

**BAPTIST HEALTH COLLEGE  
LITTLE ROCK**

**SCHOOL OF PRACTICAL  
NURSING**

**SCHOOL SPECIFIC SECTION  
STUDENT HANDBOOK**

**Fall 2022- Spring 2023**

## CERTIFICATION STATEMENT

Baptist Health, its schools 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 *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

## FORWARD

This *handbook* is provided to the student to serve as an overall guide to the Baptist Health College Little Rock-School of Practical Nursing. **Policies contained herein are current at the time of printing; however,** policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; **all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time or students receive electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking the schools website regularly at [www.bhclr.edu](http://www.bhclr.edu).**

## STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for information contained in the current Student Handbook and current Catalog. Students enrolled in a program of study are expected to comply with all policies of: a) Baptist Health College Little Rock, b) all institutions with which the schools are affiliated, and c) the respective program of enrollment. Additional details of policies that specifically pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

First Printed in 1964

**Baptist Health College Little Rock**  
**School of Practical Nursing**  
**School Specific Student Handbook Section**

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## **SCHOOL OF PRACTICAL NURSING**

### **NEW STUDENT WELCOME**

The Baptist Health College Little Rock (BHCLR) - School of Practical Nursing welcomes you as a student. You have made an important decision in choosing nursing as a career. This is an exciting time to enter the profession of nursing. The next year will be a rewarding time as you actively participate on the health care team while you learn about the very important role of the Practical Nurse and develop a sense of pride and achievement in your chosen career.

The Purpose of this *Student Handbook* is to acquaint you with the policies, rules and regulations of the Baptist Health College Little Rock - School of Practical Nursing, familiarize you with the objectives of both the didactic and clinical portions of the program, and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

May you find happiness and fulfillment in this profession and acquire not only the skills and knowledge necessary for a successful career but also those which will lead to your cultural and intellectual advancement.

Sincerely,  
Administration and Faculty

## **INTRODUCTORY**

### **HISTORY**

In response to a shortage of Practical Nurses, the Board of Trustees of Arkansas Baptist Hospital approved the operation of School of Practical Nursing in July 1964. In September 1964, the Arkansas State Board of Nursing granted initial approval of the curriculum and the first class enrolled. Since opening, more than 2000 practical nurses have completed the one-year program. Graduates of the school are eligible to write the national licensing examination (NCLEX). These graduates have worked throughout the continental United States and several foreign countries.

In January 1990, the BHCLR - 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, Inc. (ACEN). In 2008, Baptist Health College Little Rock received accreditation from the Accrediting Bureau of Health Education Schools (ABHES). In addition to ACEN and ABHES accreditation, the school is fully approved by the Arkansas State Board of Nursing (ASBN).

### **PROGRAM OVERVIEW**

The school is committed to providing the highest standards of education, training, and continuous development opportunities to the students' and attracts highly qualified applicants because of its reputation for excellence.

The school exemplifies the philosophy and Values of BH by emphasizing the values of Respect, Service, Honesty, Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

A competent individual nurse in the healthcare field of today must prove to be proficient in the profession of nursing, but must also possess an appreciation of his or her role within the healthcare field and demonstrate an understanding of the organizational culture within the setting of that practice.

The faculty is committed to providing entry level job competency graduates to the healthcare community by promoting high standards of nursing education and for the professional development of students. The program of study curriculum plan is found herein.

The school will provide the student with the highest standards of education and training as identified in the school mission, philosophy and objectives. The belief values, mission and Code of Ethical Conduct of BH will help guide the student toward attaining customer satisfaction.

The faculty of BHCLR - School of Practical Nursing believes the school should provide a learning environment to the student through the classroom and clinical work, inclusive of the BH values of service, honesty, respect, stewardship, and performance with a commitment to providing quality patient care.

The Dean of Nursing is responsible for administrative activities of the school. The Coordinator is responsible for facilitating and managing the day to day operations of the school. Semester Leaders assist the coordinator in managing semester activities. The faculties are responsible for selection of applicants for admission, maintenance of student records, scheduling, grade reporting, teaching, coordination of classroom teaching and clinical rotation supervision.

The audience in the BHCLR-School of Practical Nursing includes the students who have been admitted into the program, the department of nursing in the hospitals, the support staff, and the administrative staff. It is the goal of the school to provide support to each member of the audience.

The program of study consists of one academic year, including forty-four weeks (two twenty-two weeks of instruction) of didactic and clinical experiences which are designed to enhance the student's educational experience.

The program is divided into two semesters moving from simple to complex activities. The major clinical experiences are: Baptist Health Medical Center-Little Rock, Baptist Health Medical Center-North Little Rock, Baptist Health Rehabilitation Institute-Little Rock, and selected Long Term Care facilities.

Graduates are eligible to apply and to write for the National Council Licensing Examination (NCLEX-PN). **17-87-312. Criminal background checks.**

(a)

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

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

(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 Division 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 Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.

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

(f)

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

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

(g)

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

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

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

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

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

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

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

(k)

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

systems.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



- (0) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (1) Incest as prohibited in § 5-26-202;
- (2) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (3) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (4) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (5) Permitting the abuse of a minor as prohibited in § 5-27- 221;
- (6) 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;
- (7) Computer child pornography as prohibited in § 5-27-603;
- (8) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (9) Felony adult abuse as prohibited in § 5-28-103;
- (10) Theft of property as prohibited in § 5-36-103;
- (11) Theft by receiving as prohibited in § 5-36-106;
- (12) Arson as prohibited in § 5-38-301;
- (13) Burglary as prohibited in § 5-39-201;
- (14) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64- 510, as prohibited in the former § 5-64-401, and §§ 5-64- 419 — 5-64-442;
- (15) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (16) Stalking as prohibited in § 5-71-229;
- (17) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (18) All other crimes referenced in this title.

(b)

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

(A) An affected applicant for a license; or

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

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

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

(B) The circumstances surrounding the offense;

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

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

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

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

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

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

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

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

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

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

(2) Consider arrests without a subsequent conviction.

Persons who have pleaded 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.

## **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.

## **VALUES**

The BHCLR - School of Practical Nursing supports the values of Baptist Health and recognizes as the official school values: Service, Honesty, Respect, Stewardship and Performance. The values are presented in the Baptist Health Code of Ethical Conduct.

## **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 well-ness, 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.

## **BELIEF**

The BHCLR-School of Practical Nursing shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

## **PROGRAM GOALS/OUTCOMES**

1. Participate on the health care 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.

## **STANDARDS**

The school is comprised of faculty, students, support staff and a program of studies which offers learning experiences that strives to prepare students for entry in the role of practical nursing. Faculty are responsible for planning, implementing and evaluating the total program of studies in accordance with Arkansas State Board of Nursing Standards (minimum requirements), Accreditation Commission for Education in Nursing, Inc. Standards and Criteria and the Accrediting Bureau of Health Education Schools Standards

### **Student Professional Development**

Overall student behavior should reflect development and incorporation of BHCLR-SPN Values, a positive and cooperative attitude, capability to benefit from counseling or advising services, compliance with policies of BH, BHCLR and BHCLR-SPN, fulfillment of faculty expectations and demonstration of an understanding of the professional role of nursing.

### **Arkansas Licensed Practical Nurses' Association (ALPNA)**

ALPNA is a professional organization for licensed practical nurses and practical nursing students in Arkansas. The purpose of ALPNA is to represent the membership of the Association and to interpret its opinions relative to education, legislation and economic security. Its purpose is also to establish and maintain high standards of integrity, honor and character among licensed practical nurses'; promote and protect their welfare, protect their interest and advance their education standards ([www.arkansasalpna.org](http://www.arkansasalpna.org)). Membership is provided during the first semester at BHCLR-SPN with fees that are collected at registration.

**ACCREDITATION, APPROVAL, LICENSURE AND MEMBERSHIP**

BHCLR-SPN is approved by the Arkansas State Board of Nursing (ASBN) and Accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and the Accrediting Bureau of Health Education Schools (ABHES).

Arkansas State Board of Nursing (ASBN)  
1123 South University Ave.  
Little Rock, Arkansas 72204-1619  
Phone 501 686 2700  
Fax 501 686 2714  
E-Mail: [www.arsbn.arkansas.gov/](http://www.arsbn.arkansas.gov/)

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, Georgia 30326  
Phone 404 975 5000  
Fax 404 975 5020  
E-Mail [www.acenursing.org](http://www.acenursing.org)

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314  
N. Falls Church, Virginia 22043  
Phone 703 917 9503  
E Mail [info@abh.es.org](mailto:info@abh.es.org)

**AFFILIATIONS**

**Academic**

The BHCLR-School of Practical Nursing maintains a contractual partnership with a college or university for the provision of required science and general education courses that are required in the program of study.

The affiliating college or university in partnership with the school, currently, Geneva College – Portage division (Portage Learning). Students completing courses through Portage Learning receive college credit for their courses through Geneva College, which is accredited by the Middle States Commission on Higher Education.

**Clinical**

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.

**ADMINISTRATION**

- Troy R. Wells, FACHE.....President & CEO Baptist Health
- Doug Weeks, FACHE..... Sr. Vice President, Hospital Operations
- Mike Perkins, MS, MHSA..... President & Administrator, BHMC-LR

Judy Ingram Pile, Ed.D.....Assistant Vice President & Chancellor, Education

Laura Hamilton, MNsc, RN, ..... Dean of Nursing

Susan Brock, DNP, RN.....Coordinator, Baptist Health College Little Rock - Schools of Nursing

**FACULTY**

**PHONE**

Rachel Burns, MSN, RN

202-7942

Raquel Kendall, MSN, RN

202-6087

Cherie Massey, DNP, RN

202-7904

April Morgan, BSN, RN

202-6620

Elizabeth Murphy, MSNed, RN

202-7912

Margie Qualls, PhD, RN

202-7934

Belinda Strate, MSN, RN, CWON

202-6098

Mary Strickland, BSN, RN

202-7892

Andrew Thomas, MSN, RN, CNOR

202-7728

**BHCLR PROFESSIONAL STAFF**

.....	BHCLR Librarian
John Ramsay .....	Senior Systems Administrator
Lafanta Jackson.....	Student Services Desk
Jamie Clark, Ed D.....	Campus & Financial Services Coordinator
P. Hope Coleman, Ph.D. ....	Academic & Spiritual Counselor
Richard Growsns .....	Systems Administrator
Natalie Martin, MS, .....	Financial Aid Administrator
LaQuinta Fleming, BS .....	Financial Aid Advisor
Melanie Strawn, MS .....	Enrollment Coordinator

**BHCLR SUPPORT STAFF**

Sharon Eubanks .....	Chancellor Secretary
Bethany Griffis .....	School Support Staff
Jamie Ramey.....	Accounting Specialist II
Sharon Eubanks .....	School Support Staff
Vanessa Wilson, AA.....	Accounting Specialist II

## FACULTY CLASS SPONSORS AND ORGANIZATION

Each entering class is assigned two (2) faculty sponsors. The sponsors are faculty members who volunteer for the assignment because they consider it a privilege to contribute time, knowledge and expertise to reward student professional development. The general role of class sponsors is to 1) attend class meetings, 2) coordinate class officer elections, 3) assist class as needed, 4) interpret policies (BH, the school and affiliating college or university) that relate to class business, and 5) follow class sponsor guidelines and work closely with dean, coordinator and semester leader or designee.

The Faculty Organization (FO) provides each member with the authority and responsibility to accomplish the goal of the school by participating in the planning, development, implementation and evaluation of school outcomes. All faculty are members and serve on various standing committees and task forces. Committees fulfill specific functions that in turn, fulfill the overall functions of the organization. Student representatives are invited, when appropriate, to serve on standing committees, sub-committees and task force(s).

## ADMINISTRATIVE SERVICES

School administrative staff provides numerous student services free of charge to the student (except for transcripts). A student needing such services is required to obtain the Request for Administrative Service Form from the Forms Rack from Suite 1004 and submit completed form to Administrative Staff in Student Services.

Administrative staff will follow through with fulfilling the request for the student; five (5) business days is the usual time period needed to complete most requests. Incomplete forms will delay processing of request.

## ACADEMIC CALENDAR

### Baptist Health College Little Rock – School of Practical Nursing Calendar: Fall 2022-Spring 2023

#### Fall 2022

<b>July</b>	04 Monday 05 Tuesday 19 Tuesday	Independence Day (Campus Closed) Classes Begin Census Day (11th Class Day)
<b>August</b>	22 Monday	OTA & General Education Classes Begin
<b>September</b>	05 Monday 06 Tuesday	Labor Day (Campus Closed) OTA & Gen. Ed. Census (11th Class Day)
<b>November</b>	18 Friday 24 & 25 Thursday & Friday 28 Monday	Last Day for Student Withdrawal Thanksgiving (Campus Closed) OTA & General Education Last Day for Student Withdrawal
<b>December</b>	09 Friday  12 Monday 13 Tuesday 13 Tuesday 21 Wednesday 26 Monday	BHCLR End of Semester Senior Grades Due/Conferral Date*  Commencement Continuing Students Grades Due OTA & General Education End of Semester Transcripts Available for Cleared Students Christmas (Observed) (Campus Closed)

### Spring 2023

<b>January</b>	02 Monday	New Year's Day (Observed) (Campus Closed)
	03 Tuesday	Classes Begin
	17 Tuesday	Census Day (11th Class Day)
	17 Tuesday	OTA & General Education Classes Begin
	31 Tuesday	OTA & Gen. Ed. Census (11th Class Day)
<b>April</b>	21 Friday	OTA & General Education Last Day for Student Withdrawal
<b>May</b>	09 Tuesday	OTA & General Education End of Semester
	19 Friday	BHCLR Last Day for Student Withdrawal
	29 Monday	Memorial Day (Campus Closed)
<b>June</b>	09 Friday	BHCLR End of Semester Senior Grades Due/ Conferral Date*
	12 Monday	Commencement
	13 Tuesday	Continuing Student Grades Due
	21 Wednesday	Transcripts Available for Cleared Students



## ACADEMIC ADVISING/COUNSELING

Faculty serve as academic advisors to students. A student is notified of advisor assignment at the beginning of each semester. Faculty advisors post a listing of date and time available on their office door. A student may sign up for an available time to meet with assigned advisor. A student is expected to contact his/her academic advisor for an initial conference and in the event a score of 77% or above is not achieved on a course examination. Faculty may require an advisee to complete specific activities (time analysis, view film, etc.) as a result of counseling session. Additional conferences are initiated through advisor-advisee arrangements.

