



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

ARSBN

Approval Survey Report

Practical Nursing Program

North Little Rock, Arkansas

April 30, 2019

A: Administration and Organization

Institutional Accreditation

The parent institution, University of Arkansas Pulaski Technical College (UA-PTC), is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The college is also approved by the Arkansas State Approving Agency for Veterans Training. The last formal accreditation visit by HLC was December 19, 2012. The next scheduled accreditation visit by HLC will occur on April 27, 2020. The former name of UA-PTC was Pulaski Technical College at the last accreditation visit. ([Accreditation Approval Letter](#))

Institutional Organization

University of Arkansas - Pulaski Technical College, an institution of higher education, is an integral part of the University of Arkansas System. It is governed by a University of Arkansas System Board of Trustees appointed by the governor and derives its support largely from student tuition and legislative appropriations. UA - Pulaski Tech's history dates back to October 1945 when the College was established as the Little Rock Vocational School under the supervision of the Little Rock Public Schools.

In October 1969, administration of the school was transferred to the Arkansas Board of Vocational Education, and the school was named Pulaski Vocational Technical School. Early in the 1970s, 137 acres declared surplus by the Veterans Administration were transferred to the North Little Rock School District, and Pulaski Vo-Tech was given 40 acres for a new school site. Pulaski Vo-Tech moved from 14th and Scott streets in Little Rock to its present location in January 1976. When the Arkansas General Assembly created the Arkansas Technical and Community College System in 1991, Pulaski Vo-Tech and 12 other vocational-technical schools

became technical colleges under the coordination of the Arkansas Higher Education Coordinating Board. Pulaski Vo-Tech then became Pulaski Technical College. The college joined the University of Arkansas system in February 2017 and became University of Arkansas-Pulaski Technical College.

The [College Organizational Chart](#) indicates the lines of authority and relationships with administration; the School of Math, Science, and Allied Health; the Practical Nursing program; and other schools within the college. The practical nursing program has equal status with other allied health programs within the School of Math, Science, and Allied Health such as respiratory therapy, dental assisting, emergency medical sciences, and health information technology. Some of the allied health programs grant an associate degree; however, the practical nursing program grants a technical certificate (TC) to its graduates. This is justified by the educational track for practical nurse education.

The equal status is reflected in the same budgetary process employed regardless of the program. All schools and programs adhere to college policies unless program requirements, such as nursing, mandate some differences. Opportunities for representation on college committees and shared governance are distributed equally based on the shared governance structure.

The Director of Nursing (Program Director) serves as chief administrator of the practical nursing program. The job descriptions for the director, full-time instructors, and adjunct clinical instructors are found in the attachments under Standard A in the submitted documents.

B. Philosophy and Graduate Competencies

Program Philosophy

The practical nursing program's philosophy is consistent with the college [Mission, Vision, and Values](#) statements. The PN program philosophy, program goal, and program objectives can be found in the folder labeled Standard B in the submitted documents.

PN Program Competencies Derived from Philosophy

[PN Program Learning Outcomes](#) can also be found in the 2018-2019 Academic Catalog beginning on page 158. The learning outcomes are competency based and they are derived from the program's philosophy. Each course is systematically planned with a predetermined minimum of points required to pass the course based on specific levels of achievement. Each course has its own set of competencies which lead to the program learning outcomes. The competencies gauge the student's preparation to perform skills and an entry-level. The specific competencies are based on communication, assessment, planning, implementation, and evaluation skills. Specific skills are outlined and recorded on their individual Competency Check-off record. Learning experiences are guided by frequent feedback.

Philosophy and Graduate Competencies as Framework

UA-PTC practical nursing program has eight objectives/outcomes that are derived from the program philosophy. These outcomes are operationalized to determine student learning, course curriculum, and are used to facilitate student achievement.

C: Resources

Financial Resources

Financial resources for the practical nursing program are sufficient and allow for effective operation of the program. The 2018-2019 [PN budget](#) on page 6 is based on a twelve-month fiscal year, which operates from July 1 to June 30. Resources needed for the program are discussed with faculty on an ongoing basis. The program director follows the process set forth by college administration as explained in the attachment in the folder labeled Standard C. When the budget is defined, it is presented to the Board of Trustees for approval.

Library and Learning Resources

The PN program utilizes the Ottenheimer Library as a learning resource center at the main campus. UA-PTC Ottenheimer-North Library is located in the heart of the main campus in North Little Rock. The nearly 20,000 square foot area is home to a growing collection of print, multimedia, and electronic resources. The Library also contains 60 PC and 8 Mac workstations, as well as 19 laptops which can be checked out and used inside the Library. There are 6 individual study rooms, 2 group study rooms, 2 ADA accessible study rooms, 2 audio-visual stations, and soft-seating and large study tables throughout the Library. The Ottenheimer Library has excellent staff who strive to make available all needed resources to students, faculty, staff, and administration. The library maintains databases such as CINAHL, which are specific to nursing and healthcare. The library is supervised by a professional librarian with an appropriate Masters in Library Science. Current holdings are sufficient to meet the needs of the program and a process for identifying deleted and outdated materials is in place. The Ottenheimer Library has a liason that is dedicated to Allied Health. She invites input from faculty and staff regarding

needs of the program. Services also include library instruction classes targeted to specific assignments and subject matters. The hours of operation are conducive to student's schedules and educational needs. Library Hours are as follows:

Fall/Spring Semesters:

Monday - Thursday

7:30 a.m. - 6 p.m.

