



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

# Nursing Faculty Handbook

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## **Section A: Handbooks**



UNIVERSITY OF ARKANSAS  
**PULASKI TECH**

**Practical Nursing Program Student Handbook**  
**2025-2026**

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## Practical Nursing Program Scope and Mission

The UAPTC Practical Nursing Program is a 12-month, traditional face-to-face program that begins each fall semester and concludes in August of the following year. The program is designed to empower a diverse community of learners to become safe, ethical, and career-ready practical nurses. Through a student-centered, evidence-based approach, the curriculum prepares graduates for licensure and equips them to thrive in today's complex, technology-driven healthcare environments.

In alignment with the mission and vision of the College, faculty deliver high-quality education across classroom and clinical settings, fostering the knowledge, skills, and professional attitudes essential for success in the nursing profession.

The program also reflects UA-PTC's commitment to community engagement through strategic partnerships and initiatives that integrate service-learning opportunities throughout the curriculum. These experiences emphasize preventive care and chronic disease management, allowing students to apply their learning in real-world contexts. By promoting accountability and lifelong learning, the program strengthens the healthcare workforce and addresses the evolving needs of the Central Arkansas community.

## Philosophy and Curriculum Model

The faculty of the UAPTC Practical Nursing Program has a common belief about individuals/groups of individuals, health and nursing. These beliefs form the foundational concepts of the Program Outcomes, Program Student Learning Outcomes and curriculum model.

### **Individuals and Groups of Individuals**

The faculty posits that the primary focus of nursing is the individual or groups of individuals (communities). Throughout the curriculum, bio-physical and psychosocial needs are explored, including oxygenation, fluid and electrolyte balance, equilibrium, nutrition, elimination, rest and activity, sensory function, comfort, safety, human interaction, sexuality, learning, and spirituality. Although numerous developmental theories exist, Erikson's theory serves as a foundation for describing growth and development throughout the practical nursing program.

Furthermore, individuals belong to diverse cultures, and their culture significantly influences how nurses intervene to address human needs. Respect for cultural diversity is fundamental to patient-centered care. Community needs are directly associated with the needs of a specific group of individuals. Recognizing the diversity of healthcare needs is an integral component of healthcare delivery. These needs can be met or unmet through various means. While an individual or group may independently meet certain needs, they may also require interactions with healthcare team members to address needs that impact risk reduction, disease prevention, health promotion, and require health teaching and advocacy. Nursing care primarily focuses on addressing the unmet needs of individuals and groups, with prior authorization based on a logical decision-making model.

### **Health**

Health is a dynamic state that encompasses the met or unmet biological and psychosocial needs of individuals and groups.

Health promotion encompasses risk reduction, disease prevention and patient/family education. Health education needs are based on identified risk factors and prevention strategies.

The practical nursing curriculum focuses on commonly recurring health problems and health promotion.

These health problems are disorders or diseases that frequently manifest in individuals receiving nursing care in various health care settings.

## Nursing

Nursing is a specialized discipline that integrates **knowledge, skills, and attitudes** to deliver effective care to individuals, groups, communities, and populations. The integration of these core elements supports students in achieving **course-level, program-level, and overall program effectiveness outcomes**, equipping them with the competencies essential for professional nursing practice.

The faculty affirm that nursing practice reflects the **National League for Nursing (NLN) Program Outcomes** for Graduates of Practical/Vocational Nursing Programs—**human flourishing, nursing judgment, professional identity, and the spirit of inquiry**. These core competencies serve as the foundation for the program's outcomes and end-of-program student learning outcomes. They are based on the **Clinical Judgment Model (2006)**, the **Quality and Safety Education for Nurses (QSEN) Initiative**, and models of clinical and ethical decision-making guided by the **American Nurses Association (ANA)**, including the *ANA Code of Ethics for Nurses*, the *ANA Social Policy Statement*, the *Arkansas Nurse Practice Act*, and relevant state and federal regulatory standards, best practices, and safety guidelines.

The **curricular framework** of the UAPTC Practical Nursing Program incorporates both **theory and clinical practice** across the three essential domains—**knowledge, skills, and attitudes**. These are interrelated and facilitate student achievement of learning outcomes and practice competencies.

## Knowledge

The knowledge base of practical nurses includes an understanding of the use of the **nursing process, best practices, human needs and culture, growth and development, commonly recurring health problems, pathophysiology, pharmacology, legal guidelines, and standards of practice**.

Practical nurses must be proficient in the application of the **nursing process**, which involves assessment, diagnosis, planning, implementation, and evaluation. This systematic approach ensures effective and patient-centered care. They must also stay informed about **best practices**, which are evidence-based strategies that lead to improved patient outcomes.

