

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. Prerequisites: successful completion of all semester one courses. Co-requisites: ST3008, ST3002. The course includes the following number of contact hours: Clinical Laboratory - 296 contact hours.

**ST 3101**

**Advanced Medical Terminology**

**1 Credit Hour**

A study of complex forms of medical terminology, including: Medical terms, abbreviations, surgical procedures, anatomy, diagnostics, and pathophysiology. Prerequisite: ST1201. The course includes the following number of contact hours: Theory - 15 contact hours.

**SP 0001**

**Spiritual Perspectives in Health Care**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one’s own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

**ST 4003**

**Professional Practicum III**

**3 Credit Hours**

This internship provides the opportunity for the student to assimilate all the knowledge and skills learned throughout the program and incorporate them into the clinical setting. The supervised clinical allows the student to work directly with a preceptor to function as an independent member of the surgical team. Prerequisites: successful completion of all semester one courses and ST3006. The course includes the following number of contact hours: Clinical Laboratory - 144 contact hours.

By the completion of ST 2003, ST 3006, and ST 4003, the student must have logged 120 cases, 80 of which must be first scrub role.

**Program Totals**

Total Number of Courses	12
Total Number of Credit Hours	41
Contact Hours (Theory Hours)	386.5
Contact Hours (Clinical Hours)	575
Contact Hours (Skills Laboratory Hours)	138.5
Total Contact Hours	1100

## **ABHES Educational Effectiveness Outcomes**

The BHCLR - School of Surgical Technology provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support information in preceding pages, the following information is provided.

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2016	76%	92%	100%	4.70/5.00	4.50/5.00
2017	84%	94%	84%	TBD	TBD
2018	82%	97%	84%	TBD	TBD

\* Not required for the profession

# **SCHOOL OF SURGICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE PROGRAM**

## **History**

The Baptist Health College Little Rock – School of Surgical Technology was established from a study of the increasing shortage of Surgical Technologists in the community. The first class entered February, 1999, and the commencement ceremony was November 3, 1999 at Geyer Springs Baptist Church in Little Rock, Arkansas.

The Baptist Health College Little Rock – School of Surgical Technology is certified through the Arkansas Department of Higher Education (ADHE), and holds programmatic accreditations through the Accrediting Bureau of Health Education Schools (ABHES) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## **Mission Statement**

BHCLR– School of Surgical Technology exists to provide quality perioperative education in response to the changing surgical health needs of the citizens of Arkansas with Christian compassion and personal concern.

## **Philosophy**

BHCLR – School of Surgical Technology, as an educational unit of Baptist Health Medical Center-Little Rock, supports the Baptist Health Philosophy, Belief, Mission, Values, and Vision statement and those of affiliating institutions.

The school strives to prepare graduates who demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on perioperative knowledge, communication skills, and interpersonal relationships in the Operating Room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with Christian compassion.

The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. This is accomplished through the roles of the Surgical Technologist. As a Surgical Technologist the individual understands the procedure being performed, anticipates the needs of the surgeon and utilizes the equipment necessary during the surgical procedure. As a circulating Surgical Technologist the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. As a second assisting Surgical Technologist the individual assists the surgeon or first assistant during the operation.

Education includes classroom and clinical learning experiences which will assure the acquisition of knowledge and skills necessary to provide quality perioperative care. The BHCLR– School of Surgical Technology faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the Surgical Technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.



## Goal

The school goal is to prepare competent entry level Surgical Technologists in the cognitive, psychomotor and affective learning domains.

## Admissions

### Calendar

Fall Semester		Spring Semester	
Class Begins	July 02, 2018	Class Begins	January 02, 2019
Labor Day	September 3, 2018	Spring Break	March 25-29, 2019
Fall Break	September 17-21, 2018	Memorial Day	May 27, 2019
Thanksgiving Break	November 22-23, 2018	Spring Semester Ends	June 07, 2019
Fall Semester Ends	December 7, 2018	Commencement & Graduation*	June 10, 2019+

+ Dates subject to change

\* Students having “time” to make-up do not graduate until verification is provided that all time has been made up.

### Application & File Completion Deadlines

In accordance with the entry registration date, the Selection Committee must complete its work prior to arrival of the freshman class in July and January of each calendar year. In order to facilitate selection of the incoming new class and its entry registration, an application deadline of April 15<sup>th</sup> and October 15<sup>th</sup> has been established; the application process must be completed by May 1<sup>st</sup> and November 1<sup>st</sup>.