Friday - 7:30 a.m. - 3 p.m.

Summer I and II:

Monday - Thursday

7:30 a.m. - 6 p.m.

Friday - 7:30 a.m. - 3 p.m.

Interim Hours:

Monday - Thursday

7:30 a.m. - 4:30 p.m.

Friday - 7:30 a.m. - 3 p.m.

D. Facilities

Classrooms and Laboratories

Instructional and non-instructional spaces are adequate to support the achievement of PN education learning outcomes and meet the needs of faculty, staff, and students. The Allied Health Education Complex building provides physical resources such as faculty offices, computer labs, classrooms, and a skills laboratory to meet the needs of students, faculty, and staff. Classroom and laboratory spaces are designed and appropriately equipped for effective instruction in the PN program. The skills lab has 6 hospital beds with wall units that contain equipment needed for providing care to patients. The lab contains a variety of low fidelity task trainers to demonstrate such skills as dressing changes, injections, and practicing urinary catheterization. There is a Laerdal mid-fidelity adult simulator (VitalSim) and a Laerdal mid-fidelity pediatric simulator (VitalSim) located in two of the beds in the laboratory. The simulation laboratory has a

defibrillator and two medication carts. Nursing and Respiratory share a EKG machine for training purposes.

The climate controlled, well-lit classroom in the AHEC building can accommodate up to 40 students. The classroom has a ceiling mounted DLP projector. There is a Dell laptop that can be placed on the lectern available to use in the classroom for instruction. The white board provides a space that can be used to write notes and draw images during the class time. The building has wireless capability and has a computer lab on the second floor. There is a computer cart that holds 20 laptops for use in a portable setting. The on campus Ottenheimer library has a computer lab on the first floor and the second floor to accommodate practical nursing students with advanced reservation. Individual students do not need a reservation to use the computers in the library. The computer lab in the AHEC building is used for testing, classroom instruction, or for students to work individually as needed. When additional classroom space is needed, nursing has the option to schedule the RJ Wills lecture hall that is located in the Campus Center Building. This is a large, well-lit, climate controlled lecture hall that seats about 200 people in seats with moveable desktops. The audiovisual equipment in the lecture hall is operated by a system contained within the large lectern. The ceiling mounted projector, the ceiling mounted screen, the two large screen televisions on either side of the lecture hall, and the computer are all set up on easily operated system. Current classrooms are sufficient to accommodate practical nursing students. Any needs of the program are reported in writing to the Dean of Science, Math, and Allied Health as well as the Provost to be addressed within each fiscal year budget to ensure that the needs of the program are being addressed and met at the budget allows.

Storage and Non-Instructional Space

There is ample storage space for the PN program. There are two storage closets located in the Allied Health Education Complex (AHEC) within the laboratory space, a storage closet within the classroom space, and a shared storage closet in the hallway that holds the CPR equipment for the nursing, respiratory, and dental assisting programs. File storage is located within the office suite on the second floor. The classroom and office spaces also contain cupboards, closets, and other storage areas used to secure and hold equipment, files, etc.

Non-instructional space allocated to nursing includes an adjunct faculty workroom on the first floor of the AHEC building. This room also doubles as a conference room space if needed. Faculty and staff members have access to the faculty/staff workroom on the second floor as well. There is access to copiers, tables, chairs, and general office supplies within the workroom spaces. There are kitchen areas on both the first and second floor where faculty and staff have access to microwaves, refrigerators, coffee machines, kitchen utensils, equipment, and other sundry items.

There are two secretarial spaces within the AHEC building. One space is located on the first floor and one space on the second floor. There are two average sized lobby areas, one on each floor, with tables, chairs, microwaves, and vending machines for the students to use throughout the day. The program advisor has a separate space on the second floor adjacent to the lobby for advising and consulting with prospective students and their families. In addition to nursing, the AHEC building also houses the Emergency Medical Technology Program, Respiratory Therapy Program, Surgical Technology Program, Dental Assisting Program, and the Health Information Technology Program. Each above listed program has corresponding classrooms and laboratories for instruction as well as faculty offices. The facilities located in the

AHEC building are in compliance with local, state, and federal rules and comply with ADA requirements.

Offices

The PN Program Director and faculty offices are located on the second floor of the Allied Health Education Complex. The designated spaces allow for privacy for the program director and faculty. Each office easily accommodates the occupant and one student and is adequate for privacy, student counseling, and has space for program and student records. Each office is equipped with a computer, telephone, internet capabilities, and printer access. Office supplies are available within the faculty workrooms. The office supplies are monitored by the administrative assistant to ensure that they are restocked when appropriate. Secure records are housed within the office suite on the second floor of AHEC. Faculty offices are equipped with locking filing space.

Clinical Facilities

The practical nursing program has a variety of clinical sites available for PN student learning experiences. Although each facility offers a somewhat different student experience, the faculty and director believe that the facilities are adequate in number and variety to meet the course learning objectives, are adequately and appropriately staffed, and provide excellent professional preparation opportunities for students. PN students participate in long-term care, hospital, special needs, pediatric, mother/baby, and other clinical experiences throughout the course of the program.

[Written Agreements](#) (contracts) are in place for each facility that the PN program utilizes. These are newly executed contracts that contain a termination clause and will be reviewed

annually. The Program Director is responsible for acting as the liaison between the institution and the clinical agency in negotiating clinical contracts as well as maintaining and updating memorandums of agreements and affiliation agreements with healthcare facilities. PN students are oriented to each clinical experience. The various facilities the students attend are listed in the table below. In each facility, PN students are oriented to the unit or areas in which they will be assigned. PN students are instructed in the specific facility policies and procedures prior to each clinical experience through online or face-to-face instruction.