Academic advising is available to a student while adjusting to student role, educational planning, and socialization into nursing, study habits, test taking, and limited tutoring. If extensive tutoring is needed, the Academic and Spiritual counselor should be contacted for reference. Students with concerns beyond academics are referred to the Academic and Spiritual counselor.

## ACADEMIC PROGRESS

Academic progress in the theory component is determined by use of the grading scale as identified in the General section of the *Student Handbook*. Clinical Laboratory and or Nursing Skills laboratory grading scale is used as follows:

Clinical Laboratory and Nursing Skills Laboratory if applicable:

<u>Quality Rating</u>	<u>Rating Symbol</u>	<u>Value</u>
Satisfactory	S	NA
Unsatisfactory	U	NA
Incomplete	I	NA
No progression/No promotion	NP	NA
Not Observed	NO	NA
Not applicable	NA	NA
Opportunity Not Available	ONA	NA



Theory grade achievement is measured by written examinations, quizzes and other assignments as required. Clinical and skills laboratory, if applicable, achievement is measured by evaluation of established indicators.

An "I" grade becomes a final grade of "F", if incomplete course work is not completed within established time-frame. A final grade of "U" (Unsatisfactory) in a course clinical or skills laboratory component becomes a final course grade of "F".

Student must achieve a minimum final grade of "C" (77%) in each course theory component and a final grade of "S" (Satisfactory) in each course clinical or skills laboratory component (as applicable) in order to pass the course. Student who does not achieve the required grade is subject to academic disciplinary policies. Final course grade is recorded on the official transcript of the school.

Overall satisfactory in academics is required for student to progress through the curriculum and qualify as a candidate for graduation.

### **ACADEMIC PROBATION**

The status of academic probation indicates that the student's continued enrollment in the school is at risk. A student is placed on academic probation for academic reasons by the respective faculty, semester leader, coordinator or designee. Probationary terms are determined on an individual basis and conditions specified must be fulfilled within a defined period of time before the status is changed. Student that is placed on academic probation for any course(s) within a semester is on academic probation for all courses within identified semester.

Failure to meet designated probationary terms will result in either academic suspension or academic dismissal. The process described in the Corrective Program policy in the *Student Handbook*: General Section is followed.

### **ACADEMIC SUSPENSION: REENTRY FOR RESUMPTION OF STUDY**

An academically suspended student may apply for selection to reenter the program of study. Selection for reentry is on a competitive basis and is not guaranteed. Academic suspension requirements must be met prior to application for reentry consideration, as presented within Corrective Program discussion.

### **ATTENDANCE, ABSENCE AND TARDY**

Student attendance, absence and tardy are described in the following summarized policies:

Regular and prompt attendance at all scheduled learning experiences is required in order to meet the requirements and objectives of each course and professional development. 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.

Number of absences and/or tardy, as well as patterns of absence and /or tardy from learning activities will be monitored. Excessive absences and/or tardiness will result in corrective action up to and including suspension and/or dismissal from the program.

An attendance record is maintained on each student and is the official record of student attendance. The attendance sheet must be initialed (classroom)/signed (clinical) by the student during scheduled learning activity. It is the student responsibility to sign the attendance sheet upon arrival to clinical and initial it hourly during classroom activities. The attendance sheet is not altered after the date located on the attendance sheet. Student initialing/signing attendance sheet for another individual or signing ahead of designated time will be subject to corrective action. Tardy student writes time of arrival on attendance sheet.

Attendance at scheduled learning experiences during inclement weather, including winter storms is expected unless otherwise notified by faculty or school official. The process described in the Inclement Weather policy in the Student Handbook: General Section is followed.

An absence of five (5) consecutive school days without proper notification to course faculty will result in administrative withdrawal of the student by the school.

Student is required to notify class or clinical instructor, for all absences. Absence must be reported by student unless the student is medically incapacitated to the point that he/she cannot communicate. Student notifies assigned clinical instructor, in person, by telephone, voice-mail, or pager, prior to the scheduled class, clinical or activity starting time. Failure to adhere to proper notification, repeated absences, and/or tardiness will result in progressive corrective actions.

Student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from intervening professional, prior to resuming study.

Student with limitations or restrictions which interfere with ability to perform essential functions will not return to class and/or clinical until clearance documentation, from intervening professional, is received. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or "if reasonable accommodation" can be made as determined by the school. Extended absence, limitations or restrictions in excess of five (5) days will necessitate student withdrawal and repeat of courses. Refer to reentry policy contained herein.

Excused absence, as defined herein, must be verified with official written documentation in order to be officially excused. Official documentation must be submitted to assigned class or clinical instructor prior to returning to the next scheduled class, clinical or learning activity in order to return to school. Failure to provide documentation according to established guidelines will result in absence being unexcused.

Funeral leave must be approved by coordinator or designee, refer to Funeral Leave policy located

herein. Clinical Absence:

Student is required to report clinical absences to assigned clinical instructor before 0700. Absences must be reported by student unless the student is medically incapacitated to the point that he/she cannot communicate. Student may not stay in clinical if more than one (1) hour late.

Leaving clinical learning experience prior to designated release time will count as hours absent.

Faculty have the discretion in requiring students to complete clinical makeup for unexcused clinical absences. The student's follow-through with policy regarding the absence, achievement of course objectives, clinical progression, and previous attendance record will be considered when making the decision.

Clinical makeup will be in increments of eight (8) hours and will be completed, prior to progression into the next semester, during designated clinical makeup date(s).

Clinical make up that is required for courses in semester II will be completed, prior to completion of graduation requirements, during designated clinical makeup date(s).

Clinical make up day equals eight (8) hours.

Clinical make up fee is \$10.00 per hour and is payable to BHCLR Business office prior to scheduled make up. Student must bring paid receipt to clinical instructor prior to scheduled clinical make up.

Classroom Absence:

Student is required to attend 85 % or greater of scheduled classroom learning experiences in order to meet course requirement of satisfactory attendance.

Attendance Definitions:

Absence: Not present at scheduled learning experience

Excused absence: An absence which does not count against a student attendance record, limited to; court appearances, military duty and approved funeral leave for immediate family member (spouse, parent, brother, sister, child, grandparent, mother or father-in-law), and unanticipated, unavoidable, accident or illness resulting in a student being hospitalized.\*

Unexcused absence: absence which counts against a student attendance record; including (but not limited to) absence due to minor illness, medical condition or a physician's, nurse practitioner's; or advanced practice nurse's order.

Tardy: failure of student to appear at scheduled learning experience at designated start time. For purposes of attendance, one (1) minute - one (1) hour equals a tardy.

\*Extended absence, limitations or restrictions in excess of five (5) days will necessitate student withdrawal and repeat of courses. Refer to reentry policy herein.

### **ATTENDANCE: PERFECT INITIATIVE**

BHCLR-SPN A.T.T.E.N.D. (A Time to Encourage & Nurture Dependability) Program is designed to encourage student perfect attendance at all educational learning experiences.

Student enrolled in BHCLR-SPN has the opportunity to participate in the A.T.T.E.N.D. (A Time to Encourage & Nurture Dependability) Program by maintaining continuous perfect attendance.

Student with continuous perfect attendance will receive special recognition at specified times throughout the program of study.

The definition of PERFECT ATTENDANCE is as follows:

Student is neither absent nor tardy in any scheduled class or clinical during the semester. Exception is if the student is exempted from a class as a result of approved transfer credit and excused absences as identified by policy.

PROCESS: At the end of each semester, attendance keeper completes Perfect Attendance form retains original in attendance notebook and submits copy to Coordinator.

### **BREAKS AND MEAL TIMES**

Break and meal times are provided for the students; however, patient safety and care may require a rescheduling at times. The usual time frame follows:

Classroom:

Break: ten (10) minutes between classroom instruction hours.

Meal: one (1) hour.

Clinical:

Break: one (1) twenty minute

Meal: forty-five (45) minutes.

To ensure continued patient care and safety, students are required to report to the responsible faculty or clinical nurse responsible for their patients prior to leaving on break or meal and on return to the clinical unit after break or meal.

Breaks are not taken consecutively with meal time.

### **CLASSROOM BEHAVIOR EXPECTATIONS**

Baptist Health College Little Rock faculty strive to maintain an environment that is conducive to learning. As a student progresses through the course, the faculty expects, from the student, behaviors that exemplify Baptist Health Christian values of Service, Honesty, Respect, Stewardship, and Performance. Further, there is the expectation of the highest standards of civility, professionalism and cooperation during conducting of business both inside and outside the classroom. Students are to conduct themselves in respectful and professional manner in academic setting at all times. Faculty has the authority to enforce Classroom Behavior Expectations, including but not limited to sending the student out of the learning activity. Further, students are to adhere to the Student Rights

and Responsibilities as described herein the Student Handbook.

Behavior that does not exemplify Baptist Health Christian values and honor code is subject to corrective action. Refer to Corrective Action Policies located in the general Section of the Student Handbook.

The following are expectations for promoting a positive, professional learning environment:

1. Students are to address the faculty by the surname and not by the first or given name.
2. Students that are assigned learning experiences in the classroom/ skills laboratory or computer laboratory setting shall arrive on time and in approved dress code.
  - 2.1 Arriving past the scheduled time is disruptive to the class instructor and peers and is counted as a tardy.
3. Students will be prepared for and remain in each class until the instructor has completed the learning activity and dismissed the class.
  - 3.1 Students are to leave the learning activity only during scheduled breaks and return within the identified break time.
  - 3.2 Students are accountable for all materials presented in each scheduled learning activity including but not limited to handouts and required readings. Preparation for learning activity includes reviewing the objectives and completing the required readings and assignments prior to class or learning activity.
4. Students are expected to listen and follow directions without continued faculty prompting and respect the rights and property of others.
5. Students' identification badge must be worn at all times on upper left shoulder area, with photo, name and title visible.
6. Students are to refrain from academically dishonest behaviors, including but not limited to cheating on examinations, removing examination booklets from the testing room, photographing examination items, or reconstructing examination items after the examination.
7. Students are to refrain from disruptive behavior(s) in the classroom. Disruptive behavior is identified as anything that disturbs other students or faculty during the learning experience, including but not limited to the following:
  - 7.1 Electronic devices: Use of personal electronic devices, including but not limited to; cell phones, iPods, MP3 players and/or pagers is **not permitted** during classroom/ skills laboratory or computer laboratory learning experiences.
    - 7.1.1 Use of any personal electronic device during examinations, quizzes, or examination reviews is **not permitted**. These devices are **not allowed** in the classroom during the testing or review situation (skills/examination/test review). If such devices are heard or observed, faculty has the ability to hold devices until testing activity is concluded.
    - 7.1.2 If a student carries these devices while in classroom/ skills laboratory or computer laboratory learning experiences, the devices must be placed in either "off", "silent" or "vibrate" mode.
    - 7.1.3 Use of electronic devices (including sending or receiving texts or calls, listening to MP3 players or iPods) or responding to pages is limited to break and meal times.

- 7.1.4 Use of a personal lap top while in classroom/ skills laboratory or computer laboratory learning experiences must be preapproved by the respective instructor. Its use is limited to activities associated with the learning experience. Surfing the internet, participating in social networking sites, playing games or participation in other activities not relevant to class is not allowed. Faculty has the authority to require a student to discontinue its use if deemed disruptive.
  - 7.1.5 Use of auditory taping devices for recording of lectures must be preapproved by the respective instructor.
  - 7.2 Talking: Side conversations (talking) are disruptive to the classroom learning experience. A student may respectfully contribute to the class discussion and ask questions by raising his/her hand to be recognized. The student is expected to treat everyone in class and on campus with respect.
    - 7.2.1 Conversations that are not relevant to classroom discussion should be conducted outside the learning environment.
    - 7.2.2 Dominating classroom discussion, interrupting or belittling other students, challenging faculty authority, arguing, making offensive remarks or other inappropriate means of communicating are not allowed. Faculty has the authority to remove the student from the learning experience as necessary.
    - 7.2.3 Classroom “announcements” and e mails must be approved by respective Semester Leader, prior to addressing the class as a whole.
  - 7.3 Overt inattentiveness: Activities that demonstrate overt inattentiveness are disruptive to the classroom learning experience and should be avoided. These activities include, but are not limited to: Sleeping during class Reading material that is not relevant to learning activity Conducting other activities during class (games, etc) Staying too long for breaks and returning late Making disruptive noises
8. Students should conduct themselves in an “onstage” professional manner when using cell phones or having conversations outside the classroom and refrain from loud talking in the halls.

## **CLINICAL LABORATORY EXPECTATIONS**

Policies related to student conduct in the clinical laboratory are fundamental to patient or student safety and necessary for a high quality of service and overall operations within the clinical area. The following policies are in effect beginning with the first scheduled clinical day.

1. Permission must be obtained from assigned clinical faculty or respective staff nurse before leaving the assigned clinical laboratory unit. Permission must be obtained from the Semester Leader or Coordinator before leaving early from a class or clinical; failure to do so shall result in corrective action by the school.
2. Student identification badge must be worn at all times on upper left shoulder area, with photo, name and title visible. Failure to wear identification badge as required will result in corrective action by the school.
3. Food or beverages are not permitted in the clinical laboratory except in cafeteria.