### Application Requirements

Application requirements include satisfactory completion of application requirements as identified in both the Applicant & Admission section and school specific section of the Catalog. Completion of the application requirements is required before the applicant file is reviewed by Selection Committee. Completion of the application process does not guarantee selection/admission into the program.

1. An applicant must be a high school graduate or have a GED prior to the program start date. Please note that these are minimum requirements and applicants are ranked according to academic criteria;
2. An American College Test (ACT) minimum composite score of 17 or higher is required with a score of 18 preferred. A Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the score is 500 or higher. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website;
3. Transfer of prerequisite courses from an accredited college/university.

List of prerequisite courses  
English Composition I

3

English Composition II	3
Psychology or Sociology	3
College Algebra	3
Human Anatomy & Physiology I	4
Human Anatomy & Physiology II	4
Biology	4
Microbiology	4
Social Science Elective	3

3. A personal interview, if requested.

The BHCLR-School of Surgical Technology may limit interviews to the top academically qualified applicants.

#### ***Selection Committee***

The Selection Committee consists of the Program Director and faculty of the school.

The Selection Committee reviews each applicant file for entry to the school after the file is completed. Selection for entry is on a competitive basis, as each entering class is limited in number. The committee formulates a recommendation for each applicant and the Program Director reviews recommendations for final action.

#### ***Selection Process***

The selection process begins with a review of each completed applicant file. Each applicant is ranked according to the information in the applicant file. The top ranked applicants will be scheduled for a personal interview. After interview the applicants will again be ranked. Selection for entry begins with the highest ranked applicant. The process is continued until the class is filled. Qualified applicants not included in the selected class number, are placed on an alternate list and may be considered for the next semester.

The highest qualified alternate is ranked number one (1) and so on. Alternates are notified by rank number if space in the class becomes available. Alternate status does not guarantee the applicant a future position in the next entering class or any future class.

#### ***Credit by Examination***

Not available.

#### ***Entry Requirements***

Fulfillment of entry requirements includes satisfactory completion of entry requirements as identified in the Applicant & Admission and school specific sections of the Catalog.

Immunization and Tuberculin Testing information can be found in the Applicant and Admission information section of the Catalog and the General

Section of the Student Handbook. Selected applicants qualify for entry and registration for courses through fulfillment of all entry requirements.

### ***Essential Functions***

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way, which shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents.

1. Behavioral Professional conduct in accordance with Baptist Health values.
2. Visual Differentiate colors, read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, etc. Demonstrate sufficient visual ability to load a fine suture, the size of a human hair, onto a fine needle holder.
3. Communication/behavioral The capacity to send and receive a message using verbal and nonverbal skills. Remain calm and exercise good judgment under stressful and/or emergency situations. Hear and understand muffled communication without visualization of the communicator=s mouth/lips and within 20 feet. Able to detect odors sufficient to maintain environmental safety and patient needs. Able to refrain from nourishment or restroom breaks for periods up to 4 hours. Communicate and understand fluent English both verbally and in writing. Exhibit positive interpersonal skills during patient, staff, and faculty interactions. Comply with safety regulations; e.g., potential exposure to infectious organisms, body fluids, and toxic chemicals such as latex, etc. Be free of reportable communicable diseases and chemical abuse.
4. Fine Motor/movement Perform duties requiring manual and finger dexterity, e.g., handling of surgical instruments, regulating and adjusting gauges, operating specialized equipment, and using microscopes.
5. Locomotion Stand and/or sit for prolonged periods. Reach surgical table tops and shelves, operating beds and patients lying in hospital beds or gurney. Perform major lifting tasks; e.g., lifting, moving patients (awake and anesthetized), pans of surgical instruments, surgical equipment, etc.
6. Intellectual/conceptual Ability to read and understand words and numbers. Possess these intellectual skills: comprehension, measurement, mathematical reasoning, and critical thinking. Exercise

sufficient judgment to recognize and correct performance deviations.

7. **Personal Safety** Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self, and others. Have ability to function in an environment that contains glove powder, latex and infectious diseases.

## **Academics**

### ***Academic Progress***

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and clinical practicum completed. The letter grade has a corresponding value that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes, such as honors awards at commencement and scholarships awarded by the Baptist Health Foundation.