Understanding **human needs and cultural differences** is crucial in delivering compassionate and individualized care. Practical nurses are expected to recognize and respect diverse backgrounds and tailor care approaches accordingly.

Knowledge of **growth and development** allows practical nurses to provide age-appropriate care, recognizing the physical, emotional, and cognitive changes that occur throughout the lifespan. In addition, familiarity with **commonly recurring health problems** enables nurses to detect, manage, and provide education on conditions frequently encountered in their practice.

A solid understanding of basic **pathophysiology and pharmacology** is essential. Pathophysiology helps nurses understand the underlying mechanisms of diseases, while pharmacology equips them to safely administer medications and monitor their effects.

Finally, practical nurses must adhere to **legal guidelines** and **standards of practice** to ensure ethical and legal accountability. These standards guide their conduct, decision-making, and professional responsibilities, promoting safety and integrity in nursing care.

## Skills

The skill focus of the practical nurse is to provide safe, competent care respecting dignity, integrity, cultural values/traditions for patients/families in contemporary practice environments and the community setting. The nurse uses information technology in knowledge attainment, delivery of care, documentation of nursing care, and communication. Delegation, organization/prioritization, competency in medication administration, psychomotor and clinical decision-making skills are essential components of safe, competent nursing practice.

Practical nurses function as a member of a health care team under the direction of a registered nurse or other health care provider and are responsible for accurate, professional and open communication with patients/families and members of the health care team respecting diversity, human dignity and integrity

**Attitudes**

The practical nurse demonstrates integrity, professional standards, responsibility, accountability, and ethics, incorporating personal strengths and values into the provision of care. These professional attitudes are also evident in collaborative efforts and communication with members of the health care team. In addition, the practical nurse serves as a patient advocate in care decisions and embraces lifelong learning as an integral part of nursing practice, ensuring continuous growth and improvement in delivering quality care.

**Educational Theory**

The practical nursing program utilizes a combination of learning theories in the design and implementation of the curriculum. The program utilizes Adult Learning Theory/Andragogy, Cognitivism, and Constructivism.

Cognitivism	<ul style="list-style-type: none"> <li>• Student Centered</li> <li>• Mental processes such as thinking, memory, knowing and problem solving require active participation.</li> <li>• Knowledge seen as mental construction</li> <li>• Learning defined as change.</li> <li>• Changes in behavior are observable, not just behavior modification.</li> <li>• Learning promoted through disciplined inquiry.</li> <li>• Information acquired, processed, leading to learning outcomes.</li> </ul>
Constructivism	<ul style="list-style-type: none"> <li>• Student Centered</li> <li>• Learning actively constructed through interactions with environment, reflections and actions.</li> <li>• Goals are problem solving, reasoning, critical thinking, and active and reflective use of knowledge.</li> <li>• Learning is a search for meaning.</li> <li>• Learner constructs meaning.</li> <li>• Promotes interactivity among students.</li> <li>• Focuses on concepts, not facts and understanding the whole, as well as the parts.</li> <li>• Authentic learning in realistic environments.</li> <li>• Promotes learning contexts where learner plays an active role.</li> <li>• Guided discovery and goal-based scenarios.</li> <li>• Educators collaborate and facilitate learning.</li> </ul>
Adult Learning Theory/Andragogy	<ul style="list-style-type: none"> <li>• Students have multiple life demands.</li> <li>• Educators facilitate learning, students are autonomous and self- directed.</li> <li>• Integrated life experiences, to bring and share with peers.</li> <li>• Goal directed and self-initiated.</li> <li>• Authentic interactivity; active processing of experience and internalization of information; personally, meaningful and conceptually coherent.</li> <li>• Recognize value in learning.</li> <li>• Must translate to practice environment.</li> </ul>

## Program Student Learning Outcomes

The competencies **Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry** form the foundation of the student learning outcomes. Student learning activities in each course focus on the attainment of the Program Student Learning Outcomes.

At the conclusion of the practical nursing program, the student is prepared to:

1. **Promote human dignity, integrity, and self-determination** through the establishment of therapeutic relationships with patients, families, and communities, fostering personal growth and well-being. (Human Flourishing [HF])
2. **Apply nursing judgment** in delivering safe, high-quality care that supports the health and well-being of patients, families, and communities, contributing to positive health outcomes. (Nursing Judgment [NJ])
3. **Integrate codes of ethics, regulatory standards, and professional guidelines** into practice, while incorporating personal strengths and values to promote professionalism and ethical nursing care. (Professional Identity [PI])
4. **Collaborate effectively within nursing and interprofessional teams**, ensuring open communication, mutual respect, and shared decision-making to enhance patient care and health outcomes. (Professional Identity [PI])
5. **Provide evidence-based nursing care** that utilizes best practices, appropriate technology, and considers patient and family values and preferences to ensure the delivery of optimal patient care. Spirit of Inquiry [SI])

### Student Responsibility for Academic Progress:

Students are ultimately responsible for their own education and academic success. Each student is provided with a curriculum plan—available in the [UA–Pulaski Technical College Academic Catalog](#)—which outlines the program requirements for each semester. Additional important details are also available in the [UA–PTC Student Handbook](#).