4. During clinical laboratory, use of cell phones and/or pagers is not permitted. If a student carries a cell phone and/or pager while in classroom or clinical, the devices must be turned "off". The use of electronic devices with camera or videoing ability is not permitted. Failure to adhere to expectations will result in corrective action by the school.
5. The clinical instructor is responsible for the clinical education and conduct of assigned student(s). Directions for patient care from the responsible staff RN or designated LPN must be followed in order to maintain safety and continuity of patient care: **not to do so, shall result in immediate and severe corrective action by the school.**
6. Permission must be obtained from the responsible staff RN, designated LPN or clinical instructor before going on break: one (1) break in morning, time allowed for break is twenty (20) minutes.
7. Meal breaks are for forty-five (45 minutes). A student may, on occasion, be asked to delay meal or break to assist in cases of emergencies. The evening shift meal break is approximately around 1800 p.m.
8. Gum chewing is not permitted in clinical laboratory.
9. Books and personal articles may be stored in lockers if available in the clinical area; however students are encouraged to keep these items off the unit so they do not interfere with patient care.
10. Student is not allowed to have personal visitors while in the clinical laboratory area.
11. Student is expected to report immediately any accident or error to the assigned clinical instructor of the area regardless of how minor it might seem to be.
12. During the clinical laboratory practice, the student is under direct supervision of a Registered Nurse (RN) and the Clinical Instructor. The student is responsible for informing the Semester Leader and their respective Coordinator if direct supervision does not occur. Student direct supervision consent forms are signed by the student before clinical rotations begin and are kept in the Student Record.
13. When the clinical staff is not busy, the student is expected to check with the clinical supervisor in charge, for additional clinical assignments and learning experiences.
14. Students are required to be in their assigned clinical area either before or at their scheduled time. Arriving past the scheduled time is a tardy.
15. When the student is in a clinical laboratory requiring surgical attire, the student must wear lab coat over the scrubs when leaving the area. Surgical attire shall not be worn out of the department or hospital.
16. Students are not permitted to be on the Internet during the clinical rotation unless assigned to do so by the clinical instructor.
17. All student assigned practice and learning rotations in a clinical laboratory setting shall arrive in dress code, on time, remain on site, take breaks and meal times and depart from clinical site according to school policies, student handbook and course requirements as reflected in the course syllabi for the course in which enrolled (policy clinical requirements).
18. Supervising clinical faculty will ensure that the student assigned a clinical rotation abides by the above policy.
19. Student must give "report" on assigned patient status and care to staff RN, designated LPN or

instructor before leaving the clinical area. Permission to leave clinical site must be obtained from Instructor or designee prior to leaving.

20. A final “report” must be given to the staff RN or designated LPN responsible for the patient prior to departing the clinical area and the facility at the end of the clinical assigned time.
  - 20.1 The report must include all nursing care provided by the student to assigned patient.
  - 20.2 Status of patient’s condition.
  - 20.3 Other as indicated.
21. If a clinical instructor, responsible RN, designated LPN or clinical supervisor directs the students to remain in the area or in the facility, beyond the clinical assigned time, the student must remain until released to leave. This is especially true in the following situations:
  - 21.1 Controlled substance (narcotics, etc) count is deemed erroneous,
  - 21.2 Medication error(s), related to assigned patient,
  - 21.3 Assigned patient’s condition warrants,
  - 21.4 Theft of property (patient, employee or others),
  - 21.5 Missing portion(s) of assigned patient’s medical record,
  - 21.6 Time of “Disaster” as defined by Baptist Health, and
  - 21.7 “Dr. Red Stat” period.
22. Additional requirements not reflected herein, may be found in a respective nursing course syllabus.
23. In situations regarding patient safety and care provided by a student, and the student and instructor have left the facility, they must comply with the facility’s request, up to and including return to facility to document etc.
  - 23.1 Other situations as deemed necessary by the assigned clinical instructor
24. Student provides the care required for assigned patient(s) according to level of learning competency or as directed by clinical instructor, responsible RN, or designated LPN.
25. Students are only to access EPIC in the clinical setting. Students are not to access EPIC from off campus or home.

#### **DRESS CODE: CLASSROOM/CAMPUS**

Attire while in classroom/on campus is in compliance with the following code and with the BHCLR Dress code, as described in the Student Handbook: General Section. Faculty firmly enforce the codes and apply corrective action for non-compliance.

Attire while in classroom/on campus is in compliance with the following code and with the BHCLR Dress code, as described in the Student Handbook: General Section. Faculty firmly enforce the dress codes.

***Noncompliance with required dress code will result in inability to attend learning experience and will result in corrective action.***

BHCLR-SPN specific Classroom/Campus Dress Code policies are identified as follows:

Students are required to wear solid navy blue scrub attire while on campus and during all scheduled classroom, computer laboratory and skills laboratory activities. Scrub attire must be neat, clean, in good condition, and have a professional fit, including but not limited to no tight fitting, gapping, low rise pants etc. Decorative trim or “piping” is not acceptable.

Tee shirts: Students will be allowed to wear any official BHCLR top given to them by the college or any official/approved program specific top purchased by the student, with scrub pants appropriate in color to their program.

Jacket: Plain navy or black front zipped jackets or navy lab coats may be worn over navy scrub top. No extreme logos. No pull-over-the-head jackets or sweat shirts are allowed. No hoodies. No denim.

Hose/socks: When hose or socks are worn with pants or a dress, they must be without ornamentation, i.e.: bells, beads.

Shoes: Shoes with enclosed heels and toes must be worn with scrub attire. Shoes must be clean. Open heel, open toe, shoes with “holes”, or skele-toe type shoes are not acceptable.

Hair: Hair must be neat and clean and reflect a professional appearance. Style and color may not be extreme. Hair must be of a natural color; colors including but not limited to green, blue, purple etc. are not acceptable.

Cologne/After Shave: No scented colognes, perfumes, after shaves, lotions, or other strong odors are acceptable. Neck Scarves: Only white, navy, or black may be worn.

Tattoos: Visible tattoos must not be extreme, obscene, or offending and must reflect a professional appearance as approved by Faculty, Coordinators, or Dean of Nursing.

Identification badge: Student identification badge is worn at all times and is to be worn on the upper left shoulder area with the picture facing out. Decorative stickers or pins worn on the badge are not acceptable. Temporary badges are available at the front desk.

The following items are not acceptable:

- \* Full head covering of any type.
- \* Sunglasses
- \* Extreme visible skin ornamentation/jewelry worn on areas, including but not limited to mouth, nose, tongue, or eyebrows. Ear lobe expanders or gauges of any size are not acceptable. The face and head are to reflect a professional appearance.
- \* Denim of any kind is not worn.

Students are not to wear navy campus scrub attire to any BH facility unless authorized otherwise.

## **DRESS CODE: CLINICAL LABORATORY**

Attire while in the clinical laboratory is in compliance with the following code. Faculty firmly enforces the dress code.

***Noncompliance with required dress code will result in inability to attend learning experience and will result in corrective action.***

BHCLR-SPN specific Clinical Laboratory Dress Code policies are as follows: Female student:

Female students are required to wear solid white scrub pants and white top or solid white scrub dress, knee length or longer during scheduled clinical laboratory activities. A solid color navy jacket is required.

Attire must be neat, clean, in good condition, and have a professional fit, including but not limited to: no tight fitting, gapping, low rise pants, pants that drag the floor, etc. Decorative trim or “piping” is not acceptable.

Tee shirts: Tee shirts are optional to wear under the clinical laboratory scrub attire. Tee shirt must be plain white with round or turtle neck (no wording) and may have long or short sleeves, but must be under top and tucked in.

Identification badge: Student identification badge is worn at all times and is to be worn on the upper left shoulder area with the picture facing out. Decorative stickers or pins worn on the badge are not acceptable.

Undergarments: Undergarments are worn at all times and must be of a color appropriate to skin hue, and are not visible or showing through clothing.

Shoes: Shoes must be white, all leather or leather-like with enclosed heels and toes. Shoes must be clean. No canvas or mesh. Clean white shoelaces are worn as appropriate for shoe style.

Hose or socks: white hose or white socks are worn at all times. White hose only, without ornamentation, are to be worn with skirts/dresses. White socks are to be worn with the pants and must be without ornamentation. Hose or socks of a different color or with decorations, beads, etc. are not acceptable.

Hair: Hair must be neat, clean, well-groomed and off the uniform collar with little or no adornment. Style and color may not be extreme. Hair style must be of a conservative nature. Hair must be of a natural color; colors including but not limited to green, blue, purple etc. are not acceptable. Hair style and color must reflect a professional appearance as approved by Faculty, Coordinators, or Dean of Nursing.

Nails: Nails must be clean, short in length. Nail polish allowed includes clear or pale opaque colors. Nail art or artificial nails are not allowed.

Tattoos: Tattoos must not be visible.

Jewelry: Wedding band or rings and/or engagement ring are acceptable. One earring per ear is allowed and should be small enough and of an appearance so as not to interfere with equipment or patient care. Visible skin ornamentation/jewelry as identified in Campus/Classroom Dress Code policies is not acceptable.

Cologne/After Shave: No scented colognes, perfumes, after shaves, lotions, or other strong odors are acceptable.

Male student:

Male students are required to wear solid white scrub pants and white top and a solid color navy jacket during scheduled clinical laboratory activities. Attire must be neat, clean, in good condition, and have a professional fit, including but not limited to no tight fitting, gapping, low rise pants, pants that drag the floor, etc. Decorative trim or “piping” is not acceptable.

Tee shirts: Tee shirts may be worn under the clinical laboratory attire. Tee shirt must be plain white with round or turtle neck (no wording) and may have long or short sleeves, but must be under top and tucked in.

Identification badge: Student identification badge is worn at all times and is to be worn on the upper left shoulder area with the picture facing out. Decorative stickers or pins worn on the badge are not acceptable.

Undergarments: Undergarments are worn at all times and must be of a color appropriate to skin hue, and are not visible or showing through clothing.

Shoes: Shoes must be white, all leather or leather-like with enclosed heels and toes. Shoes must be clean. No canvas or mesh. Clean white shoelaces are worn as appropriate for shoe style.

Socks: White socks are worn at all times. Socks of a different color, or with decorations, beads, etc. are not acceptable.

Hair: Hair must be neat, clean, well-groomed and off the uniform collar with little or no adornment. Style and color may not be extreme. Hair style must be of a conservative nature. Hair must be of a natural color; colors including but not limited to green, blue, purple etc. are not acceptable. Hair style and color must reflect a professional appearance as approved by Faculty, Coordinators, or Dean of Nursing. Conservative facial hair (beards and mustaches) may be worn (depending on facility policy) if neatly trimmed and does not interfere in patient care.

Tattoos: Tattoos must not be visible.

Jewelry: Wedding band or rings; wedding ring is acceptable. One earring per ear is allowed and should be small enough and of an appearance so as not to interfere with equipment or patient care. Visible skin ornamentation/ jewelry as identified in Campus/Classroom Dress Code policies is not acceptable.

Cologne/After Shave: No scented colognes, perfumes, after shaves, lotions, or other strong odors are acceptable.

## **EDUCATIONAL PLAN**

A student's educational plan serves as a guide for the sequencing of the required courses reflected in the program of study. Faculty members assist the students in the development of the plan before the selected applicant begins classes. Changes in the plan may be requested in writing and submitted to the Coordinator prior to registration. Student must have coordinator's written approval prior to deviation from the educational plan. Student deviation from the approved educational plan may result in inability to complete the program of student within identified timeframe.

Educational plans developed by faculty reflect all required courses for nursing enrolled students; this plan must be followed by students of all classifications.

## **ENROLLMENT IN NON-REQUIRED COURSES**

A BHCLR-SPN student that aspires to enroll in courses that are not part of the BHCLR-SPN required curriculum must obtain prior written approval from the Coordinator. A student is not encouraged to take non -required courses in addition to the program of study. The BHCLR-SPN program of study is time intensive.

In the event that a student chooses to apply for enrollment in a non-required course while enrolled in BHCLR-SPN, the school specific policies are as follows:

BHCLR-SPN student obtains the Enrollment in Non-Required Course Request form from Student Services in suite 1004. The student completes the top portion of the request form, signs, dates and submits the form to their respective advisor. The student's advisor completes and confirms the Academic Information section, then submits the completed form to the BHCLR-SPN Coordinator.

BHCLR-SPN Coordinator reviews the student request and makes a decision based on the following non- inclusive information:

1. Student must have a BHCLR-SPN Cumulative Grade Point Average of 3.0 or greater at the time of request. In the event that a BHCLR-SPN Cumulative Grade Point Average is not available, prior college experience will be considered.

2. Student must be in compliance with BHCLR and BHCLR-SPN policies.
3. Student may not be on academic or behavioral (attendance) probation(s).
4. Student may not take more than one non required course per semester. In the event that the semester I student is enrolled in two required general education and science courses; no non required course can be taken during the semester.

## **EVALUATIONS: CLINICAL**

In the beginning of each nursing course, students receive a blank clinical evaluation form. This form is given to the students as a guide to performance expectations for each course with a clinical component. Faculty review this form and discuss the expectations prior to the first day of a clinical experience. Students are given an opportunity to ask questions and seek clarification as needed and are encouraged to use this as a guide throughout the course. Refer to semester packet.

Courses with a clinical component include:

Basic Nursing  
Medical Surgical Nursing I  
Nursing of Children  
Nursing of Mothers and Infants  
Medical Surgical Nursing II  
Gerontological Nursing  
Mental Health Nursing

## **EXAMINATIONS/QUIZZES**

Student is required to take all examinations as scheduled. Daily or “pop” quizzes may be administered by course faculty. Make-up for examinations or quizzes will not be administered. Student’s theory component will be calculated on total points of examinations and/or quizzes taken if an examination and/or quiz is missed because of an excused absence. No more than one (1) examination and/or quiz per course will be excused.

Examination(s) and/or quizzes missed due to unexcused absences will result in a score of zero (0) for the missed examination and or quiz. That score, a zero (0), will be calculated as such in computation of the theory component.

Examinations and quizzes remain property of the school. Students are not given copies of the examinations or quizzes. Examinations and/or quizzes may not be photocopied or reproduced in any manner.

Students scoring below 77% on any examination are required to schedule an appointment with assigned advisor within two (2) days of posting of examination grade.

Students are required to take national standardized examinations as scheduled.

Student identification numbers are randomly assigned.