An incomplete AI@ grade may be made-up at the sole discretion of the Program Director. If the incomplete course work is not completed within the established time-frame, the AI@ grade becomes a final grade of AF@. A minimal final grade of AC@ is required for each course in the Professional Curriculum.

### ***Attendance and Method of Delivery***

The program is a residential program of study. A student is expected to attend all scheduled classes and clinical rotations. Absence is defined as not being present after one (1) clock hour of the scheduled class or clinical time. Students must contact the school as soon as possible when he/she cannot be in attendance as scheduled. The school, by policy, allows a maximum of five (5) days absent per semester. Tardy is defined as not being present at the scheduled starting time of any learning experience. A tardy is recorded if the student arrives in clinical and/or class after their scheduled time to be present.

Class assignments and exams missed can be made up at the discretion of the faculty. It is the student's responsibility to meet with the faculty to review and obtain make-up assignments and make arrangements to take a make-up exam. A fee is charged and the receipt is required prior to administration of an exam.

### ***Credit Hours***

Each required course in the professional curriculum reflects a credit hour value. BHCLR uses the credit hour formula identified in the Academic Information section of the Catalog.

### ***Graduation Requirements***

All five requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the program of studies and the professional curriculum; successful completion is evidenced by completion of all requirements for each course;

2. Complete community service requirement;
3. Fulfill progression and promotion criteria;
4. Participate in the senior photo session; and
5. Complete the Graduate Clearance Form and process.

### ***Length of Program***

When the student enters the professional study at BHCLR, the program of study is one academic year including forty-four (44) weeks of instruction.

### ***Graduates***

Upon completion of the program the student will receive an AAS from Baptist Health. Graduates from the BHCLR - School of Surgical Technology and are eligible to apply and take the national certification examination.

### ***Licensure and Certification***

The eligibility requirements are set forth by The National Board of Surgical Technology and Surgical Assisting (NBSTSA). Graduates may apply as candidates to write the national certifying examination for surgical technologists. Candidates who achieve the required score are certified to officially and professionally use the title and credential of a Certified Surgical Technologist (CST).

The school is certified through the Arkansas Department of Higher Education (ADHE) in Little Rock, Arkansas.

### ***School Objectives***

1. Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
2. Practice professional, value directed actions based on theoretical knowledge, ethical principles and legal standards as a member of the surgical team.
3. Utilize principles of aseptic technique for physical preparation and maintenance of the surgical environment.
4. Demonstrate knowledge of the needs of the perioperative patient.

## **Education Facilities**

### ***Clinical Laboratory Affiliations***

The BHCLR – School of Surgical Technology affiliates with several facilities in the central Arkansas area to offer a broad range of clinical learning experiences. The following facilities are used: Baptist Health Medical Center- Little Rock, as well as other selected facilities.

## **Finance**

### ***Auditing of Course***

Contact the Program Director for consideration to audit a specified course or particular content. An auditing fee may be charged.

## **Student Support Services**

### ***Professional Organizations***

Association of Surgical Technologists (AST)

## **Additional Program Information**

### ***Contact for Additional Information***

Additional information about the school may be obtained or a complaint filed through an established policy and process described in the STUDENT HANDBOOK by contacting the state board and professional accrediting agency.

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33756  
Phone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.CAAHEP.org](http://www.CAAHEP.org)

The National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Suite 100  
Littleton, Colorado 80120  
Tel: 800 707 0057  
Fax: 303 325-2536  
Website: [www.nbtsa.org](http://www.nbtsa.org)

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314N  
Falls Church, Virginia 22043  
Phone: 703-917-9503  
Fax: 703-917-4109  
Website: [www.abhes.org](http://www.abhes.org)

Arkansas Department of Higher Education  
Attention: Director  
423 Main Street.  
Little Rock, AR 72201  
Phone: (501) 371-2000  
Website: [www.adhe.edu](http://www.adhe.edu)

ARC/STSA  
6 West Dry Creek Circle, Suite 210  
Littleton, CO 80120

Phone: 303-694-9262

FAX: 303-741-3655

Website: [www.arcstsa.org](http://www.arcstsa.org)

## Professional Curriculum

The Professional Curriculum is divided into two semesters, I and II, and along with the prerequisite courses leads to an AAS at graduation. The curriculum consists of classroom instruction on theory and principles of surgical technology core skills practiced in the Skills Laboratory and Clinical Laboratory in a hospital clinical setting. The student at completion has invested 1025 clock hours in his/her education. The program is designed to provide a sound fundamental basis for the dynamic contemporary health care program consisting of 10 courses and 36 credit hours.