It is the student’s responsibility to be familiar with and adhere to the requirements, policies, and procedures outlined in these resources. Any updates to policies or procedures adopted by the faculty will be communicated to students either electronically or in writing.

Students are expected to follow the registration timeline published in the **UA–PTC Academic Calendar**.

Academic advisors will generally post their available advising hours, and students are encouraged to consult with their advisor **prior to making any changes** to their course schedule.

Schedule changes may be necessary in the following cases:

- The student has earned a grade below a “C” in any nursing program course
- The student has earned a grade below a “C” in any required prerequisite or support course
- The student’s **cumulative GPA** has fallen below **2.0**

For further details, students should refer to the **Re-entry Requirements** section of the Student Handbook.

## Nursing Specific Grading Scale and Minimum Requirements for Progression

92-100=A
85-91.99 =B
77-84.99=C
70-76.99=D
69.99 or less=F

To **successfully complete** a course and **advance to the next semester** in the Practical Nursing Program, **students must earn a minimum overall weighted average of 77%** in each practical nursing course. If the **overall weighted average is below 77%** (i.e., 76.99% or lower), **a letter grade of D or F will be assigned** based on the Nursing-Specific Grading Scale. Students receiving such a grade **will not be eligible to progress** to the next semester.

For **didactic courses**, students must earn a **minimum average of 70% on all exams** in order for any other weighted category items—such as assignments and attendance—to be factored into the final course average. If the **exam average is below 70%** (i.e., 69.99% or lower), the **final course grade will be based solely on the exam average**, and the appropriate letter grade will be assigned according to the Nursing-Specific Grading Scale.

Students who do not meet the 70% exam average requirement will **not be eligible to progress** in the program.

Please note: *Blackboard records all grades to the nearest hundredth of a percent and will not be rounded.*

### Student Success

"The UA-PTC Nursing Program is committed to excellence in education and comprehensive student support. As part of this commitment, and when resources allow, the program will incorporate a *Student Success Coordinator and Retention Specialist* into its forward-focused team. These roles are intended to enhance the student experience, promote academic success, and support career readiness. Whether you're a pre-nursing student or currently enrolled in nursing courses, you'll find a robust support system ready to help you thrive. Students seeking guidance in reaching their academic goals are encouraged to reach out to the **Program Director or nursing faculty** for a referral.

As part of our efforts to promote academic success, any student scoring below 77% on a nursing course exam will be required to meet with the Student Success Coordinator and Retention Specialist or other designated individual for remediation. During these meetings, students will work collaboratively to identify and overcome academic challenges, build effective study strategies, and gain the tools needed for course completion and long-term success in the nursing field.

- Current students enrolled in nursing courses who demonstrate difficulty understanding key concepts—based on classroom assignments or instructor observations—will be required to meet with the **Student Success Coordinator** and/or designated individual. These meetings are designed to address barriers to learning, reinforce course content, and strengthen academic performance.
  - All referrals will be documented by the instructor. Students are responsible for promptly scheduling and completing the review with the assigned faculty member.
  - **Important:**-Failure to attend a required remediation session will render the student ineligible to take the next scheduled exam, and the missed exam will be subject to the Missed Exam Policy, including any applicable zero (0%) consequences.

## Practical Nursing Admission Requirements

**Applications are due by **April 15** each year for admission to the following fall semester.**

Admission is contingent upon meeting all of the following criteria:

### **Eligibility Requirements:**

- Applicants must be at least 18 years of age.
- Applicants must have a high school diploma or a GED certificate.
- A minimum cumulative GPA of 2.0 is required.
- A **criminal background check** and **drug screening** must be successfully completed (both must be clear) before enrollment in any nursing program.
- Students may be subject to **random drug screenings** throughout their enrollment.

### **English Language Proficiency:**

Applicants whose first language is not English must meet the same admission criteria as all other students and must demonstrate English proficiency by passing an approved exam.