### **Process:**

1. Examinations are administered according to schedule in each respective course syllabi. Quizzes may be unannounced.
2. Examination and quiz grades are recorded by the grade keeper.
3. Examination and quiz grades are posted according to individual student identification number.
4. Examination and quiz grades are posted within one calendar (1) week of administration

## **EXAMINATIONS/QUIZ CONDUCT**

Examinations and quizzes are administered either by course faculty, adjunct faculty, test proctors, program coordinator, or others as designated in compliance with school policies.

Student is required to take all nursing course examinations and quizzes. Student records examination response on computerized answer sheet, unless otherwise directed. Student is required to follow all directions regarding examination and/or quiz. Examination responses not recorded as directed will be counted as incorrect. Examination responses that are not marked on answer sheet are counted as incorrect.

BHCLR student identification badge must be worn in order to take examinations/quizzes. Student identification badge, worn on upper left chest area, with picture facing out, is required before entry into the examination room and before taking examination or quiz.

Books, electronic devices, cell phones, smart watches, backpacks, purses, and other personal items are placed either in student locker, or car trunk.

Nonprogrammable calculators are permitted if previously approved for use by course faculty, adjunct faculty, Semester Leader, or Coordinator.

A late arriving student will be seated by course faculty, adjunct faculty, Semester Leader or Coordinator. Examination will begin and end promptly at scheduled time. A late arriver will not be allowed to enter the classroom for testing, if a classmate has exited the examination room. No additional time will be allowed to complete the examination for late arrivers.

Student will be prepared for examination by bringing a sharpened #2 pencil. No food, drink or other items will be permitted on student desk during examinations/quizzes.

BHCLR-SPN examinations are the property of the school and only viewed by students for administration of the examination or for review. Student(s) are not given copies of examinations and examinations may not be photocopied or reproduced in any manner.

Cover sheets and scratch paper will be provided, if indicated.

## **EXAMINATION REVIEW**

Examination review will be scheduled by semester leader or course instructor. Student identification badge must be worn in order to review examinations/quizzes. Student will use ink pen or high-lighter to mark correct answer. Examination review is held for the purpose of giving correct answers to the examination items. Students will have five (5) days from the test review date to review any questions they do not understand with the faculty member that taught the content or with their advisor. The review opportunity is for the purpose of understanding the material or for assistance in improving study or test-taking skills. After the five (5) days from test review, the examination will not be available for students.

Examination material will not be taken from examination room. Student submits questions/comments in writing to appropriate course instructor. Test review attendance is optional, unless otherwise indicated as a term of academic probation. All examinations remain the property of the school.

## **FUNERAL LEAVE**

Up to three (3) days funeral leave may be granted by coordinator or designee upon the death of a member of the student's immediate family. This includes mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, grandparent, or grandchild. If approved funeral leave days are excused, they will not be counted

against total days missed.

Student makes written request to coordinator for absence due to a death in the immediate family, to be excused as funeral leave. Refer to examination policy located herein, regarding missed examinations.

Verifiable documentation of death of immediate family member may be required and submitted to course faculty when returning from funeral leave.

Student and faculty plan make-up assignments. Student will not be charged for make-up work in the event of approved funeral leave.

## GRADING SYSTEM

### Theory Grade Calculation

Faculty evaluate student learning and assign a final theory grade at the end of the nursing course based on student achievement of course objectives in the classroom.

Final theory grade is assigned according to the grading scale below:

<u>Grade</u>	<u>Percent Range</u>	<u>Value</u>
A	94-100	4
B	86-93	3
C	77-85	2
D	70-76	1
F	0-69	0
I	Incomplete	0
W	Withdraw	0
WX	Administrative Withdraw	0

### Process:

To calculate a course examination score, daily quiz, and/or course assignment score the following process is used.

A raw score (RS) is first determined by use of an instructor prepared “key” and the student’s answers on the exam or assignment. The number of incorrect answers are counted, and subtracted from the total number of items (questions) on the examination, daily quiz, and or course assignment, resulting in a raw score (see example below):

50 items on the exam or assignment  
10 incorrect responses  
40 raw score

To calculate the theory grade the following process is used:

All raw scores on course examinations, quizzes, assignments, are summed to determine the total points achieved.

		Points <u>Achieved</u>	Points <u>Possible</u>
Example:	Quiz 1	5 points	5 points
	Exam 1	72 points	100 points
	Exam 2	34 points	35 points
	<u>Exam 3</u>	<u>85 points</u>	<u>100 point</u>



Total Points

196

240

To determine the theory grade, the sum total of the raw scores (total points) achieved is divided by the sum total of points possible and carried to the 100<sup>th</sup> place and then rounded to the tenth (10<sup>th</sup>) place. If the score is 0.05 or greater round up, and if it is less than 0.05 round down.

Example:

$$196 \div 240 = 81.66 = 82\% =$$

C Final Theory grade= C

The final theory grade is recorded on the final course grade record, and recorded on the official transcript of the school.

### **Nursing Skills Laboratory Grade Calculation**

Faculty evaluate student learning in the nursing skills laboratory (NSL) and determine a final nursing skills laboratory grade to be assigned at the end of a nursing course. The grade is based on professional faculty judgment of the student's achievement of the behavioral indicators which measure specific course objective(s).

The skills laboratory evaluation (SLE) is the evaluation tool used to document the student's performance in the NSL setting and ultimately the student's achievements of the behavioral indicator(s) which measure specific course objective(s). The SLE and evaluation of performance may be shared with the student as determined by the nursing course faculty. The student's performance is assigned a quality performance rating symbol using the following schedule:

<u>Quality Rating</u>	<u>Rating Symbol</u>
Satisfactory Progress	SP
Unsatisfactory Progress	UP
Incomplete Progress	IP
Not Applicable	NA
Not Observed	NO
Opportunity Not Available	ONA

#### **Process:**

In the vertical column of the SLE, a rating symbol, from the schedule shown above, is used to denote the students quality performance of each behavioral indicator and is placed in the vertical column of the SLE.

If a student achieves a quality performance rating symbol of "IP" or "UP" for any behavioral indicator in the vertical column of the SLE, the rating symbol of "IP" or "UP" is assigned to the correlating course objective.

The faculty review the rating symbol assigned to specific course objective and after analysis determine a final rating (FR) for specific course objective. Determination of the FR is accomplished by evaluating the student's progressive development and overall performance in the nursing course. The following schedule is used to document the FR.

<u>Quality Rating</u>	<u>Rating Symbol</u>
Satisfactory	S
Unsatisfactory	U
Incomplete	I

The FR rating symbol for specific course objective is then documented on the nursing skills laboratory Final Grade Record.

If a student receives a FR rating symbol of Incomplete “I” for the performance of an objective, it is recorded on the skills laboratory evaluation as the symbol “I”. An incomplete “I” grade indicates the student has not yet fulfilled requirements and that either additional course work is needed or make-up work is to be completed as determined by faculty.

An “I” grade becomes a final grade of “F”, if incomplete course work is not completed within established time-frame.

A student must achieve Satisfactory “S” for all course objectives to receive an “S” for the final nursing skills laboratory grade.

A final nursing skills laboratory grade of “S” is required to progress and/or promote.

A final grade of “U” (Unsatisfactory) in a course skills laboratory component becomes a final course grade of “F.”

The final nursing skills laboratory grade is recorded on the final course grade record.

### **Clinical Laboratory Grade Calculation**

Faculty evaluate student learning in the clinical laboratory (CL) and determine a final clinical grade to be assigned at the end of a nursing course. The grade is based on professional faculty judgment of the student’s achievement of the behavioral indicators which measure specific course objective(s).

The clinical evaluation (CE) is the evaluation tool used to document the student’s performance in the CL setting and ultimately the student’s achievements of the behavioral indicators which measure specific course objective(s). The (CE) of performance is shared with the student as determined by the nursing course faculty. The student’s performance is assigned a quality performance rating symbol using the following schedule:

<u>Quality Rating</u>	<u>Rating Symbol</u>
Satisfactory	SP
Unsatisfactory	UP
Incomplete	I
Not Observed	NO
Not applicable	NA
Opportunity Not Available	ONA

#### Process:

In the vertical column of the CE, a rating symbol, from the schedule shown above, is used to denote the student’s quality performance of each behavioral indicator and is placed in the vertical column of the CE.

If a student achieves a quality performance rating symbol of “IP” or “UP” for any behavioral indicator in the vertical column of the CE, the rating symbol of “IP” or “UP” is assigned to the correlating course objective.

The faculty review the rating symbol assigned to specific course objective and after analysis determine a final rating (FR) for specific course objective. Determination of the FR is accomplished by evaluating the student’s progressive development and overall performance in the nursing course. The following schedule is used to document the FR.

<u>Quality Rating</u>	<u>Rating Symbol</u>
Satisfactory	S

Unsatisfactory	U
Incomplete	I

The FR rating symbol for specific course objective is then documented on the nursing clinical laboratory Final Grade Record.

If a student receives a FR rating symbol of Incomplete “I” for the performance of an objective, it is recorded on the clinical laboratory evaluation as the symbol “I”. An incomplete “I” grade indicates the student has not yet fulfilled requirements and that either additional course work is needed or make-up work is to be completed as determined by faculty.

If a student receives a final rating symbol of unsatisfactory “U” for the performance of any course objective, achievement of the “U” rating will convert to a course grade of “F” and will be reflected on the official transcript and the student will neither progress nor promote.

A student must achieve Satisfactory “S” for all course objectives to receive a “S” for the final nursing clinical laboratory grade.

A final nursing clinical laboratory grade of “S” is required to progress and/or promote. The final nursing clinical laboratory grade is recorded on the final course grade record.

### **Incomplete Grade**

The assignment of an incomplete grade is at the discretion of the faculty. An incomplete “I” grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgment and final grade determination of the student’s performance is made after the student fulfills the specified course work.

The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time frame set by faculty.

If the incomplete grade is not cleared as described above, the “I” shall be converted by the faculty as either a final grade of “F” for theory, clinical laboratory, and nursing skills laboratory if applicable.

All policies related to expenses incurred by the school associated with a student’s clearance of an incomplete grade apply. The Business Office must be contacted by the student for information and payment of the fee. Payment must be made prior to beginning the specified course work. The receipt is displayed to the faculty member before the specified work is allowed.

Student suspended for investigative purposes, who are reinstated, will be allowed to make up incomplete course work without payment of applicable fees. Dismissed students will not be allowed to make up incomplete course work.

### **Clinical Laboratory and Nursing Skills Laboratory Progression**

A student must progress each clinical week toward achievement of each course objective, and by course end, have at least performed each course objective with a satisfactory “S” rating. The clinical rating symbols of SP, UP, IP, ONA, NA, and NO are documented to denote progression of the student toward achievement of the course objectives by a quality level or performance.

The final rating for clinical laboratory and nursing skills laboratory are determined using the following criteria. Satisfactory “S”: by course end, the student has achieved each course objective by performing

with progressive learning:

- all behavioral indicators related to each course objective,
- each course objective without either continual faculty guidance, intensive supervision or maximum assistance from others.

Unsatisfactory “U”: by course end, the student has not achieved each course objective by performing with progressive learning:

- all behavioral indicators related to each course objective,
- consistent progress in the performance of each behavioral indicator related to a course objective,
- each course objective with either continual faculty guidance, intense supervision or maximal assistance from others.

An established process is followed by both faculty and students in the notification of the student of outcome grades (progressive or final):

- student progress in the performance of behavioral indicators, which measure clinical objectives, must be a Satisfactory “S”, is documented by the clinical faculty on the clinical evaluation and is reviewed by student at time specified by faculty.
- documentation of Unsatisfactory “U” progress on the clinical evaluation is shared with a student according to an established process. The student signs and dates the documentation and is given opportunity to ask questions and write comments.
- at the end of the course, each student reviews the final clinical evaluation.
- afterward, the faculty member records and files final grades and clinical evaluation according to established policies and processes.

### **Grade Point Average Calculation**

The school faculty adopted the following GPA schedule, policies and formulas for the calculation of Total Value Points (TVP), Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

Grades and corresponding value points:

Grade	Value Points
A	4
B	3
C	2
D	1
F	0
I	0

The Total Value Points (TVP) is based on the final grades of all general education and science courses, the required theory component of nursing courses and other required courses reflected in the program of studies.

The Grade Point Average (GPA) is based on the theory component final grades of all courses completed at an established point-in-time. The statistic reflects all general education and science courses (either taken or transferred), theory component final grades of all required nursing courses and the final grades of all other courses required in the program of studies. The CGPA is typically calculated at the end of a semester.

The highest final grade of a repeated required course is included in the calculations of the TVP, GPA and CGPA.

### Cumulative Grade Point Average Calculation

Total Value Points (TVP) are calculated by multiplying the number of course credits by the corresponding value points (VP) of the final theory component letter grade(s) of each required course completed and the summing of the products. The resulting sum total is the TVP as presented in the following example:

Course	Credits	Grade (Value)	Value Points
PNSG 1408 Medical Surgical Nursing I/lab	8	A(4)	32
PNSG 1204 Pharmacology I	4	B (3)	= 12
Total	12	12	44

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Course credits (theory component) are multiplied by the course grade value points = Value Points. The resulting value points (products) are summed  $32 + 12 = 44$  Total Value Points.

Grade Point Average (GPA) is calculated by dividing the TVP by the total credits (theory component) completed. The dividend is the GPA. Divide total Value Points (44) by the total credits (12) = 3.66 GPA.

The GPA (dividend) is recorded to the hundredth (two integers past the decimal point to the right. Rounding is not used in the calculation).

The Cumulative Grade Point Average (CGPA) is calculated by dividing the TVP by the theory component total credits of all required courses in the Program of Studies completed to date. The dividend is the CGPA.

Approved transfer grade for Anatomy & Physiology will be calculated into GPA at the end of Semester I.  
Approved transfer grade for Nutrition, will be calculated into GPA at the end of Semester I.

Clinical Laboratory and Nursing Skills Laboratory grade are a component of the course.

The original course grade and remediation grade achieved shall be reflected on the official school transcript. The remediation grade will be utilized to calculate the GPA and CGPA in addition to other final grades. All final course grades are reflected on the official school transcript.