### Prerequisite Courses

English Composition I	3
English Composition II	3
Psychology or Sociology	3
College Algebra	3
Human Anatomy & Physiology I	4
Human Anatomy & Physiology II	4
Biology	4
Microbiology	4
Social Science Elective	<u>3</u>
Total	31

### Semester I

	<u>CREDITS</u>
ST 1309 Fundamentals of Surgical Technology	9
ST 1302 Fundamental Operating Room Techniques Laboratory	2
ST 1301 Fundamentals of Medical Terminology	1
ST 1303 Fundamental Clinical Practicum I	<u>3</u>
Subtotal	15

### Semester II

	<u>CREDITS</u>
ST 2308 Advanced Surgical Techniques: Surgical Procedures	8
ST 2302 Advanced Surgical Instrumentation Laboratory	2
ST 2306 Advanced Clinical Practicum II	6
ST 2301 Advanced Medical Terminology	1
SP 0001 Spiritual Perspectives in Healthcare	1
ST 2303 Professional Practicum III	<u>3</u>
Subtotal	21
Total:	36

## Course Descriptions

### ST 1309

#### **Fundamentals of Surgical Technology**

**9 Credit Hours**

The course is designed for the beginning student. Course content includes: orientation to Surgical Technology, sterile technique, basic instrumentation, creation and maintenance of the sterile field, legal, ethical, and moral aspects related to the perioperative patient, hazards in the operating room, handling of surgical specimens and patient property, operating room records, required counts, professional behavior, organizational structure and professional roles. The preoperative preparation of the surgical patient includes preoperative assessment, patient safety, surgical positioning, and fundamentals of preoperative care and didactic instruction of surgical procedures. The course includes the following number of contact hours: Theory- 137 contact hours.

### ST 1302

#### **Fundamentals of Operating Room Techniques Laboratory**

**2 Credit Hours**

Fundamental techniques of perioperative patient care. This laboratory provides the student with individual instruction and practice of operating room techniques prior to the clinical experience. Co-requisites: ST1009, ST1003. The course includes the following number of contact hours: Skills Laboratory – 63.75 contact hours.

### ST 1301

#### **Fundamentals of Medical Terminology**

**1 Credit Hour**

Concentration on the fundamentals of medical terminology; prefix, suffix, word roots, combining forms and abbreviations. The course includes the following number of contact hours: Theory - 15 contact hours.

### ST 1303

#### **Fundamental Clinical Practicum I**

**3 Credit Hours**

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. The course includes the following number of contact hours: Clinical Laboratory - 135 contact hours.

### ST 2308

#### **Advanced Surgical Techniques: Surgical Procedures**

**8 Credit Hours**

The course builds on the knowledge base and skills gained in ST1309, ST1302, and ST1303. Course content includes: pharmacological aspects of perioperative care, interpersonal relationships and communications with the surgical team, advanced levels of perioperative care, pathophysiology, and advanced surgical procedures for each surgical specialty. Prerequisites: Successful completion of all semester one courses. The course includes the following number of contact hours: Theory – 129.5 contact hours.

### ST 2302

#### **Advanced Surgical Instrumentation Laboratory**

**2 Credit Hours**



Builds on the basic instrumentation knowledge gained in ST1309. Instrumentation for each of the surgical specialties are covered. Laboratory includes care and handling, identification, function and usage of instrumentation, equipment and supplies. Course includes classroom lecture and self-directed study. Prerequisites: Successful completion of all semester one courses. The course includes the following number of contact hours: Skills Laboratory – 74.75 contact hours.

**ST 2306**

**Advanced Clinical Practicum II**

**6 Credit Hours**

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. Prerequisites: successful completion of all semester one courses. The course includes the following number of contact hours: Clinical Laboratory - 296 contact hours.

**ST 2301**

**Advanced Medical Terminology**

**1 Credit Hour**

A study of complex forms of medical terminology, including: Medical terms, abbreviations, surgical procedures, anatomy, diagnostics, and pathophysiology. The course includes the following number of contact hours: Theory - 15 contact hours.

**SP 0001**

**Spiritual Perspectives in Health Care**

**1 Credit Hour**

The course provides a holistic, Christian-based approach in creating awareness and understanding about; 1) one’s own belief system; 2) the spiritual needs of patients; 3) methodologies of spiritual care for patients, and 4) world religions and religious practices specifically as they relate to delivery of healthcare. The course includes the following number of contact hours: Theory – 15 contact hours.