Name of Clinical Facility	Location	Type of Facility/Areas Used
St. Vincent Infirmary	Little Rock, AR	Hospital/Medical Surgical
St. Vincent North	North Little Rock, AR	Hospital/Medical Surgical
Veteran's Administration (Fort Roots)	North Little Rock, AR	Hospital/Long-Term Care
Veteran's Administration (John L. McClellan)	Little Rock, AR	Hospital/Medical Surgical
Baptist Health North	North Little Rock, AR	Hospital/Obstetrics& Medical Surgical
Baptist Health Little Rock	Little Rock, AR	Hospital/Obstetrics & Medical Surgical
Benton Services Center	Benton, AR	Long-Term Care/Medical, Mental Health, & Geriatrics

Arkansas Children's Hospital	Little Rock, AR	Hospital & Clinics/Pediatrics
North Metro Hospital	Jacksonville, AR	Hospital/ Mental Health & Geriatrics
North Little Rock Health and Rehab	North Little Rock, AR	Long-Term Care/Medical & Geriatrics

E. Personnel

Program Director

Talayia J. Johnson, MSN, NHCE, RN, is the program director of the University of Arkansas-Pulaski Technical College practical nursing program. She is a registered nurse in the State of Arkansas with a current unencumbered license (AR# R067135). Talayia is experientially qualified for the position bringing nineteen (19) years of nursing experience including multiple years of clinical practice in critical care, home health, cardiac care, and nine (9) years of education experience. Talayia holds a baccalaureate degree in nursing from University of Arkansas for Medical Sciences and masters in nursing education from University of Phoenix. The college provides Talayia with adequate time to fulfill her role. Talayia is authorized to complete all aspects of the role and accomplish the mission, goals, and expected student and faculty outcomes.

Faculty and Adjunct Clinical Instructors

NAME OF NURSING PROGRAM: University of Arkansas Pulaski Technical College Practical Nursing Program

Please list all nurses, including administrators, who are members of the faculty

NAME	YEAR OF APPOINTMENT	FULL-TIME, PART-TIME, ADJUNCT, PRECEPTOR	MAJOR TEACHING RESPONSIBILITY	HIGHEST NURSING CREDENTIAL	HIGHEST DEGREE OBTAINED	COLLEGE OR UNIVERSITY ATTENDED	YEARS EXPERIENCE PRACTICE	YEARS EXPERIENCE EDUCATION	STATE OF LICENSURE NUMBER AND EXP. DATE
Talayia J. Johnson	2018	Full-Time	Program Director, Mental Health, Structure and Function and Nutrition	MSN	MSN	University of Phoenix	19 years	9 years	Arkansas-R67135 Exp. 02/2020
Christa Jones	2018	Full-Time	Med/Surg, Pharmacology, Geriatrics, Fundamentals, OB/Peds, VLE, Clinical	AAS-RN	Bachelor of Arts-Criminal Justice	University of Arkansas at Little Rock/Baptist Health College	2	7 months	Arkansas-R104931 Exp. 07/2020
Hunter Spence	2018	Full-Time	Med/Surg, Pharmacology, Geriatrics, Fundamentals, OB/Peds, VLE, Clinical	AAS	BSN	University of Arkansas at Little Rock	2	5 months	Arkansas-R103633 Exp. 07/2019
Dena Roberts	2019	Full-Time	Med/Surg, Pharmacology, Geriatrics, Fundamentals, OB/Peds, VLE, Mental Health, Clinical, Structure and Function, Nutrition	MSN	MSN	Grand Canyon University	20	2 months	Arkansas-R062778 Exp. 05/2019
Martha Kubin	2011	Adjunct	Clinical and Simulation Lab	BSN	BSN	Arkansas Tech University	12 years	8 years	Arkansas-R078138 Exp.

Faculty in the PN program are expected to follow all requirements stated in the College and Nursing Faculty Handbooks. Currently, no non-nursing faculty teach in the PN program.

Documentation of credentials for the PN faculty is maintained in the employee's file in the Program Director's office. All faculty transcripts are housed in faculty folders in the Human Resources Department.

Policies and procedures to guide the faculty are published in the Practical Nursing Faculty Handbook and in the [College Faculty Handbook](#). The College Faculty Handbook covers overarching policies such as employment definitions, general employment policies and practices, compensation policies, attendance and work schedules, paid and unpaid leave, employee benefits, campus services, employee relations, and termination of employee policies and practices. The Practical Nursing Faculty Handbook aligns with the College Faculty Handbook and covers more specific policies related to nursing education. The contents of the Faculty Handbook are as follows:

Table of Contents

Faculty Handbook

Section A. UAPTC Practical Nursing Student Handbook

Section B.

1. Admissions, Readmissions, Transfer, Etc.
2. Behaviors Associated with Substance and Drug Abuse

Section C.

1. Clinical Site Orientation
2. LPN Competencies

Section D.