## **HONORS**

BHCLR-SPN recognizes student academic excellence at Commencement. The following Academic Honors scale is used:

## Schools of Nursing

Honors	=3.00-3.74
High Honors	=3.75-4.00

### **IDENTIFICATION BADGE**

A student is identified by a student identification badge (ID) worn at all times in upper left shoulder area, with photo, name and title visible. Failure to wear approved ID Badge as required will lead to corrective action by the school.

### **MAKE-UP CLINICAL**

The opportunity to make-up missed clinical may be available to an absent student. Faculty and students have the primary responsibilities in the make-up clinical work. Faculty have the discretion in permitting the student to make-up missed clinical. The student has the responsibility to follow-through and succeed. Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence and the student's previous attendance record. All absences are subject to verification by faculty or school administration. A fee is charged to offset the school's expense associated with the make-up work or examination preparation, proctoring and grading. The following process is followed:

1. The student completes the make-up course work request form obtained from the forms rack in Student Services, Suite 1004.
2. Submit the completed form to the respective faculty for consideration and action.
3. If approval is granted, the student pays the required fee established by administration to the Business Office and obtains a receipt.
4. The student displays the receipt to the course faculty.
5. Course faculty have full authority to approve a student's request to make-up a missed clinical. A student with a pattern of missing clinical may be denied approval.
6. Failure to attend, prearranged make-up on the day and time designated by course end will result in an absence for that day and potential failure to progress.
7. Make-up fees are established by the Business Office with faculty input. In general, the fees charged are based on the administrative cost per hour for examination make-up and per clock hour for clinical time made-up.

7.1 Students are not charged the make-up fee in the following circumstances: an absence occurred as a result of faculty instructing student to leave learning activity related to student health issue, absence supported by physician or nurse practitioner documentation, death of immediate family member, hospitalization of student, court appearance or jury duty, or military purposes.

### **MEDICATION ADMINISTRATION SAFETY**

The administration of a chemical substance in the form of medication to a patient or individual in a healthcare clinical setting is one of the most critical of nursing interventions. A student must learn this important fact early in the program. In the effort to reinforce faculty teaching, facilitate student learning and protect patients, the school gives special attention to this aspect.

A student shall adhere to the principles and processes of safe medication administration to patients according to established school processes and clinical setting policies.

A student failing to demonstrate the principles and the processes of safe medication administration in clinical performance has committed a medication error from the faculty's perspective.

A student prevented from breaching principles and processes of safe medication administration to a patient, by faculty or clinical staff intervention, has committed a medication error from the faculty's perspective.

**Process:**

A student demonstrates medication administration competency at designated times during the program of studies.

Prior to administering medications in the clinical setting, a student is required to attend PYXIS in-service, achieve one hundred (100%) percent on PYXIS examination, complete PYXIS tutorial, attend medication skills lab, and achieve eighty-five (85%) percent, within two attempts on premedication examination.

A student that does not achieve one hundred (100%) percent on the PYXIS examination must retake the examination until a score of one hundred (100%) percent is achieved.

A student that is absent from PYXIS and/or EPIC in-service or medication skills lab must complete these required activities before attending clinical.

A student that does not achieve eighty-five (85%) percent, within two attempts on the premedication examination has not met the course requirements for Pharmacology I, may not administer medications and does not progress.

The clinical instructor schedules student medication administration experiences. A student is to notify assigned clinical instructor regarding administration times and changes in medication orders.

A student is required to demonstrate knowledge regarding medication action, side effects, therapeutic effects, antidotes, if applicable, lab values, if applicable, nursing interventions, and other information as requested by clinical instructor.

A student who commits a medication error receives an unsatisfactory (U) on the objective and indicator(s) for safe medication administration on the Clinical evaluation for course clinical week.

A student who commits a medication error will:

1. immediately report medication error to a clinical instructor and the registered nurse responsible for care of the patient. Failure to report a medication error to clinical instructor will result in corrective action,
2. follow the clinical instructor's guidance regarding nursing intervention for patient safety,
3. contact the physician as directed by the clinical instructor,
4. document the medication error according to respective clinical setting policy. The clinical instructor will co-sign all documentation related to the error.
5. submit original documentation to supervisor of clinical setting and a copy of the documentation to the clinical instructor,



6. receive an unsatisfactory progress (UP) on course objective for safe medication administration on the record of clinical progress for that course clinical week,
7. meet with BHCLR Medication Safety Committee and comply with outcome decision of committee,
8. satisfactorily repeat the demonstration of medication administration process in the presence of a clinical instructor,
9. be restricted to medication administration only in the presence of a clinical instructor prior to approval for resuming independent medication administration in a clinical setting with patients,
10. pay associated fee in the event that additional clinical instructor time is needed in the form of clinical supervision, tutoring, or nursing skills laboratory teaching. The fee is due prior to the experience.

The Medication Safety Committee:

1. has authority to determine number of unsafe medication administrations charged to a student in a given incident. The number determined by the committee is recorded content in the student's academic file.
2. may recommend non-progression, probation, suspension or dismissal of a student citing "unsafe nursing care" as the rationale.
3. will review each medication error and may require additional learning opportunities. The student's respective clinical evaluation objective will reflect incomplete progress "IP" until all additional learning opportunities are satisfactorily completed and submitted to the Medication Safety Committee Chairman.

The following occurrences are defined as unsafe medication administration (list is non-inclusive):

incorrect medication,

incorrect dosage, incorrect day or

time, incorrect patient,

incorrect route of administration,

incorrect transcription of physician's medication order, incorrect

documentation of administration of medication, incorrect assessment of patient,

incorrect evaluation of patient,

incorrect I.V. regulation or administration, incorrect I.V.

rate calculation,

omission of medication as ordered,

medication administered to patient who has a recorded allergy to the medication, medication not ordered by physician is administered to patient,  
failure to provide nutritional supplement (snacks, fluids) as scheduled,  
failure to follow clinical setting procedure(s) for administration of medications,  
faculty intervention preventing a student from breaching principles of safe medication administration to a patient,  
student prevented from breaching principles or processes of safe medication administration by nursing staff intervention,  
failure to follow any of the “ten rights”.

### **NURSING STUDENT ROLE: MEDICATION ADMINISTRATION**

Nursing student adheres to the policies and procedures of the assigned clinical institution, and administers medication (s) only within the student’s scope of practice.

Process:

Student administers medication(s) under the supervision of the clinical instructor. Student may not administer medication(s) under the supervision of any staff nurse. Student administering any medication(s) without prior clinical instructor notification will be subject to corrective action.

Student demonstrates medication administration competencies as required according to BHCLR Medication Administration Policy located herein.

Student is accompanied by assigned clinical instructor during medication administration and must have instructor review medication(s) prior to administration. Junior and Senior student may, at faculty discretion, independently administer medication(s) (with exception of subcutaneous, intramuscular or intravenous medications as indicated below) but must always have instructor review medication(s) prior to administration.

Student is always accompanied by assigned clinical instructor for administration of any subcutaneous, intramuscular or intravenous medication(s). Student does not administer any Intravenous Push (IVP) medication(s). Student may flush Intravenous lines for patency per assigned clinical institution policies.

The patient is the primary responsibility of the staff Registered Nurse/Care Coordinator; the RN/Care Coordinator makes the final decision on appropriateness and level of any procedure to be performed.

Student may not copy any part of the Medication Administration Record (MAR).

Student documents medication administration according to assigned clinical institution policy.

Student receives a temporary PYXIS number each day from clinical instructor, as indicated, and must obtain patient medication(s) by using their own student temporary PYXIS number and follow all BH policies related to medication administration utilizing the PYXIS and EPIC System.

Student does not witness any consent form and does not take any telephone or verbal order from a physician. Other restrictions may apply on a unit specific basis and may include medication administration, procedures, and other activities.

In the event of accidental needle stick or exposure, student must report all blood and mucosa exposure to clinical instructor and comply with all policies regarding the follow-up.

## **PROGRAM EFFECTIVENESS**

It is paramount that the school maintains an ongoing program effectiveness evaluation process. Several factors comprise the process, primary being student and graduate outcomes; faculty teaching effectiveness; curriculum evaluation(s); school policies; employer satisfaction with graduates and approval and accrediting outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness

Students evaluate each course instructor, course content, and clinical site through use of evaluation forms. The evaluations are managed according to BHCLR Policy and established process. The student is assured of anonymity, thus encouraging his or her participation in the evaluations. If a student is of the opinion that the process should be improved the director of BHCLR welcomes suggestions for improvement.

The processes, summarized, presents an objective process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are available for a designated time period. Each student enrolled in a Baptist Health College Little Rock (BHCLR) course is required to complete the respective course, faculty and clinical site evaluations prior to receiving a final course grade.

Seniors provide additional data through an established process.

## **PROGRESSION AND PROMOTION**

Progression and promotion policies give direction for the retention of high quality student, as he/she progresses through the program of studies. In addition, the individualized Educational Plan received on entry serves as a “roadmap” and must be followed as written.

A student is expected to satisfactory fulfill requirements and follow guidelines for each course as identified in the course syllabi and packets in order to progress within, promote through and graduate from the program of study.

1. Course requirements include clinical laboratory, if applicable, nursing skills laboratory, if applicable and theory grades, course objectives, special assignments, attendance and other projects and activities, etc. as assigned. See specific course syllabi.
2. The minimum final grade in all courses for progression is a ‘C’ (77%) in theory and “S” in the clinical laboratory and if applicable nursing skills laboratory.
3. Each student receives an Educational Plan that must be followed to ensure progression and promotion through the program of study and graduate on schedule.
  - 3.1 If a student does not follow the Educational Plan their status will be changed by the coordinator from full-time to academic suspension.
  - 3.2 If a student chooses to not follow the Educational Plan, and does not receive written approval from respective coordinator for the change, neither progression nor promotion will occur, until the student provides evidence that he/she is in compliance with the Educational Plan.
  - 3.3 Written approval to deviate from the Educational Plan from the respective coordinator is required. Otherwise, the student’s continuation in the program and planned graduation is at risk.
4. A student who does not achieve the minimum required grade of ‘C’ in a nursing course, and later on does not achieve the minimum final grade of ‘C’ in the same or a different nursing course may not continue in the program and will not be eligible for reentry.

5. A student who does not achieve a final grade of 'C' in a required general education or science course, repeated once will be reviewed by the appropriate selection committee for continued enrollment.
6. A student who does not achieve the minimum required grade of 'C' in a repeated nursing course will be reviewed by the selection committee for continued enrollment and reentry. The final grade considered is the grade made prior to grievance or remediation.
7. Only those students who have submitted an official college transcript reflecting a final grade of 'C' or higher in an approved Anatomy and Physiology (full body system) course and received approval, prior to registration for semester I, will be exempt from taking BHCLR-SPN Anatomy and Physiology.
8. A student who fails to achieve a final course grade of 'C' (77%) in a repeated nursing course the second time will be academically dismissed.
9. A student who fails to achieve both a final course grade of 'C' (77%) in a nursing course, and subsequently fails to achieve a final course grade of 'C' (77%) in a different nursing course will be academically dismissed.
10. Criminal background checks (Arkansas and FBI) are completed at designated times during the year (to comply with clinical facility requirements).
11. Progression or promotion is possible on outcome of Academic Grievance with an amended grade.

## **Progression**

### **Freshman:**

1. A freshman may progress to the sophomore status after satisfactory fulfillment of all freshman requirements.
  - 1.1 A freshman must satisfactory fulfill PNSG 1111 Basic Nursing course requirements.
    - 1.1.1 A freshman must achieve a "C" (77%) in the theory and an "S" (Satisfactory) nursing skills laboratory component of Basic Nursing in order to progress to Basic Nursing clinical component.
    - 1.1.2 A freshman may progress to PNSG 1408 Medical Surgical Nursing I, PNSG 1501 Gerontological Nursing, and PNSG 1601 Mental Health Nursing after satisfactory fulfillment of PNSG 1111 Basic Nursing course requirements.
  - 1.2 A freshman must be enrolled in PNSG 1204 Pharmacology I, PNSG 1303 Anatomy and Physiology and General Education and Science Nutrition course.

### **Sophomore:**

1. A sophomore may progress to junior status after satisfactory fulfillment of all sophomore level requirements.
  - 1.1 A sophomore must satisfactory fulfill course requirements for all semester I courses in order to progress to semester II.
  - 1.2 A sophomore must achieve a final grade of 'C' in all semester I courses and general education and science Nutrition course, and an "S" (satisfactory) in all course clinical and nursing skills laboratory components.

- 1.2.1 A student must submit an official college transcript, reflecting a final grade of “C” or higher, in an approved Nutrition course prior to registration for and progression to BHCLR-SPN semester II.
- 1.2.2 A student enrolled in general Education A & P II must submit an official college transcript, reflecting a final grade of “C” or higher, in an approved Anatomy & Physiology II course prior to registration for and progression to BHCLR-SPN semester II.
- 1.3 Take required national standardized examinations and complete required remediation, if applicable.
- 1.4 Current Immunization record,
- 1.5 Current CPR.

**Junior:**

- 1. A junior may progress to senior status after satisfactory fulfillment of all junior level requirements.
  - 1.1 A junior must continue to be enrolled in Semester II courses at the eleventh week of study.
  - 1.2 Current immunization record.
  - 1.3 Current CPR.

**Senior:**

- 1. A senior may be promoted to graduation candidate status after satisfactory fulfillment of all senior course requirements, graduation requirements, school requirements and BH requirements (if any).
  - 1.1 A student must satisfactory fulfill course requirements for all semester II courses in order to progress to graduate candidate status.
  - 1.2 Take required national standardized examinations, complete required remediation, if applicable.
  - 1.3 Complete the National Standardized examination and all associated remediation requirements.
  - 1.4 Current immunization record.
  - 1.5 Current CPR.

**Graduate:**

- 1. A graduate candidate achieves graduate status after all requirements for graduation are fulfilled.
- 2. A student must satisfactorily fulfill school requirements for freshmen, sophomore, junior and senior classification in order to progress to graduate candidate status.