**ST 2303**

**Professional Practicum III**

**3 Credit Hours**

This internship provides the opportunity for the student to assimilate all the knowledge and skills learned throughout the program and incorporate them into the clinical setting. The supervised clinical allows the student to work directly with a preceptor to function as an independent member of the surgical team. Prerequisites: successful completion of all semester one courses and ST2306. The course includes the following number of contact hours: Clinical Laboratory - 144 contact hours.

By the completion of ST 1303, ST 2306, and ST 2303, the student must have logged 120 cases, 80 of which must be first scrub role.

**Program Totals**

Total BHCLR Courses/Credit Hours	10/36
Total Transfer Courses/ Credit Hours	9/31
Total Number of Courses/Credit Hours	19/67

BHCLR Contact Hours (Theory)	311.5
BHCLR Contact Hours (Clinical Laboratory)	575
BHCLR Contact Hours (Skills Laboratory)	138.5
Total Program Contact Hours	1025

### **ABHES Educational Effectiveness Outcomes**

The BHCLR - School of Surgical Technology provides to the general public, prospective students and current students accurate and consistent information in its catalog. To support information in preceding pages, the following information is provided.

	Retention Rate	Graduate Placement Rate	Board Passage Rate*	Graduate Satisfaction Rate	Employer Satisfaction Rate
2015	NA	NA	NA	NA	NA
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA
2018	NA	NA	NA	NA	NA

\* Not required for the profession.

## ORGANIZATION AND PERSONNEL

### BHCLR Administrative Officers

Troy R. Wells .....President & CEO, Baptist Health  
Doug Weeks, FACHE ..... Sr. Vice President, Hospital Operations  
Greg Crain MHA, FACHE ..... Vice President and Administrator, BHMC-LR  
Judy Ingram Pile, Ed.D ..... Chancellor  
Laura Hamilton, MNSc, RN ..... Dean of Nursing

### BHCLR Professional Staff

Jamie Clark, MBA .....Coordinator Campus & Financial Services  
P. Hope Coleman, PhD, CPE, CBC.....Chaplain, Academic & Spiritual Counselor  
LaQuinta Fleming, BS .....Financial Aid Advisor  
Kristin Waddell, BSEd.....Registrar  
Natalie Martin, BS ..... Financial Aid Administrator  
Jennifer McDannold, MS..... Enrollment Coordinator  
Vacant ..... Senior Systems Administrator  
Vacant ..... BHCLR Head Librarian  
Vacant .....BHCLR Assistant Medical Librarian

### BHCLR Student Services

Sebrina Dunhoo ..... Financial Aid Support Staff  
Vacant .....Admissions Secretary  
Sharon Eubanks ..... Support Staff  
Vacant ..... Chancellor's Assistant  
Garrett Gray, BS ..... Allied Health Secretary  
Bethany Griffis..... Support Staff  
Peggy Oakes.....Receptionist  
Jamie Ramey .....Accounting Specialist II  
John Ramsay, BA.....Systems Administrator  
Robin Shepherd .....Admissions Secretary  
Stacey Sides, AA .....Admissions Secretary  
Stephen Thomas ..... Maintenance Technician  
Vanessa Wilson, AA ..... Accounting Specialist III  
Vacant ..... Student Services Front Desk

### BHCLR School of Nursing Coordinators and Faculty

Susan Brock, Coordinator, Schools of Nursing and Enrollment Services, DNP, RN  
Position Year, 2003, Full Time..... AAS in Nursing Garland Co. Community College, 1989  
..... BSN, University of Arkansas for Medical Sciences, 2004  
..... MNSc, University of Arkansas for Medical Sciences, 2009  
.....DNP, University of Arkansas for Medical Sciences, 2016

Joyce Simmons, Coordinator, AAS Nursing Traditional Program, DNP, APRN, CNS-BC  
 Position Year, 2018, Full Time.....BSN, Harding University, 1997  
 .....MSN, Harding University, 2004  
 .....DNP, Walden University, 2017

Dianna Wilson, Coordinator, MNSc, RN .....AAS, University of Central Arkansas, 1975  
 Position Year, 1982, Full Time .....BSN, University of Central Arkansas, 1977  
 .....MNSc, University of Arkansas for Medical Sciences, 1990