1. Faculty Orientation/Checklist
2. Faculty Attendance
3. Faculty Committee
4. Faculty-Student Ratio

Section E. Grading Scale, Progression, Graduation

Section F. Medication Administration

Section G. Philosophy and Curriculum

Section H. Student Assignments

Practical Nursing policies are made with faculty input. Discussions are held and documented during faculty meetings. We currently operate as one unit and we do not have subcommittees within our current structure. The PN faculty members will begin to serve on college committees beginning with the 2019-2020 academic year. All full-time faculty were new to nursing education upon hire, and their initial time was needed to acclimate each faculty to their role as an educator. The University of Arkansas-Pulaski Technical College Faculty Senate elects representatives from each school to the Faculty Senate. The representatives of the Faculty

Senate constitute a democratically elected body designed to foster an active, informed faculty to council administration, and to promote communication between faculty and administration. A chair is elected to serve and preside over the Faculty Senate. Faculty Senate assigns work groups so that attention can be given to tasks and matters before the Senate. Work groups make recommendations to the Faculty Senate. All recommendations approved by the Faculty Senate for either amendments or actions are presented to administration for final approval.

Each full-time faculty member is eligible for membership on the UA-PTC Shared Governance standing committees by election and/or appointment. The [Shared Governance Structure](#) is detailed with a list of committees, rules for participation, etc. This structure allows faculty to have a representative voice on academic and curricular issues, assessment strategies, policies and procedures.

PN Faculty Orientation

The PN Faculty Orientation Process is still a work in progress. The orientation checklist has been newly formed and the new faculty are working through the process. PN faculty also have the opportunity and obligation to orient to their assigned clinical agency and to do so prior to bringing students into the facility. There is not a formal faculty-mentoring program in place for new nursing faculty, but the program director serves to mentor the incoming faculty. Each academic year, returning faculty members are mandated to participate in a one-day orientation process at the start of each academic year. The reorientation process is called “Convocation” and it is held for both full-time and part-time faculty.

Student Faculty Ratios for Clinical Settings

In the acute care setting where students are providing direct patient care, the ratio is one faculty member to eight students (1:8). In the non-acute care setting where students are providing direct patient care, the ratio is one faculty member to ten students (1:10). In the community setting where students have indirect care or direct care with a community partner the ratio is one faculty member to fifteen students (1:15).

PN Faculty Meetings

Faculty Committee

The Faculty shall be known as the Practical Nursing Faculty Committee.

Purpose

The Practical Nursing Faculty Committee shall develop, adopt, implement, and evaluate all practical nursing policies and procedures in accordance with University of Arkansas Pulaski Technical College policy and procedure standards.

Functions

The members of the committee functions to:

- Admit and provide educational opportunities for individuals who, upon graduation, will be candidates for practical nursing licensure
- Develop, adopt, implement, and evaluate the program of learning
- Act upon faculty committee and advisory committee recommendations and/or other concerns
- Provide counseling for the students
- Encourage maximum development of each student's potential
- Promote personal and professional growth among faculty members
- Promote cooperation between all departments of University of Arkansas Pulaski Technical College and affiliating agencies
- Communicate through the Dean of Math, Science, and Allied Health regarding proposed policies, procedures, and changes adopted by the faculty

Membership

The members of the committee shall consist of all members of the faculty, both full- and part-time. Members shall attend meetings, participate in discussions, and serve on appointed college committees.

Active Members

Active faculty: The Director of the Practical Nursing Program

Full-time faculty

Part-time faculty

Associate Members

Administrative Specialist for Practical Nursing

Officers

The officers shall consist of the following:

- Chairperson – The Director of the program shall be the Chairperson of the Practical Nursing Program Faculty Committee.
- Secretary – The Secretary shall be a faculty member assigned alphabetically in rotating order.

The Practical Nursing Faculty Committee shall meet minimally on a quarterly basis. The director of the program may call additional meetings at any time during the school year when indicated. Faculty may also recommend additional meetings as needed. An agenda will be prepared for each meeting with input from all members.

The committee chair (program director) provides a report of the committee's meetings and changes to the Dean of Science, Math and Allied Health and Advisory Council meetings as appropriate.

PN Program Activities

The PN program faculty and students participate in a few activities throughout the year. Faculty and students participated in Body Mass Index Screenings for two school districts in the central Arkansas area. The PN students also participate in high school physicals through local physician offices. PN faculty are actively involved in college and community activities related to national, state, and local nursing organizations.

PN Support Staff

The Practical Nursing program shares one administrative assistant and an advising coordinator with other allied health programs in the building. Effort is being made to provide additional support that is scheduled and more consistent.

F. Preceptors

The UA-PTC Practical Nursing Program has just implemented the use of preceptors for this 2018-2019 academic year. The inaugural [Preceptor Information](#) is a work in progress and will be adjusted and amended with the new academic year.

G. Students

Admissions, Readmissions, Transfers, and
Advanced Placement of Students

Student Selection Policies

The Practical Nursing Program at University of Arkansas-Pulaski Technical College is accredited by the Arkansas State Board of Nursing. The Traditional Track is an 11-month certificate program beginning in August and ending in June of each year. The Nontraditional Track is a 22-month certificate program beginning in August of each even year and ending in June of the second school year.

After graduation, students are eligible to apply for the state licensure examination. Classroom instruction is supplemented with clinical experiences in area hospitals. Specific course requirements may be found in the UA-PTC catalog. Acceptance into the UA-PTC Practical Nursing Program is highly competitive with 40 positions each year for the Traditional Track and 20 positions every other year for the Nontraditional Track.

A student must be 18 years of age and a high school graduate or have passed the GED test to apply. Students must complete a criminal background check and drug screen, both of which must be clear before official enrollment in the program will occur. Students are subject to drug screenings throughout their enrollment in the program.