**Non-graduate:**

A student not clearing for graduation, because of non-academic reasons which include, but not limited to: photograph for composite display; financial outstanding balance; official transcript; not providing all documents and fees for NCLEX and Arkansas Temporary Permit and License; and additional information being required by the school shall be reclassified to non-graduate status, thirty (30) calendar days after commencement date. Thereafter, all reentry policies and requirements apply.

A student must complete the program of study according to their Educational Plan initiated on entry. Remediation of deficiencies (Incomplete "I" grade, community service hours, other) within two (2) months after the scheduled graduation date, will be required, at student expense, to complete additional academic requirements as determined by the faculty. The additional academic requirements may include, but not be limited to, the following:

1. retake nursing course(s) with success,
2. retake National Standardized examination if required by coordinator, and achieve required score,
3. complete supervised hours of NCLEX-PN examination practice questions on the computer,
4. complete an additional comprehensive nursing review course, approved by the school, successfully and satisfactorily with full attendance record,
5. settle all outstanding financial balances to BH, BHCLR and BHCLR-SPN,
6. complete official school clearance process,
7. achieve a required score, as determined by the faculty, on a nursing comprehensive exit examination if required by coordinator.
8. remediate additional nursing courses as specified with success.

Once the deficiencies and additional academic requirements and all school requirements for graduation are completed satisfactorily, the non-graduate status will be removed and the student will be considered by the faculty for graduate candidate status.

**Promotion:**

A student may be promoted through the program of study and graduate on the basis of faculty recommendation for graduate candidate status by the following criteria:

1. achieve at least a minimum final grade of "C" in all required courses, "S" in all course clinical and nursing skills laboratory components,
2. fulfill school requirements, and
3. fulfill graduation requirements.

**Freshman:**

1. **The MMR (Measles, Mumps, and Rubella) immunizations:** must be completed and documentation submitted by each incoming student before attending classes. Students born before January 1, 1957, are required to provide proof of one (1) MMR; students born after January 1, 1957, must provide proof of two (2) MMR's. If unable to provide proof of MMRs, documentation of a MMR titer is allow but must show immunity to three (measles, mumps, and rubella) or the MMR immunizations must be obtained.

2. **Varicella (chickenpox):** Students are required to have documentation of two (2) Varicella (chicken pox) immunizations or proof of immunity to varicella by providing a copy of the results of a Varicella titer showing immunity.
3. **The PPD (TB) skin test:** must be completed within 30 days of the first day of class. If a student has a positive PPD, the student will obtain a T-spot (blood draw). If the results of the T-spot are positive, the result must be reported to the Arkansas Health Department (ADH). The student must provide a clear health card from the ADH to be allowed to remain in the program.
4. **Hepatitis B immunizations:** must be completed or the first shot in the series of required three shots has been documented. If a student wishes to waive the Hepatitis B requirement, the student must obtain a BHCLR Hepatitis B waiver form, which must be filled out, **signed by a physician, and notarized.**
5. **The Tetanus immunization:** is required and documentation must reflect a booster shot within the last ten (10) years.
6. current cardiopulmonary resuscitation (CPR), Healthcare Provider Course, American Heart Association standards, prior to first clinical laboratory experience,
7. take required national standardized examinations, complete required remediation, if applicable.
8. be in full compliance with Educational Plan.

**Sophomore:**

1. **The MMR (Measles, Mumps, and Rubella) immunizations:** must be completed and documentation submitted by each incoming student before attending classes. Students born before January 1, 1957, are required to provide proof of one (1) MMR; students born after January 1, 1957, must provide proof of two (2) MMR's. If unable to provide proof of MMRs, documentation of a MMR titer is allow but must show immunity to all three (measles, mumps, and rubella) or the MMR immunizations must be obtained.
2. **Varicella (chickenpox):** Students are required to have documentation of two (2) Varicella (chicken pox) immunizations or proof of immunity to varicella by providing a copy of the results of a Varicella titer showing immunity.
3. **The PPD (TB) skin test:** must be completed within 30 days of the first day of class. If a student has a positive PPD, the student will obtain a T-spot (blood draw). If the results of the T-spot are positive, the result must be reported to the Arkansas Health Department (ADH). The student must provide a clear health card from the ADH to be allowed to remain in the program.
4. **Hepatitis B immunizations:** must be completed or the first shot in the series of required three shots has been documented. If a student wishes to waive the Hepatitis B requirement, the student must obtain a BHCLR Hepatitis B waiver form, which must be filled out, **signed by a physician, and notarized.**
5. **The Tetanus immunization:** is required and documentation must reflect a booster shot within the last ten (10) years.
6. current cardiopulmonary resuscitation (CPR), Health Care Provider Course American Heart Association standards, and present card prior to first clinical laboratory experience,

7. take required national standardized examinations and complete required remediation, if applicable,
8. be in full compliance with Educational Plan.

**Junior:**

1. **The MMR (Measles, Mumps, and Rubella) immunizations:** must be completed and documentation submitted by each incoming student before attending classes. Students born before January 1, 1957, are required to provide proof of one (1) MMR; students born after January 1, 1957, must provide proof of two (2) MMR's. If unable to provide proof of MMRs, documentation of a MMR titer is allow but must show immunity to all three (measles, mumps, and rubella) or the MMR immunizations must be obtained.
2. **Varicella (chickenpox):** Students are required to have documentation of two (2) Varicella (chicken pox) immunizations or proof of immunity to varicella by providing a copy of the results of a Varicella titer showing immunity.
3. **The PPD (TB) skin test:** must be completed within 30 days of the first day of class. If a student has a positive PPD, the student will obtain a T-spot (blood draw). If the results of the T-spot are positive, the result must be reported to the Arkansas Health Department (ADH). The student must provide a clear health card from the ADH to be allowed to remain in the program.
4. **Hepatitis B immunizations:** must be completed or the first shot in the series of required three shots has been documented. If a student wishes to waive the Hepatitis B requirement, the student must obtain a BHCLR Hepatitis B waiver form, which must be filled out, **signed by a physician, and notarized.**
5. **The Tetanus immunization:** is required and documentation must reflect a booster shot within the last ten (10) years.
6. current cardiopulmonary resuscitation (CPR), Health Care Provider Course, American Heart Association standards and present card prior to first clinical laboratory experience,
7. take required national standardized examinations and complete required remediation, if applicable,
8. be in full compliance with Educational Plan.

**Senior:**

1. **The MMR (Measles, Mumps, and Rubella) immunizations:** must be completed and documentation submitted by each incoming student before attending classes. Students born before January 1, 1957, are required to provide proof of one (1) MMR; students born after January 1, 1957, must provide proof of two (2) MMR's. If unable to provide proof of MMRs, documentation of a MMR titer is allow but must show immunity to all three (measles, mumps, and rubella) or the MMR immunizations must be obtained.
2. **Varicella (chickenpox):** Students are required to have documentation of two (2) Varicella (chicken pox) immunizations or proof of immunity to varicella by providing a copy of the results of a Varicella titer showing immunity.
3. **The PPD (TB) skin test:** must be completed within 30 days of the first day of class. If a student has a positive PPD, the student will obtain a T-spot (blood draw). If the results of the T-spot are positive, the result must be reported to the Arkansas Health Department (ADH). The student must provide a clear health card from the ADH to be allowed to



remain in the program.

4. **Hepatitis B immunizations:** must be completed or the first shot in the series of required three shots has been documented. If a student wishes to waive the Hepatitis B requirement, the student must obtain a BHCLR Hepatitis B waiver form, which must be filled out, **signed by a physician, and notarized.**
5. **The Tetanus immunization:** is required and documentation must reflect a booster shot within the last ten (10) years.
6. current cardiopulmonary resuscitation (CPR), Health Care Provider Course, American Heart Association standards and present card prior to first clinical laboratory experience,
7. community service, 3 hours,
8. complete first job placement survey form,
9. achieve the required score on the National Standardized Exit Examination.
10. A senior who does not complete the Educational Plan as scheduled and did not receive written approval from Coordinator to deviate will be reclassified from a full-time student to a non-graduate. Application for reentry is required in order to be considered for resumption of study. Reentry is not guaranteed.

### **Commencement Requirements for students choosing to participate in Commencement Ceremony**

BHCLR will hold two annual commencement ceremonies, in June and December.

BHCLR-SPN graduates have the following requirements:

1. participate in commencement ceremony, and
2. wear required school attire at ceremony.

### **Graduation Requirements**

Each student must fulfill established requirements for graduation from the program.

1. Meet Progression and Promotion requirements for Program of Study.
2. Graduate candidate status conferred by faculty.
3. Complete Educational Plan as scheduled.
4. Take all required standardized examinations, complete required remediation, if applicable and make the required score on the final National Standardized examination.
5. Complete Graduate Clearance Process.
  - 5.1 Financial account: No outstanding balance with BH, BHCLR or BHCLR-SPN.
    - 5.1.1 Only cash, money order or certified check, no personal check will be accepted within thirty (30) days of graduation.

- 5.2 School Office: Completion of class officer clearance form, if applicable.
- 5.3 Learning Resource Center and BHMC Library: Return all books and reference material to the Baptist Health libraries or learning resource center.
- 5.4 Identification badge: Returned.
- 5.5 BHCLR Counseling Center: No outstanding balance.
- 5.6 Parking Fine(s): No outstanding balance.
- 5.7 Curriculum complete: Satisfactory demonstration of Program Objectives, Essential Functions and Technical Standards. Curriculum completed according to Progression and Promotion Policy.
- 5.8 Computerized charting: Password removed.
- 5.9 Locker Clearance: Locker clear and lock removed.
- 5.10 Graduation requirements complete.
- 6. Have class and individual composite pictures taken.
- 7. Complete three (3) community service hours and submit documentation verifying completion.
- 8. Participate in the Commencement Ceremony, wearing approved attire and following dress code guidelines, as required based on month of Graduation.
- 9. If a permanent resident, submit current documents so reflecting.
- 10. Complete the Criminal Background Check Report (CBCR), as required by Arkansas State Board of Nursing; (Schools of Nursing specific).
- 11. The school's diploma, pin, and transcript are not to be released until all of the above requirements have been met.
  - 11.1 An additional processing fee is charged if Graduation requirements are not completed on published end of program date.

**School Requirements:**

- 1. Entry tuberculin skin test, MMR, tetanus and Varicella,
- 2. Hepatitis B vaccine (series of three inoculations started prior to first clinical laboratory experience); a student who chooses not to receive the hepatitis B vaccine will sign a waiver of school responsibility.
- 3. Current Cardiopulmonary Resuscitation (CPR), Health Care Provider completion, American Heart Association Standards, prior to first clinical laboratory experience, and must be current during all clinical experiences,
- 4. Meet attendance requirements,
- 5. Settle financial obligations with school and Baptist Health,

5. Complete clearance process(es),
6. Exit interview, as indicated,
7. Participate in commencement ceremony, as required based on month of Graduation,
8. Personal and professional student development: Overall student behavior record reflects: BHCLR-SPN Values; BH Code of Ethical Conduct, a positive and cooperative attitude; capability to benefit from counseling or advising services; compliance with policies of BH, BHCLR-SPN, clinical and other affiliating agencies, and demonstrate an understanding of the scope of practice for the practical nurse,
9. Graduate candidate status conferred by faculty,
10. Complete all national standardized examinations as scheduled. See specific course syllabi,
11. Complete three (3) community service hours,
12. Settle financial obligations with BH, BHCLR and BHCLR-SPN, &  
Provide evidence of placement for first employment.

#### **REENTRY FOR RESUMPTION OF STUDY**

Please see the Academic Information section of the BHCLR Catalog for information about reentry into the program of study.

## **STANDARDIZED EXAMINATIONS**

### **Evolve Reach Specialty Examinations**

The purpose of each specialty examination is to measure student comprehension of nursing knowledge and 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 specialty examinations as scheduled for progression in the program and promotion to graduate candidate status. The specialty examination dates are published in the syllabi of the respective course. Semester I specialty examination(s) and remediation must be complete before progression to Semester II, refer to progression and promotion policy. Semester II specialty examination(s) and remediation must be complete before progression to graduate candidate status.

Students not taking all specialty examinations and/or not successfully completing required remedial work will be considered for academic action by the school.

Process:

1. The student is required to take all Specialty Examinations. The examinations are scheduled throughout the program of study, beginning with freshman and continuing to the senior level.

The cost of the specialty examinations are included in the school's testing fee paid at each semester registration.

2. Student will be required to independently access and complete remediation material as identified on the Specialty Examination results or specified by course faculty.

Student will be required to submit printed documentation of completion of remediation activities to designated faculty.

3. Student must not schedule an employment orientation and/or an employment start date until all Specialty Examinations have been taken and remediation activities have been successfully completed.

### **ATI Comprehensive Predictor Examination**

Students are required to take a comprehensive national standardized examination which assists in preparation for the NCLEX examination upon graduation from the program. Students are expected to complete all required ATI remediation activities as described in the ATI guidelines located in the course syllabi.

### **STUDENT CLASSIFICATION**

An individual is classified according to the level of study associated with the program. Student classification is determined by placement in curriculum.

1. Students in semester I, enrolled in PNSG 1108 are classified as freshman.
2. Students in semester I, having successfully completed PNSG 1108 and enrolled in remaining semester I courses, are classified as sophomore.
3. Students in the first eleven weeks of semester II are classified as junior.
4. Students in the last eleven weeks of semester II are classified as senior.
5. Nursing: enrolled in nursing courses; considered a full-time student.
6. Non-graduate: not enrolled in active study and has not completed the program of studies, or has not fulfilled all requirements for graduation.
7. Graduates: Successfully completed the program of studies and fulfilled all requirements for graduation.



## **STUDENT DIRECT EXPENSE**

The direct cost for nursing education, in addition to tuition, course fees, textbooks, uniforms and resource materials, includes expenses for other services and activities. See BHCLR – Schools of Nursing Cost Plan located at <https://www.bhclr.edu/userfiles/pdfs/Nursing%20Cost%20Sheet.pdf>

Student direct cost for the overall program expenses are collected at registration(s) and include required tuition and fees payable to Baptist Health College Little Rock – School of Practical Nursing.