Nicole Aclin, DNP, RN, APN .....BSN, University of Arkansas for Medical Sciences, 1999  
 Position Year, 2007, Full Time..... MNSc, University of Arkansas for Medical Sciences, 2007  
 .....DNP, American Sentinel University, 2017

Janet Aldridge, MSNc, RN ..... Diploma, Baptist Health School of Nursing, 1966  
 Position Year, 2017, Full Time.....BSN, University of Arkansas for Medical Sciences, 2005  
 .....MNSc, University of Arkansas for Medical Sciences, 2009

Sheryl Banak, MSN, RN, CNE..... RN, St. Vincent Health Center School of Nursing, 1976  
 Position Year, 2005, Full Time .....MSN, Vanderbilt University, 1991

Katherine Crow MSN, RN.....BSN, University of Arkansas at Little Rock 2012  
 Position Year 2015, Full Time..... MSN, Arkansas Tech University, 2015

Charlotte Feller, MSN, RN ..... BSN, University of Missouri, 1973  
 Position Year, 2002, Full Time ..... MSN, University of Missouri, 1981

Karen Garner, MSN, RN .....RN, Baptist Health School of Nursing, 1990  
 Position Year, 2010, Full Time.....BSN, University of Arkansas for Medical Sciences, 2006  
 .....MSN, University of Central Arkansas, 2014

Lindsey Gates, MSN, RN .....BSN, University of Arkansas for Medical Sciences, 2007  
 Position Year, 2013, Full Time..... MNSc, University of Arkansas for Medical Sciences, 2013

Karen Gautney, MSN, RN ..... Diploma, Baptist Health School of Nursing, 1991  
 Position Year, 2004, Full Time.....BSN, Arkansas Tech University, 2010  
 .....MSN Arkansas Tech University, 2013

Schelista Glenn, MSN, RN .....ADN, Eastern Oklahoma State College, 2002  
 Position Year, 2016, Full Time..... BSN, University of Phoenix, 2011  
 .....MSN, University of Phoenix, 2015

Nicole Grantham, MSN, RN..... Diploma, Baptist Health School of Nursing, 2012  
 Position Year, 2016, Full Time..... MSN, Arkansas Tech University, 2016

Shelly Horst MSN/ED, RN, CIC .....ADN University of Arkansas at Little Rock, 1977  
 Position Year, 2014 Full Time.....BSN, University of Arkansas, 1980  
 .....MSN/ED Nursing, University of Phoenix, 2013

Nancy Jarrett, DNP, RN.....BSN, University of Arkansas for Medical Sciences, 2003  
 Position Year, 2006, Full Time ..... MNSc, University of Arkansas for Medical Sciences, 2007  
 .....DNP, University of Arkansas for Medical Sciences, 2017

Katherine Jett, PhD, RN, NEA-BC..... ADN, Odessa Jr. College, 1978  
 Position Year, 2000, Full Time.....BSN, Henderson State University, 1981  
 ..... MNSc, University of Arkansas for Medical Sciences, 1989  
 ..... PhD, Rocky Mountain University of Health Professions, 2013

Sandra Kahler, MS, MSN, RN .....ADN, University of Arkansas at Little Rock, 1970  
 Position Year, 2004, Full Time.....BSN, University of Central Arkansas, 1974  
 .....MS Community Service Counseling, University of Central Arkansas, 1981  
 ..... MSN Arkansas Tech University, 2013

Alana Kaucher, MSN, RN .....RN, Baptist Health School of Nursing, 2001  
 Position Year, 2007, Full Time.....BSN, Arkansas Tech University, 2012  
 ..... MSN, Arkansas Tech University, 2014

Jeannette Keener, MNSc, RN .....BSN, University of Arkansas at Little Rock, 2009  
 Position Year, 2014, Part Time..... MNSc, American Sentinel University, 2014

Heather Lawrence, MNSc, RN .....BSN, University of Central Arkansas, 1999  
 Position Year, 2007, Full Time..... MNSc, University of Arkansas for Medical Sciences, 2012

Debra McIndoe, MSN, RN .....BSN, Towson State University, 1989  
 Position Year, 2015, Full Time..... MSN, University of Cincinnati, 1990

Karen Sue Manning, MSN, RN, CMSRN .....RN, Baptist Health School of Nursing, 1981  
 Position Year, 2012, Full Time.....BSN, University of Central Arkansas, 2003  
 ..... MSN, University of Central Arkansas, 2008