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination. The TOEFL or IELTS exam is required. **Acceptance is contingent on meeting the standards listed below. *This policy**

statement supersedes the UA-PTC International student policy. Language programs and English courses do not meet this requirement.

TOEFL Requirements for Admission		
TOEFL	(paper)	Score report of 500
TOEFL	(computer)	Score report 173
TOEFL	(internet) - IBT	Score report of 61
IELTS	Overall Band	Score of 5.5

PN Admissions Criteria:

Practical Nursing students will be selected for enrollment by a point system, based on the following criteria: Kaplan scores, advanced coursework, and medical certifications.

Application deadline is April 15 of each year for the following fall.

- **Prerequisites:**

The following prerequisite/co-requisite courses are required for completion of the 11-month, full-time Traditional Track and for the 22-month, part-time Nontraditional Track:

BIOL 1402 Human Anatomy and Physiology I and BIOL 1403 Human Anatomy and Physiology II*

OR

BIOL 1411 Structure and Function of the Human Body*

AND

MATH 1302 College Algebra

AND

HLSC 2300 Nutrition

OR

LPN 1702 Nutrition in Health and Illness

Applicants must have completed prerequisite courses with a “C” or higher from an accredited college. *Prerequisite courses must be completed by the end of the spring semester before the fall term begins.*

Note: Transfer credits will be evaluated by the Registrar’s Office and added to the permanent record for students enrolled in the Practical Nursing program. Credits earned at another college will be transferred to UA-PTC if the institution is regionally accredited or is an Arkansas state-approved institution. Credits earned at other institutions will not be calculated in the grade-point average at UA-PTC. Grades of A, B, or C are transferable. Grades of D or F are not transferable.

- **Education Points:**

Official college transcripts must be included in the PN admission packets showing a grade of C or better to receive points.

One (1) point may be earned for each course listed below:

English Composition I

English Composition II

Computer Concepts

Psychology and the Human Experience

Introduction to Sociology

College Seminar

OR

Career Seminar

Two (2) points may be earned for each course listed below:

Microbiology

Fundamental Chemistry I

OR

General Chemistry I

- **Certification Points:**

The applicant may receive points for having current certifications in one or more of the following areas. **Proof of certification is required.**

Certified Nursing Assistant (1 point)

Medical Assistant (2 points)

EMT (2 points)

Paramedic (2 points)

Military Trained Medic (2 points)

Official transcripts and certifications are required from each certification course, college, or university attended.

Note: Applicants are required to score 50% or above on both the Math and Reading section of the Kaplan Admission Test to be eligible for acceptance to the program.

Kaplan Admission Test Score Points:

Reading: 90% - 100% (15) 80% - 89% (10) 70% - 79% (5) 60% - 69% (4) 50% - 59% (3)	Mathematics: 90% - 100% (15) 80% - 89% (10) 70% - 79% (5) 60% - 69% (4) 50% - 59% (3)
Science: 90% - 100% (15) 80% - 89% (10) 70% - 79% (5) 60% - 69% (4) 50% - 59% (3)	Writing: 90% - 100% (15) 80% - 89% (10) 70% - 79% (5) 60% - 69% (4) 50% - 59% (3)
Critical Thinking: 90% - 100% (15) 80% - 89% (10) 70% - 79% (5) 60% - 69% (4) 50% - 59% (3)	

If for any reason the first 40-50 students selected do not return, in writing, their intent to register for the fall term and complete all admission requirements in the time allotted, alternates having met admission criteria in the time allotted are contacted using the same point system, in order from the highest points earned.

If not accepted, a student may request admission for the following year by submitting another Request for Practical Nursing Admission. The Kaplan Admission Test may be retaken or scores from the previous year may be used. The points received plus any additional points earned will be used to rank them in the group of applications for that year.

Special Admission Requirements

- Students who have not successfully completed any accredited nursing program after two (2) attempts (including UA-PTC PN Program) will be denied admission or re-admission for a third attempt.
- Students who have not shown academic growth or progress while in the UA-PTC PN Program will be denied re-admission.
- Students who have been disciplined for attendance or behavioral issues will be denied re-admission.
- Students are admitted to the Practical Nursing Program contingent on passing a criminal background check and drug screen done through CastleBranch Background.com.
- *Note: Passing means specifically that the student has no felony convictions, has no felony charges pending, and his/her drug screen is clear.*
- Students admitted to the Practical Nursing Program are required to submit the following health records during registration and orientation to the program:
 - PPD Tuberculin Skin Testing or QuantiFeron-TB blood testing within the past 12 months.
 - Hepatitis B vaccination records (a series of three injections). Students who have not completed the HBV series before admission will begin the series before beginning clinical rotations.

PN Readmission Criteria

Students who fail or drop the program, may request readmission the following year by completing the Request for Practical Nursing Admission for that year. Students requesting readmission will be ranked in the group of applicants using the same point system as all other applicants. The determination whether the student will be required to repeat the entire program or admission of the student into a subsequent semester will be made by the Program Director. Students admitted into subsequent semesters are required to pass Kaplan exams on previously completed semesters before readmission.

Transfer Student Criteria

UA-Pulaski Technical College Practical Nursing Program does not accept nursing courses from other institutions as part of our curriculum.

Advanced Placement

There is no advanced placement into the Practical Nursing Program at UA-Pulaski Technical College.

Grading Scale, Progression, and Graduation

The student is required to pass all course work with a 79% “C” or above to complete the program and graduate earning a technical certificate. This includes each consecutive theory and clinical course. Failure to pass any theory or clinical course with a 79% or higher will result in failing the course and dismissal from the program.