Fees include cost associated with such items as registration, criminal background check, activity, parking, technology, testing, special events and Criminal Background Check for licensure purposes.

Expenses paid to outside vendors include cost associated with immunizations, textbooks, supplies and professional fees. Professional fees include National Council Licensure Examination-Practical Nursing (NCLEX-PN), Arkansas State Board of Nursing (ASBN) Licensure application, and temporary permit fee.

Cost for required college level general education courses are paid directly to the college or university of attendance.

## **TRANSFER CREDITS**

Transfer credit may be accepted for Anatomy & Physiology and Nutrition course(s) in which a final grade of “C” or above is achieved at an accredited college or university. Transfer credit must be approved by coordinator through established process. Course content must be substantially equivalent to course required by BHCLR-SPN.

### **Process:**

Applicant/student requesting transfer of credits must submit the following required documents to the coordinator.

1. Complete Transfer Request Form requesting transfer credit for specific course.
  - 1.1 Official college transcript with final grade of ‘C’ or higher in course(s) being reviewed.
  - 1.2 Course description(s) from the college or University, if requested.
2. Coordinator reviews submitted materials and makes final decision regarding approval/denial of transfer credits.
3. Course credit will be awarded after submission and approval of all required documents.
4. Applicants who are granted transfer credit are exempt from approved course(s).

## **CURRICULUM**

The Baptist Health College Little Rock- School of Practical Nursing Professional Curriculum is available in the BHCLR Catalog at [www.bhclr.edu](http://www.bhclr.edu).

## **STUDENT GOVERNANCE**

1. The school’s form of student governance is a Student Government Organization.
2. The BHCLR grant each class the privilege to self-govern within the Values, policies and

philosophies of the school and BH.

3. School policies and Student Government Rules of Procedure provide the framework for conduction of business, projects and activities.
4. BHCLR grants to each class the privilege of representation on specified BHCLR standing committees.
5. Class presidents serve as student representatives on the grievance panel for situations involving a student with the same classification on their respective campus.
6. Class meetings and activities are scheduled by the president when classes are not in session. School policies and student class government rules of procedure provide the framework for conduction of business, projects and activities.
7. A class may conduct fund raising activities as approved by the Dean of Nursing or designee. Class funds may be used only for purposes recommended by the class and approved by the BHCLR respective Coordinator or Dean of Nursing or designee.

### **STUDENT GOVERNMENT RULES OF PROCEDURE**

The School provides the opportunity for students to participate in their own government into the overall operation of the school and have input in the management of the School. Through the participation a student experiences leadership, citizenship development and the democratic process as part of their professional and personal growth. In addition, the school demonstrates a high degree of value and esteem held for students.

#### **ARTICLE I- NAME**

The name of the student government organization shall be the BHCLR-SPN Student Government Organization.

#### **ARTICLE II- PURPOSE**

The purpose of Student Government Organization is to provide an arena for conducting class business, participation on school committees, development of leadership skills and to make contributions to continuous improvement of the school.

#### **ARTICLE III- GOAL**

The overall goal of the Organization shall be to encourage each student to participate in the democratic process by working together toward common goals and problem solving.

#### **ARTICLE IV- FUNCTIONS**

1. Elect class officers to facilitate democratic leadership;
2. Conduct class meetings in an organized manner;
3. Promote active student participation through open communications;
4. Represent class members during committee meetings.

#### **ARTICLE V- MEMBERSHIP**

Membership in the Organization shall consist of students from BHCLR-SPN and faculty class sponsor(s). Each class elects their own officers. Faculty class sponsor(s) volunteer for the position.



## **ARTICLE VI- OFFICERS**

Officers of each class shall be elected. Officers must maintain at least a 2.0 grade point average (GPA). Officers include:

1. President,
2. Vice President,
3. Secretary/ Treasurer
4. Historian/ Social Director, and
5. Faculty Class sponsor (s)

Any elected class officer may attend meetings and participate on the Baptist Health College Little Rock Student Development Committee, the Baptist Health College Little Rock Retention and Special Events Committees.

## **ARTICLE VII: DUTIES OF OFFICERS**

### Section I: President

The President shall:

1. schedule and preside over class meetings,
2. serve as organizer of meetings,
3. establish agenda,
4. facilitate communication between class, sponsor, school administration,
5. schedule meeting with sponsor and announces to class,
6. serve on grievance panel according to Baptist Health College Little Rock policy,
7. sign all class meetings minutes with secretary,
8. vote only to break tie,
9. count any monies collected with secretary/ treasurer and faculty class sponsor,
10. cosign all receipts of funds collected by class,
11. attend BHCLR-SPN meetings, as indicated,
12. complete officer clearance form prior to graduation.

### Section 2: Vice President

The Vice President shall:

1. in the absence of the president, assume all duties, authority and responsibility of the president,

2. assist with organization of class meetings,
3. assist president with agendas and handouts, for meetings,
4. maintain order during meetings,
5. assume the responsibility of the presidency, permanently, if the president cannot retain the position,
6. vote on all issues,
7. attend Special Events Committee meetings,
8. complete officer clearance form prior to graduation. Section

### Section 3: Secretary/ Treasurer

The secretary/ treasurer shall:

1. record the minutes of each class meeting,
2. read minutes of prior meeting,
3. maintain class records,
4. attend all class meetings or arrange for one of the officers as a substitute to take minutes,
5. correspond with designated persons on behalf of class,
6. manage class funds in an orderly, ethical, trustworthy, and legal manner,
7. establish and maintain a receipt book with sequential numbers on the receipts (obtained from school office),
8. open a checking account in the name of the class designated by its graduation year (two signatures are required for deposits and withdrawals: The Treasurer's and one signature of faculty class sponsor name must be on account),
9. reconcile all funds collected and co-sign receipts with Baptist Health College Little Rock, bookkeeper,
10. balance receipt book and reconcile with faculty class sponsor each month and verify balance with deposits reflected on the monthly statement provided by the bank,
11. completes officer clearance form prior to graduation. Section

### Section 4: Historian/ Social Director

The historian/ social director shall:

1. assist in planning of student activities,
2. chair committee to compile historical records, as indicated,
3. obtain pictures of all peers for scrapbook, if voted to maintain book,

4. present scrapbook to school on completion of school year,
5. complete officer clearance form prior to graduation.

#### Section 5: Faculty Class Sponsor

The faculty class sponsor shall:

1. be a faculty member employed by BHCLR-SPN that has volunteered for position,
2. preside over election of officers and further class business,
3. attend all class meetings,
4. serve as resource for all activities,
5. notify class officers of BHCLR meeting dates,
6. count, and reconcile all funds collected with Secretary/ Treasurer, and President, monthly.
7. deposit all income into the class treasury checking account within one week of collection.

#### **ARTICLE VIII- TERMS OF OFFICERS**

Officers elected for the Organization shall serve the entire length of the program of studies.

#### **ARTICLE IX- MEETINGS**

Activities and meetings shall be conducted within the framework of school policies and Student Government Rules of Procedure. Attendance is strongly suggested in order to fulfill the purpose and achieve the Goal of the Student Government Organization. Class meetings and activities are scheduled by the President when course classes are not in session.

#### **ARTICLE XI- QUORUM**

Members attending Student Organization Meetings shall be considered quorum.

#### **ARTICLE XII- ELECTIONS AND VOTING**

##### SECTION 1- ELECTIONS

Nominations by the student body shall be made. Officers shall be elected within four (4) weeks following entry registration.

##### SECTION 2- VOTING

Elections shall occur through secret ballot. Voting outcomes shall be tallied by two faculty class sponsors. A report shall be prepared by faculty class sponsor and submitted to program director, assistant director, and director.

#### **ARTICLE XIII- VOTING ON CLASS ISSUES**

The majority rule will prevail during class meetings. A minimum vote of 51% of class members attending will determine passage of a motion. Class business voting is by show of hands, voice vote or as designated by president. Certain business matters requiring a vote can be made by secret ballot if agreed upon by 51% of those present.

#### **ARTICLE XIV- VACANCY OF OFFICE**

In the event the president is unable to complete service of elected term of office, the vice president shall assume full duties and responsibilities of the office. A special election shall be held to fill the position of vice president within two (2) weeks after the presidential vacancy occurs.

In the event of vacancies in other offices, a special election shall be held within two weeks after the vacancy occurs.

#### **ARTICLE XV- CLASS DUES**

The decision to collect class dues and the amount thereof, shall be voted on by each class, for that class, at the first class meeting.

#### **ARTICLE XVI- AMENDMENTS**

Student Government Rules of Procedure may be amended, adopted or repealed as recommended by the student body at any student organization meeting or regular class meeting. The recommendation then is forwarded to the respective BHCLR-SPN team for consideration. Revisions shall become effective after adoption by the total student body, BHCLR –SPN faculty Organization and final approval by the Dean of Nursing.

#### **ARTICLE XVII- PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, current edition, will prevail as Parliamentary authority during meetings.

## **DEFINITIONS**

### **Academic Advising:**

Guiding students during their progression through the Program of Study.

### **Academic Dismissal:**

Administrative termination of student's academic relationship with school.

### **Academic Probation:**

Status assigned indication student is at risk for continued enrollment in school for academic reasons. It usually carries conditions which must be fulfilled before status is removed.

### **Academic Suspension:**

Removal from school campus for a defined period of time because of academic performance. Counseling, treatment, remedial work and other condition(s) may be set forth before resumption of study is allowed.

### **Academic Year:**

The annual period of sessions of Baptist Health College Little Rock beginning in January or July and Ending in December or June.

### **Accountability:**

Refers to the state of being answerable and liable for the quality and quantity of own actions.

### **Adjunct Faculty - Non-teaching:**

One who facilitates fulfillment of the Mission, Goals, and Vision of Baptist Health and Baptist Health College Little Rock by exemplifying the Baptist Health Values, assisting teaching faculty in administering tests to applicants and students and end of course evaluations according to established guidelines.

### **Adjunct Faculty - Teaching:**

One who facilitates fulfillment of the Mission, Goals, and Vision of Baptist Health and Baptist Health College Little Rock by exemplifying the Baptist Health Values and temporarily assisting course teaching faculty in instruction and clinical supervision of students as the need arises.

### **Administrative Dismissal:**

Administrative termination of student's relationship with the school.

### **Administrative Probation:**

Status assigned indicating student is at risk for continued enrollment in school based on performance in academics in student pre-professional development.

### **Administrative Suspension:**

Removal from academics, student development activities and school campus for a defined period of time. Counseling, treatment, remedial work and other condition(s) may be set forth before resumption of study.

### **Administrative Withdraw:**

Status assigned indicating a student's behavior is not in keeping with school policy and values.

### **Adult Education:**

The teaching and learning process that results in knowledge, growth and development in responsible, self-directed individuals.

### **Advisor:**

One who advises, encourages, counsels, cautions, warns, recommends and apprizes students.

### **Advocacy:**

The act of demonstrating Baptist Health College Little Rock's values of Service, Honesty, Respect, Stewardship and

Performance while assisting the healthcare system to improve the quality and delivery of healthcare.

**Advocate:**

One who assists the patient, consumer or client to achieve a state of optimum wellness.

**Affiliating Institutions:**

An established organization with which Baptist Health and/or College are closely associated. The association may be formal or informal with written agreements.

**Attrition**

Voluntarily withdrawn, administratively withdrawn or dismissed no longer eligible to return to study; beyond 1.5 length of program.

**Break Week:**

A five school day period when students do not attend class or clinical laboratory.

**Caring:**

A response to others in a manner that expresses awareness and respect for a person as an individual.

**Cheating:**

A form of dishonest conduct that includes, but not limited to, behaviors prior to, during and after the taking of a course examination; a course work and any other acts that are generally considered to be attempts to give one an unfair benefit of achieving the minimum required or higher score, grade or evaluation.

**Christian Values:**

Beliefs and standards for living which are taken from the characteristics exemplified in the life of Christ and include but are not limited to the Schools Values.

**Class:**

A Cohort group sharing the same definite graduation year.

**Clinical Laboratory:**

An environment which provides actual learning experiences and opportunities to apply theoretical knowledge to nursing practice.

**Clinical Laboratory Contact Hour:**

A scheduled clock hour of faculty-supervised practice in the clinical laboratory setting in a clinical seminar.

**Collaborating:**

The interactive relationship among individuals who share the same goals, philosophy and purpose; who understand each other's professional and personal skills; and who value each other's unique characteristics.

**Commencement:**

The ceremony in which the diploma and the school pin may be awarded.

**Commitment:**

A complex affective response characterized by a convergence between one's desires and one's obligations, and by a deliberate choice to act in accordance with them.

**Communicating:**

Passing a message from sender to receiver with the expectation that the information exchanged will be understood as the sender intended.

**Community:**

Groups of individuals living in an area, having a common interest, or belonging to the same organization.

**Competency:**

The ability to apply in practice situations the essential principles and techniques of nursing and to apply those concepts, skills and attitudes required of all nurses to fulfill their role, regardless of their specific position or responsibility.

**Competent:**

Achieved Baptist Health College Little Rock curriculum objectives at a satisfactory level; the ability to practice safely by applying theoretical knowledge through professional skills and tasks according to established standards and principles.

**Consistent Progress:**

Steady movement toward achievement of course objectives; evidence of progressive personal and pre-professional development.

**Consumer:**

One who uses the services of the healthcare system.

**Consumer Education:**

Providing information to individuals or groups who utilize health services to enable them to make decisions about health promotion, maintenance, and restoration.

**Contact Hours:**

A period of time in which there is instructor-student contact in either the classroom, nursing skills laboratory or clinical laboratory.

**Continuous Improvement:**

Enhanced value or excellence that is uninterrupted.

**Corrective Action:**

Action(s) taken by the school or designees to modify or correct a student's unprofessional conduct, may include verbal coaching up to administrative dismissal for cause.

**Coordinating:**

The process of linking together the various health team members and guiding their activities toward the achievement of mutual goals.

**Counseling:**

To assist the student to attain optimum personal growth and development.