Laurie Croft Martin, MSN, RN ..... ADN, Jefferson Davis Junior College, 1978  
 Position Year, 2005, Full Time .....BSN, University of South Alabama, 1984  
 ..... MSN Arkansas Tech University, 2013

Mary Ann Mizell, MEd, MSN, RN (P) BSN, University of Arkansas for Medical Sciences, 1976  
 Position Year, 1976, Full Time ..... MEd, University of Arkansas at Little Rock, 1987  
 ..... MSN Arkansas Tech University, 2013

Amy Morris, DNP, RN, APRN, CPNP, CNE .....BSN, Henderson State University, 2003  
 Position Year, 2007, Full Time.....MNSc-Pediatric Nurse Practitioner, UAMS, 2008  
 .....DNP, University of Arkansas for Medical Sciences, 2016

Tracie Morrow MEd, MSN, RN .....ADN, University of Arkansas at Little Rock, 1977  
 Position Year, 1987, Part Time..... BSE, University of Arkansas at Little Rock, 1980  
 ..... MEd, University of Arkansas, 1991  
 ..... MSN Arkansas Tech University, 2013

Ashley Murdock MSN, RN ..... BSN, University of Arkansas at Pine Bluff, 2014  
 Position Year, 2013, Full Time.....MSN, University of Phoenix, 2015

Heidi Niswander, DNP, RN, BC .....BSN, Valparaiso University, 1990  
 Position Year, 2007, Full Time..... MSN/ED, University of Phoenix, 2011  
 .....DNP, American Sentinel, 2017

Debbie Oglesby, PhD, RN, CNE, BSHCA..... Diploma, Missouri Baptist Hospital, 1985  
 Position Year, 2002, Full Time .....BS Health Care Administration, St. Joseph’s College, 1994  
 ..... MSN, St. Joseph’s College, 2008  
 ..... PhD, Capella University, 2017

Sharon Oglesby, MSN, RN..... BSN, University of Wisconsin – Green Bay, 2007  
 Position Year, 2015, Full Time.....MSN, Spring Hill College, 2010

Stacy Palmer, MSN, RN ..... BSN, University of Arkansas for Medical Sciences, 1995  
 Position Year, 2002, Full Time ..... MSN, Oregon Health & Sciences University, 2000

Betty Rochon, MSN, RN .....BSN, Henderson State University, 1990  
 Position Year, 2015, Full Time.....MSN University of Phoenix, 2014

Georgia Seward, MA, MSN, RN ..... BSN, University of Central Arkansas, 1980  
 Position Year, 1997, Full Time .....MA, Webster University, 1990  
 ..... MSN Arkansas Tech University, 2013

Tabori Tidwell, MSN/ED, RN ..... BSN, University of Arkansas at Pine Bluff, 1999  
 Position Year, 2004, Full Time..... MSN/ED, University of Phoenix, 2009

Diane Wood, MNSc, RN .....BSN, University of Utah, 1997  
 Position Year, 2017, Full Time..... MNSc, University of Arkansas for Medical Sciences, 2014

Carolyn Wright, MSN, RN .....LPN Diploma, Baptist Health School of Practical Nursing, 1976  
 Position Year, 2004, Full Time.....RN Diploma, Baptist Health School of Nursing, 1993  
 ..... BSN, Arkansas Tech University, 2010  
 ..... MSN, Arkansas Tech University, 2013

## **BHCLR School of Practical Nursing Coordinator and Faculty**

Susan Brock, Coordinator, Schools of Nursing and Enrollment Services, DNP, RN

Position Year, 2003, Full Time..... AAS in Nursing Garland Co. Community College, 1989  
..... BSN, University of Arkansas for Medical Sciences, 2004  
..... MNSc, University of Arkansas for Medical Sciences, 2009  
..... DNP, University of Arkansas for Medical Sciences, 2016

Brandi Branson, BSN, RN .....Diploma, Baptist Health Schools Little Rock, 2005  
Position Year, 2013, Full Time.....BSN, University of Arkansas at Little Rock, 2010

Deborah Gatton-Bridges, MA, RN-BC, CAPA..... BSN, University of Virginia, 1975  
Position Year, 2005, Full Time .....MA, University of Louisiana at Monroe, 2001

Debbie Griesse, MNSc, RN ..... Diploma, Lutheran Hospital School of Nursing, 1971  
Position Year, 2001, Full Time .....BSN, Henderson State University, 1987  
..... MNSc, University of Arkansas for Medical Sciences, 2010