Grades are as follows:

A	= 93-100%
B	= 86-92%
C	= 79-85%
D	= 76-78%
F	= 75-0%

Grades for clinical lab rotations are based on Clinical Conduct and Behavior Standards, Clinical Grading Policy, and Clinical Affiliate Policy/Procedures to include but not limited to the following categories: personal appearance, interactions/professionalism, communication skills, environmental control/safety, care plan documentation, procedures, medication administration, and time management. Documentation may include but is not limited to: care plans, nursing assessments, medication information sheets, and formulation of nursing diagnoses, critical thinking portfolios, Kaplan Q bank questions, Davisedge Q&As, and case studies as assigned. The student is required to maintain a 79% “C” in all clinical rotations. Failure to maintain this grading scale will result in clinical course failure and dismissal from the program.

*****All final course grades, both theory and clinical, are based on 100%*****

Students are not given a letter grade when checking off on procedural skills in the skills lab, but are given a (U) or (S) for Unsatisfactory or Satisfactory progress. If the student does not perform the skill satisfactorily, it is required that the skill be repeated. The instructor will determine when the skill will be repeated. Students who do not progress satisfactorily in skills will not be able to progress in clinical lab and may be unable to attend clinical until skills have been repeated.

In the event the student is unable to successfully complete procedural skills (competencies) in the lab or clinical, the student will be remediated and retested twice. After remediation and retest, if the student is still unable to perform the skills or competency, the student will receive a failing grade in the clinical course associated with the skill. This will result in failure and dismissal from the program.

Student Services and Academic Due Process

The [2018-2019 Academic Catalog](#) provides information regarding student services available at UA-PTC.

- Student Services begin on p. 61
- Appeal Policy/Academic Due Process begins on p. 34. The Academic Due Process Form is included with the attachments in this section.
- Grievance Process begins on p. 81

Health Services

University of Arkansas Pulaski Technical College does not have health services available through the institution. Strides are being made to form an agreement with one of the sister schools (UA Little Rock and UAMS) to provide some services to our nursing student population.

Program Governance

Student participation in program governance has not yet been established. Every effort is being made to implement this process with the 2019-2020 class of practical nursing students.

H. Student Publications

The UA-PTC PN program provides current, clear, accurate, and consistent information regarding the PN program to the public through a variety of means. Information can be found in the [2018-2019 Practical Nursing Student Handbook](#), [2018-2019 Academic Catalog](#), [recruitment](#) materials, and the UA-PTC Practical Nursing website. The Practical Nursing website provides an avenue

for dissemination of current program information. Changes in the UA-PTC and Practical Nursing policies are communicated through numerous methods such as email, the PN Student Handbook, announcements through the Blackboard Learning System, and the classroom or clinical setting. The PN webpage is reviewed periodically for accuracy and is updated as needed. Students are responsible for reading the current Handbook and their email. A formal process of review will begin with the 2018-2019 school year. The PN program Systematic Plan of Evaluation will be implemented at all faculty committee meetings to provide an opportunity to review consistency of documents.

Information Available in Writing for Students

The program approval status granted by the Arkansas State Board of Nursing, the college and PN admission criteria, advanced placement policies, the curriculum plan, program costs, refund policies, and financial aid information are all available in writing via the college academic catalog noted earlier in this document. The Arkansas State Board of Nursing serves as the accrediting agency for the UA-PTC Practical Nursing program. The approval status is also noted on the [Practical Nursing Website](#) and the in the PN Student Handbook.

Program Costs

The cost of the Practical Nursing program currently is \$132.73 per credit hour for in-state students and \$172.55 per credit hour for out-of-state and international students. There are 49 credits in the practical nursing program. Additionally, there are college fees, program fees, and added expenses for textbooks, software, uniforms, supplies, etc. in addition to tuition.

Refund Policy/Financial Aid

[UA-PTC Refund Policy](#) and [UA-PTC Financial Aid](#) information are available to students on the UA-PTC Website.

Student Handbook

The [2018-2019 Practical Nursing Student Handbook](#) contains the philosophy, mission, organizing framework, and graduate competencies. Faculty review the PN Student Handbook with incoming students. A hardcopy is provided for further review. All nursing students are provided ample time to review the handbook and are asked to sign the corresponding statement indicating they have read, understand, and been given the opportunity to ask questions regarding the policies and procedures. The PN Student Handbook contains policy information about substance abuse/tobacco use, the grievance process, grading, progression and graduation, and student rights and responsibilities. The most current PN Student Handbook is located on the PN Website. And in each course shell in the Blackboard Learning System.

All students are guaranteed procedural or due process rights. If students believe they have been treated or evaluated unfairly, they have the right to pursue further investigation through informal and formal grievance processes. Documented complaints are to be addressed using the guidelines for the grievance process outlined in the Academic Catalog. Written complaints/grievances filed against the PN program are maintained in the office of the Dean of Science, Math, and Allied Health.

Students have a right to privacy that includes their educational records. Students must authorize consent prior to any on or off campus entity inspecting their education records. Students also have the right to inspect their own student records. The college adheres to the Family Educational Rights and Privacy Act (FERPA). The college may disclose the outcome of

student conduct hearings to the victims or others when the alleged conduct violation is a crime of violence or the alleged violator is found responsible. The college may also disclose student information in an emergency.