**Course:**

A series of interrelated studies which begins and ends within a defined time frame and may include practical application and/or experiential learning.

**Credit hours:**

Number of hours credited are based on national standards or formulas established by the schools.

**Crime:**

All criminal offenses including misdemeanors. Not limited to felonies. DWI is considered a crime by BH and BHCLR.

**Critical Thinking:**

Skills in reasoning, analysis and decision making relevant to the discipline of nursing.

**Culture:**

A shared, learned, symbolic system of values, beliefs and attitudes that shapes and influences perception and

behavior.

**Cultural Sensitivity:**

Variations in a population with beliefs, values and traditions which guide behaviors.

**Cumulative Number First Time Entry**

Total cohort selected to enter for full -time study.

**Curriculum:**

Course offerings that make-up the program of study.

**Curriculum Cycle:**

The time period between which a course is initially offered in an academic year until the course is offered again the next academic year.

**Curriculum Plan:**

The list of courses, the academic credit they carry and the suggested sequencing.

**Customer Satisfaction:**

The contentment one experiences from receiving a service.

**Developmental Level:**

The maturation of an individual determined by life experiences and individual achievements.

**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. BHCLR uses the following definitions to describe methods of delivery. If a course is a hybrid or distance education course, this information will be provided in a statement following the course description in the BHCLR catalog.

**Distance Education Course:**

A distance education course is a formal educational process in which all of the instruction occurs when a student and instructor are separated by place and/or time. Instruction may be synchronous or asynchronous and may employ audio, video, or other computer technologies.

**Distance Education Technology:**

An educational delivery technology that employs an online education software platform. Examples include Blackboard and Moodle educational software.

**Educational Plan:**

A plan developed for a student enrolled in BHCLR that must be tolerated in order to meet graduation requirements.

**Educational Program:**

The totality of school activities derived from the philosophy that are designed to achieve specific educational goals.

**Educational Unit:**

A component of Baptist Health that focuses on classroom instruction and supervised practice in healthcare settings.

**Enrolled**

Registration process completed, listed on the initial course roll and attended first class day of nursing course.

**Environment:**

The sum total of all the conditions and elements that make-up the surroundings and influence the development of an individual.



**Essential Psychomotor Skills:**

Skills which every student must perform safely prior to progression and/or promotion.

**Ethical Principles:**

A framework for decision making based on a set of values and a moral code.

**Evaluation:**

Systematic method of reviewing the planned and implemented scheme or design to assess the attainment of specific objectives.

**Faculty (Teaching):**

One who facilitates fulfillment of the Mission, Goals, and Vision of Baptist Health and Baptist Health College Little Rock by exemplifying Baptist Health Values, educating students for entry into health professions and participating in Continuous Quality Improvement. Their principal responsibility is to prepare competent graduates.

**Faculty (Non-Teaching):**

One who facilitates fulfillment of the Mission, Goals and Vision of Baptist Health and Baptist Health College by exemplifying Baptist Health Values, assisting teaching faculty in testing registered nurse applicants and students and participating in admission and recruitment activities.

**Families:**

Units of interacting persons related biologically and/or non-biologically whose central purpose is to create and maintain a common culture which promotes the physiological, psychological, social, cognitive and spiritual development of each of its members.

**First Time Entry (FTE)**

Registered for the first time as a nursing student.

**Formal (experiences):**

Student learning experiences which are scheduled or assigned by faculty.

**Full-Load:**

Enrolled in the total number of required courses - as reflected in the program of study - offered during a semester.

**Full-time Student:**

Enrolled in 12 or more credit hours per Fall or Spring semester and 6 or more credit hours per Summer Semester; on graduation track and course load of credit hours may not reflect full-time student load.

**Goal:**

The desired outcome of effort expended.

**Good Standing Status:**

Behavior and performance reflect: 1) fulfillment of academic requirements, 2) compliance with school, hospital and agency policies, 3) the Student Honor Code, 4) School Values, 5) Baptist Health Code of Ethical Conduct and 6) no financial obligations outstanding.

**Graduate:**

One who fulfilled all requirements of the respective Baptist Health School of enrollment.

**Graduation:**

The awarding of a diploma and the appropriate School Pin signifying the successful completion of the Program of Study and fulfillment of all graduation requirements; not always simultaneous with Commencement Ceremony.

**Groups:**

A number of Individuals considered together because of certain similarities.

**Health:**

State of physical, mental, social, and spiritual wellness rather than merely the absence of disease.

**Healthcare:**

Services for promoting, maintaining, and restoring the health of individuals, families, and groups within the community.

**Healthcare Needs:**

Physiological, psychological, social, cognitive and spiritual requisites for achieving and maintaining optimum wellness.

**Healthcare Settings:**

Any environment in which healthcare is provided.

**Healthcare System:**

An organized network for providing services for promoting, maintaining and restoring the health of individuals, families and groups within the community.

**Healthcare Team:**

Several individuals working together, who may be from different health disciplines, having predetermined outcome.

**Health Teaching:**

A process by which individuals, families and groups are assisted to achieve and maintain optimum wellness. This can occur through the use of formal or informal methods.

**Honesty:**

Adherence to the moral values of fairness, integrity and honor in all relationships as a major priority (as defined by Baptist Health).

**Hybrid/Distance Education Course Expectations:**

While hybrid and distance education courses provide increased flexibility and convenience to students, the course work is not self-paced. The requirements in hybrid and distance education courses are completed within a predetermined timeframe according to the respective course syllabi. Hybrid and distance education 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 distance education courses are expected to be accountable, motivated, and able to work independently. Active and frequent participation in the hybrid or distance education course is crucial to academic success. For both hybrid and distance education 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 enrolled in hybrid courses are required to attend all face-to-face activities related to the hybrid course.

**Hybrid Education Course:**

A hybrid education course is a formal educational process in which instruction is delivered through a combination of both face-to-face instruction and distance education technology. The face-to-face components may incorporate experiences such as examinations, theory, and/or clinical experiences when the student is required to be present on campus or at an associated clinical affiliate.

**Illness:**

A Condition marked by deviation from the normal state of health

**Indicator:**

Specific descriptor of clinical behavior that contributes to the measurement of student's ability to apply theory and skills in the clinical laboratory practice settings.

**Individuals:**

Single human being.

**Informal (experiences):**

Integrating the many inputs into patient care that must be managed and communicated efficiently because of the involvement of numerous and different care givers who provide a portion of the total health service.

**Leader:**

One who coaches, assists, and creates a learning environment and acts proactively.

**Leadership Role:**

The ability to facilitate the movement of a person, a family, a group or a community toward the establishment and attainment of goals pertaining the health.

**Learning:**

Incorporation of knowledge resulting in a change in behavior.

**Legal Standards:**

Regulations based on the law.

**Lifespan:**

The period of time between inception of life and life's end.

**Managed Care:**

A health care delivery system that supports cost-effective, patient outcome-oriented care.

**Manager:**

One who directs, oversees or has charge of an entity.

**Managing:**

Achieving goals through planning, organizing, directing and controlling human and physical resources and technology.

**Multi-disciplinary Approach:**

Method used by several branches of learning to integrate different ideas and achieve a specific goal.

**Non-Residential Students:**

A non-residential student receives all educational instruction when a student and instructor are separated by place and/or time.

**Nursing Student:**

Current enrollment in nursing course.

**Nutrition:**

The process of taking in nutrients, assimilating and utilizing them.

**Pathophysiology:**

The physiology of abnormal states, specifically, the functional changes that accompany a particular syndrome or disease.

**Pathophysiological Disorders:**

Unhealthy states related to abnormal variations in structure and/or function of body parts, organs, or systems. Usually long term disorders which may involve one or more body systems.

**Performance (as defined by Baptist Health):**

Desired characteristics of Baptist Health employees include initiative, dedication, talent and knowledge tempered by

common sense. The highest possible performance from all employees is expected but never at the expense of our values. Complacency and mediocrity are to be avoided, through innovation and process.

**Personal Development:**

A continuous expansion of an individual's self-awareness resulting in positive change.

**Perioperative:**

Perioperative, intraoperative and post-operative phases of the patient's surgical experience.

**Physiology:**

A branch of biology that deals with the function and activities of life or living matter (as organs, tissues, or cells) and of the physical and chemical phenomena involved.

**Planning:**

Predetermining of course of action in order to arrive at a desired outcome.

**Principle:**

Comprehensive and fundamental laws, doctrine, truths or sets of facts that form the basis of established rules of action.

**Principles of Pharmacology:**

The basis of established policies and process for action in the safe administration of medication.

**Problem Solving:**

A series of decision making steps designed to organize thought to reach the best solution to a problem.

**Process:**

A series of acts or progressive changes toward a desired goal.

**Professional:**

A person who has an assured competence in a particular field or occupation; one who is accountable.

**Professional Activities:**

Pursuits that lead to self-improvement, career enhancement and prestige of the occupation.

**Professional Development:**

Continued acquisition of knowledge through education, professional activities and participation in the research process.

**Professionalism:**

Conduct which manifests the educational requirements, legal standards, ethical principles and requirements of practice based on the philosophy of specialized field of study.

**Program of Study:**

All the experience that students have under the auspices of the School.

**Progression:**

Movement from one course to another within the same student classification.

**Promotion:**

Advancement in student classification.

**Psychomotor Skills:**

Physical activity associated with mental processes and the related performance of skills and tasks.

**Receptionist:**

One who facilitates fulfillment of Mission, Goals and Vision of Baptist Health and Baptist Health College of

Nursing and Allied Health by exemplifying Baptist Health Values and providing a favorable first impression of the schools to visitors and inquirers.

**Reentry Applicant:**

A student previously enrolled in the school to which reentry is sought. Study resumed after LOA, Academic Suspension or voluntarily change of status. Discontinued study for some reason; reapplied, selected, entered and resumed study.

**Registration Process**

A class schedule obtained, necessary forms completed, and required tuition and fees paid or payment arranged.

**Resources:**

Assets which support the educational endeavors of the school.

**Respect (as defined by Baptist Health):**

All people are to be treated as individuals, with courtesy and thoughtfulness. Respect for each person's dignity and worth is essential. Patients are to be treated with concern and compassion.

**Residential Course:**

A residential course is a formal educational process in which all instruction is delivered in a traditional, face-to-face setting.

**Residential Enriched Course:**

A residential enriched course is a formal educational process in which all instruction is delivered in a traditional, face-to-face setting. In addition to traditional teaching methods, interactive learning materials and homework are provided to students via distance education technology.

**Residential Students:**

A residential student receives some portion of educational instruction in a traditional, face-to-face setting.

**Restitution:**

Reimbursement to school for damage to or misappropriation of property. May be in form of service or currency as determined by school.

**Retained**

Enrolled in a nursing course, eligible to progress according to program of study, eligible for reentry, or graduated. May not be enrolled at a given time, but remains eligible to resume study within 1.5 times length of program of study.

**School Campus:**

All areas where student instruction is provided; includes affiliate and contracted clinical settings.

**School Day**

Monday - Thursday: 0800-1700. Holidays are not counted as a school day. School break week days are considered to be school days.

**School Work Week:**

Begins Monday at 0800 (8 a.m.) and ends on Thursday at 1700 (5 p.m.).

**Selected Individuals:**

Applicants who are selected for entry by a respective selection committee to a specific Baptist Health College Little Rock program according to established criteria, requirements and processes.

**Selected Needs:**

Basic human needs, taught by Freshmen faculty, which include comfort, safety, mobility, hygiene, nutritional, psychosocial and spiritual.

**Self-Concept:**

Perceived status of self.

**Self-Directed:**

Self-determined actions toward goal achievement.

**Semester:**

A specific time period during which one or more courses are taught.

**Sensory Perception:**

Recognition and interpretation of the environment through the physiological senses.

**Service (as defined by Baptist Health):**

Quality service is the foundation of any successful business, and is even more essential in the provision of healthcare. Our success is dependent on each employee's desire and commitment to serve his fellow man.

**Situational Crisis:**

Response to a traumatic situation that is sudden or unavoidable.

**Special Student:**

Individual approved to take a selected course from a curriculum; often recommended by the Arkansas State Board of Nursing, Employer or other entity.

**Stewardship (as defined by Baptist Health):**

We prudently commit our resources, using our talents and strengths in an effective and efficient manner.

**Stress:**

A physical, chemical or emotional response that may have a positive or negative impact on the state of wellness.

**Stressor:**

A stimulus which causes stress.

**Student Development:**

Activities that promote the professional and personal development of a student to fulfill the role of a beginning healthcare professional.

**Student Government:**

Privilege of self-governance which fosters leadership and citizenship within the policies and philosophy of the College, Baptist Health Medical Center - Little Rock, and Baptist Health.

**Sub-concept:**

Elements which are derived from the concepts and provide direction when determining course content.

**Syllabus:**

A brief summary, in school approved outline format, listing the main points of the course; evaluation methods, objectives, content, teaching plan and specific policies as applicable.

**Teacher:**

One who uses formal or informal methods to facilitate learning.

**Teaching Methodologies:**

The techniques or strategies used by a teacher to promote learning.

**Technology Requirements:**

Technology requirements for BHCLR students are detailed under "Technology Requirements" in the applicant and

admission section of the BHCLR catalog.

**Theoretical Knowledge:**

What one knows about the subject matter of a discipline based on information and principles related to a set of facts, a science or an art.

**Theory:**

A set of interrelated that give a systematic view of phenomena that is explanatory and/or predictive in nature.

**Therapeutic Interpersonal Relationship:**

Interaction that is goal directed and purposeful.

**Thought Process:**

Sequential cognitive operations.

**Value Directed:**

Guided by a set of interrelated ideas, principles, rules, or codes which are related according to their relative estimate of worth, merit, or desirability.

**Worth:**

A value measurement of quality, quantity and/or esteem.

# APPENDIX

## NOTICE

All contents referred to in the handbook such as Forms, Clinical Evaluations, Application forms and so forth, are accessible in the Forms Racks either in the Admissions Office or in the hallway outside the schools of nursing administrative offices. If the item needed cannot be located, contact one of the administrative staff for assistance.