Sue Hale, MSN, RN.....BSN Chamberlain College, 2011  
Position Year, 2016, Full Time.....MSN, Chamberlain College, 2013

Cherie Massey, MSN, RN .....RN Diploma, Baptist Health School of Nursing, 1991  
Position Year, 2002, Full Time ..... BSN, Arkansas Tech University, 2010  
..... MSN Arkansas Tech University, 2013

Elizabeth Murphy, MSN, RN .....LPN Diploma, Baptist Health School of Practical Nursing, 1984  
Position Year, 2016, Full Time..... BSN, UAMS, 2000  
.....MSN, Walden University, 2016

Cara Parker, BSN, RN .....Diploma, Baptist Health Schools Little Rock, 2005  
Position Year, 2014, Full Time..... BSN, Arkansas Tech University, 2013

Margie Qualls, MSN, RN .....BSN, University of Central Arkansas, 1987  
Position Year, 2006, Full Time .....MSN, University of Central Arkansas, 2004

Belinda Strate MSN, RN, CWON ..... BSN, University of Arkansas for Medical Sciences, 2001  
Position Year 2015, Full Time.....WOCN, Metropolitan State University 2003  
.....MSN, Walden University, 2017

## **BHCLR School of Histotechnology Program Director/Faculty**

Shane Jones, M.Ed., HT (ASCP), Program Director

Position Year, 1998, Full Time ....Certificate, Baptist Health School of Histotechnology, 1995  
..... BSMIS, Central Baptist College, 2004

**BHCLR School of Medical Laboratory Science Program Director/Faculty**

Jennie Manees, MPH, MT(ASCP), Program Director .....BS, University of Oklahoma, 1977  
Position Year, 2008, Full Time...MPH, University of Oklahoma Health Sciences Center, 1993

**BHCLR School of Nuclear Medicine Program Director/Faculty**

Daniel Guffey, MBA, RT (N) (CT), NMTCB (CT), CNMT, Program Director  
Position Year, 2014, Full Time.....BS, University of Arkansas at Little Rock, 2009  
..... Certificate, BHSLR School of Nuclear Medicine Technology, 2011  
..... MBA, John Brown University, 2015

**BHCLR School of Occupational Therapy Assistant Program Director/Faculty**

Karen James, PhD, OTR/L, CAPS Program Director/ Coordinator, Allied Health  
Position Year, 2004, Full Time.....BS, University of Central Arkansas, 1990  
.....MS, University of Central Arkansas, 2001  
..... PhD, Nova Southeastern University, 2016

Melissa Thomas, Academic Fieldwork Coordinator, MDIV, MS, OTR/ L

Position Year, 2012, Full Time.....BS, University of Tennessee 1990  
..... MS, University of Memphis, 1997  
..... MDiv, Phillips Theological Seminary, 2010

**BHCLR School of Radiography Program Director/Faculty**

Suzanne Bullard, MHA, RT(R), Program Director ..... BS, UCA, 1995  
Position Year, 2001, Full Time.....Certificate, Baptist Health School of Radiography, 1995  
..... MHA, Webster University, 2013

Susanne Haskins, Clinical Coordinator .....  
Position Year, 2018, Full Time.....

**BHCLR School of Sleep Technology Program Director/Faculty**

Paula Monroe, AAS, RST, RPSGT, Program Director  
Position Year, 2015, Full Time .....RPSGT, Board of Registered Polysomnographic  
..... Technologists, 2003  
..... RST, American Board of Sleep Medicine, 2012  
.....AAS, Pulaski Technical College, 2016

**BHCLR School of Surgical Technology Program Director/Faculty**

Gretchen Bates, MA, CST, Program Director ..... Certificate, USAF, 1990  
Position Year, 1999, Full Time ..... CST Certified, 1999  
.....MA, Webster University, 2015

Angela Bowie, CST, Clinical Coordinator ..... Certificate, UAMS, 1993  
Position Year, 2007, Full Time..... CST Certified, 2007



Brandy Harper, BA, CST, Faculty .....Certificate, BHSLR, 2013  
Position Year, 2016, Full Time..... CST Certified, 2013

Samantha Jarvis DNP, APRN, CNS-BC,, CST Faculty .....Certificate BHSLR, 2012  
Position Year, 2016, Full Time..... CST Certified, 2012