I. Educational Program

The PN curriculum development is the responsibility of the faculty. PN faculty are responsible for the evaluation of courses in the PN program and makes recommendations to the Program Director who considers the request. The Faculty Committee reviews the requests during scheduled meetings and accepts the recommendations or requests further clarification. Small (non-substantive) changes are accepted at the program level whereas substantive changes may need to be referred to the College Curriculum Committee for approval. Finally, substantive changes are forwarded to the Arkansas State Board of Nursing and the Arkansas Department of Education for approvals if mandated.

Curriculum Plan

The PN curriculum plan is organized to reflect the philosophies of UA-PTC, the Practical Nursing Program and the Practical Nursing program outcomes. The PN program outcomes are aligned to course learning outcomes, keeping in mind the program philosophy in order to achieve the end product. Professional nursing standards, such as the ANA Standards of Clinical Practice, the ANA Code of Ethics for Nurses, and the Arkansas Nurse Practice Act also serve as a foundation for the program mission and program student learning outcomes. The graduate competencies and course outcomes are listed in the PN Student Handbook.

Sequential Ordering of Curriculum

The program is planned to progress from simple to complex and courses follow that tract with fundamental information front loaded with more advancing concepts building throughout the curriculum. There are plans to rearrange the curriculum to better fit the progression of knowledge attainment.

Course Syllabi

Written syllabi for the PN courses show progression of the curriculum throughout the program with course learning outcomes consistent with those of the UA-PTC Practical Nursing program.

Concurrent/Prior Teaching of Theory

Theory is taught prior to or concurrently to the related clinical experience. Syllabi clearly define course-learning outcomes for students, which are emphasized within each course. The PN Course Descriptions are available in the [2018-2019 Academic Catalog](#) beginning on p. 346. Students access syllabi and all classroom-learning outcomes through the Blackboard Learning System.

Clinical Experience

The professional conduct for clinical experiences is clearly outlined throughout the PN Student Handbook and within each clinical syllabus. Professional nursing standards are utilized in the program and these guidelines influence the PN curriculum and program outcomes and are reinforced in every PN clinical course. Clinical experiences are designed to meet the PN program outcomes. Selection of clinical experiences is based on course outcomes, availability of clinical

sites, and faculty/student evaluations. Students have clinical experiences in long-term care, acute care, clinics, obstetrics, pediatric, and psychiatric nursing facilities. Best practice standards are used to guide the student in clinical practice. Achievement of program competencies involves a process whereby the student masters increasingly complex material for application to increasingly complex nursing care. The competencies of each nursing course reflect the gradual acquisition and mastering of knowledge and skill.

Technology is integrated into all nursing courses in the PN program. All PN courses are web enhanced. Technology based activities include: correspondence with students via email, student submission of assignments via Blackboard Learning System to assist in meeting the information literacy general education competency, and reviewing articles on the web for theory or clinical updates.

Simulation is an important component of the PN program. Students have access to a six-bed simulation lab that contains two mid-fidelity simulators. The lab seeks to have the same or similar equipment that the students see in the clinical setting. The program is working to upgrade some of the equipment that has been around for quite some time. The PN program does not currently have a simulation coordinator, but the program director is well versed in simulation due to previous education experience. The program seeks to progress with the use of simulation in the future and collaborate with other allied health programs for more formal training in simulation. Simulation is not currently substituted for clinical time.

Curriculum Plan Content

ASBN Required Content for All Nursing Programs	UA-PTC Program Curriculum Content
Introduction to current federal and state patient care guidelines.	LPN 1101 Vocational, Legal, and Ethical Concepts; LPN 2102 Nursing Process/Course Review
Current and emerging infectious diseases.	LPN 1112 Basic Nursing Principles and Skills; LPN 1501 Nursing of the Geriatric Client; LPN 1402 Nursing of Children; LPN 1608 Nursing of Adults
Emergency preparedness for natural and man-made disasters.	LPN 1608 Nursing of Adults
Impact of genetic research.	LPN 1101 Vocational, Legal, and Ethical Concepts
End of life care	LPN 1112 Basic Nursing Principles and Skills; LPN 1501 Nursing of the Geriatric Client
Legal and ethical aspects of nursing, including the Arkansas <i>Nurse Practice Act</i> .	LPN 1101 Vocational, Legal, and Ethical Concepts; LPN 2102 Nursing Process/Course Review

Theory Content

ASBN Required Theory Content	UA-PTC Program Curriculum
Care for persons throughout the life span including cultural sensitivity.	LPN 1112 Basic Nursing Principles and Skills; LPN 1608 Nursing of Adults; LPN 1402 Nursing of Children; LPN 1702 Nutrition in Health and Illness
Restoration, promotion, and maintenance of physical and mental health; and	LPN 1501 Nursing of the Geriatric Client; LPN 1112 Basic Nursing Principles and Skills; LPN 1901 Mental Health Nursing
Prevention of illness for individuals and groups.	LPN 1402 Nursing of Children; LPN 1501 Nursing of the Geriatric Client; LPN 1608 Nursing of Adults
Anatomy and physiology	LPN 1304 Body Structure and Function or BIOL 1303 Structure and Function of the Body or BIOL 2404/BIOL 2414 Anatomy and Physiology I and II
Pharmacology and intravenous therapy	LPN 1204 Pharmacology
Growth and development throughout the lifespan	LPN 1112 Basic Nursing Principles and Skills; LPN 1608 Nursing of Adults; LPN 1402 Nursing of Children; LPN 1501 Nursing of the Geriatric Client
Fundamentals of nursing	LPN 1112 Basic Nursing Principles and Skills
Gerontological Nursing	LPN 1501 Nursing of the Geriatric Client

Nursing of Adults	LPN 1112 Basic Nursing Principles and Skills; LPN 1608 Nursing of Adults; LPN 1501 Nursing of the Geriatric Client
Pediatric nursing	LPN 1402 Nursing of Children
Maternal/Infant nursing	LPN 1802 Nursing of Mothers and Infants
Mental Health nursing	LPN 1901 Mental Health Nursing
Principles of management in long-term care, including delegation	LPN 1112 Basic Nursing Principles and Skills; LPN 1608 Nursing of Adults; LPN 1501 Nursing of the Geriatric Client
Nutrition	LPN 1702 Nutrition in Health and Illness or HLSC Nutrition

Program Length

The length of the PN program is congruent with the policies of the Arkansas State Board of Nursing. The traditional program is 11 months. It begins in August and ends in June of each year. The nontraditional program is 22 months. It begins in August of each even year and ends in June of the second year.

Clinical Experience Areas

PN clinical experiences are varied and progressive throughout the program. Clinical experience includes fundamentals in nursing, nursing of adults, pediatric nursing, gerontological nursing, maternal/infant nursing, mental health nursing, administration of medications including IV therapy and management of long-term care with the inclusion of delegation. Students perform

clinical functions in long-term care facilities; acute care hospital settings (hospital settings include medical/surgical as well as specialty units like labor/delivery/postpartum/mental health), community, and outpatient clinic settings.

J. Program Evaluation

The PN faculty is responsible for program evaluation. The nursing curriculum is developed, implemented, and evaluated by the nursing faculty. The faculty regularly reviews the rigor, currency, and cohesiveness of curriculum. This is accomplished through ongoing program evaluation with regularly scheduled discussions as a standing item on the faculty meeting agenda. An ongoing systematic plan of evaluation (SPE) is used for the development, maintenance, and revision of the curriculum and its outcomes. PN faculty developed a detailed and comprehensive system to review each course. The systematic program evaluation was developed to assure quality standards throughout the curriculum. This system includes an analysis of the following: syllabus format and contents, program outcomes, course outcomes, application of data, nursing content, assignments, learning tools, and consistency between course and clinical outcomes and course and clinical evaluations.

Systematic Evaluation

The systematic plan for evaluation of the PN program evaluates all aspects of the program each year including the philosophy and graduate competencies, curriculum, policies, resources, facilities, faculty, student graduates, and employer evaluation of graduates. Employers of the PN graduates will have the opportunity to bring attention to their needs and expectations through a follow-up survey of the performance of the PN graduates. Employer surveys will be

conducted six-months past graduation and data gathered, reviewed, and incorporated into the curriculum if warranted.

Graduate and employer evaluations will be used to measure the achievement of program outcomes. For the graduate, their survey will include evaluation of course content; degree value; the quality of teaching resources such as textbooks, audiovisual, library; and computer services. For the employer, the survey includes an evaluation of the graduate's professional performance. Representatives of clinical agencies also have the opportunity to express their needs/expectations to faculty during visits, clinical experience time, and during the Advisory Council meeting.

Records will be maintained at the end of each semester as an "end of semester report". The report will require faculty members to document the names and reason for students dropping prior to the eleventh day and those not completing the course, grade distributions, accomplishments of the course, and plans and goals for future offerings of the course. The systematic plan is reviewed periodically. Faculty committee meeting minutes will reflect the review of the SPE as a standing agenda item.

Students are encouraged to evaluate courses, instructors, and clinical experiences through both a formal and informal means. Informal student feedback is sought throughout their program participation to ensure the quality of instructional methods. Students complete formal evaluations near the end of each term. These formal evaluations include course, instructor, and clinical evaluations. Students exiting the PN program are encouraged to meet with the Program Director to discuss reasons for discontinuing their education and plans for program reentry.

K. Records

All student financial and education records are maintained according to UA-PTC policies. These policies are in compliance with federal and state guidelines. UA-PTC adheres to the Family Educational Rights and Privacy Act (FERPA); therefore, faculty and staff with access to student records are fully informed and compliant with FERPA. Faculty is directed by the code of conduct regarding handling of confidential information.

The PN Program maintains individual student files that contain copies of transcripts, personal correspondence, admission correspondence, clinical & didactic progress, and personal consultation/conference notes. Current program records are safely secured in the School of Science, Math, and Allied Health. Access to these records and official college records are available to the student and select personnel with a legitimate educational interest. Student academic records are located in locked cabinets in the office suite on the second floor of the AHEC building. They are maintained for a minimum of five years after the student graduates and subsequently shredded. Transcripts of all students enrolled in the PN program are maintained according to the policies of UA-PTC. Transcripts reflect the courses taken. Final transcripts include the date of admission, date of separation or completion of program, hour/credits/units, degree, diploma or certificate awarded. Official transcripts of the student's complete permanent record are issued on security paper with the embossed seal of the College and stamped signature of the registrar. The UA-PTC Records office maintains permanent student records. The Records Office provides a variety of student support services. The Records Office provides official student records and transcripts, processes graduation and registration forms, and provides student ID cards. The Records Office is located on the second floor of the Campus Center Building on the main campus. Students can visit the Records Office, phone for services, or request services

via the website. The Records Office webpage lists general information, requests for service forms, the official College calendar, and final exam schedules. Permanent student records are safely stored and secured by the Records Office to prevent loss, destruction or unauthorized use.