*Please note: All courses at UA - Pulaski Technical College are conducted in English. If English is not your native language, you must provide proof of English Language Proficiency. Acceptable documentation includes one of the following:*

- A TOEFL (Test of English as a Foreign Language) score of at least:
  - 500 (paper-based),
  - 173 (computer-based), or
  - 61 (Internet-based).
- An IELTS (International English Language Testing System) overall band score of 5.5.
- Documentation of graduation from an Intensive English Language Program in the United States.
- An ACT English sub-score of 19.
- Successful completion (grade of C or higher) of **English Composition I** from an accredited U.S. college or university.

### **Application Process**

#### **Step 1: Submit Initial Documentation**

- Complete the **Nursing Program Application**. *Note: Admission to the college does not guarantee admission into any nursing program.*
- Schedule an advising appointment by calling **501-812-2339**.
- Email copies of all current **health care related certifications** to: **nursingadmissions@uaptc.edu**
- Submit **official transcripts** from all previously attended colleges or universities to the Office of Records.
- Submit **unofficial transcripts** to **nursingadmissions@uaptc.edu**
- **If applicable**, submit a **letter of good standing** from the program director or chair of any nursing program previously attended but did not complete.
- Provide documentation of **two (2) MMR vaccinations** (measles, mumps, rubella) if born after January 1, 1957.

#### **Step 2: Placement Scores & Developmental Course Requirements**

- If you have never attended college or have limited college credit, submit **ACT** or **Accuplacer** scores that are less than five (5) years old.
- All **required developmental courses** must be completed prior to admission into any nursing program.

#### **Step 3: Entrance Exam Requirement**

- Applicants must complete the **NEX Practical Nursing Pre-Admission Exam**.
- Refer to the testing schedule available on the Practical Nursing (PN) program website.
- Minimum required **composite score** on the NEX exam is **138**.

## Selection Process

Admission to the Practical Nursing Program is competitive and based on a **point system**. Points are awarded in the following categories:

### 1. Entrance Exam Scores

- Points based on the NEX composite score (minimum required: 138).

### 2. Education Points

- Five (5) points per course will be awarded for each completed college course with a grade of **C or better**, as reflected in **official college transcripts** submitted with the application packet

<b>ENGL 10103</b> English Comp I	<b>BIOL 20003</b> Microbiology
<b>ENGL 10203</b> English Comp II	<b>BIOL 20001</b> Micro Lab
<b>CPSI 10003</b> Computer Concepts	<b>CHEM 12103</b> Fund Chemistry
<b>PSYC 11003</b> Psychology and the Human Experience	<b>CHEM 12101</b> Fund. Chemistry Lab
<b>SOCI 10103</b> Introduction to Sociology	<b>CHEM 14103</b> Gen. Chemistry I
<b>MATH 11003</b> College Algebra	<b>CHEM 14101</b> Gen. Chemistry I Lab
<b>BIOL 24003</b> A&P I	<b>CHEM 14203</b> Gen. Chemistry II
<b>BIOL 24001</b> A&P I Lab	<b>CHEM 14201</b> Gen Chemistry II Lab
<b>BIOL 24103</b> A&P II	<b>HIMT 10183</b> Medical Terminology
<b>BIOL 24101</b> A&P II Lab	<b>HEAL 20003</b> Nutrition

### 3. Certification Points

- Applicants may receive **five (5) points** for each **current** health care related certification in the following areas (documentation required):
  - Certified Nursing Assistant (CNA)
  - Medication Assistant–Certified (MA-C) \*OR Certified Medication Assistant (CMA)
  - Medical Assistant
  - EMT
  - Paramedic
  - Military-Trained Medic

Note: *Official transcripts and/or proof of certification are required for all applicable certifications and coursework.*

## Transfer Credit Policy

- Transfer credits are evaluated by the UA-PTC **Record's Office** and added to the student's **permanent academic record** once enrolled in the Practical Nursing Program.
- Credits will be accepted from **regionally accredited** institutions or **Arkansas state-approved** colleges.
- **Only grades of A, B, or C are transferable.** Grades of D or F are not accepted.
- **Transferred grades are not calculated into the UA-PTC GPA.**

### **Important:**

*All required documentation for admission (including 2 MMR vaccinations if born after January 1, 1957), must be submitted **in full** for an applicant to be considered for acceptance into the Practical Nursing Program.*

## Technology Requirements

Technology (hardware and software) and internet access will be key to course success. Please check the following list to be certain you have the technology needed to be successful in your courses.

1. Internet Access—Students should make arrangements to have access to the Internet, preferably high-speed Internet, for the duration of this course. A wired, high-speed, Internet connection (ethernet cable), is highly recommended especially when taking a test.
  - Computer Operating SystemsFor PCs: Windows 8+
  - For MACs: OS 10.13+
  - Chromebook (*Limited functionality*) - Please note, that while limited content will be accessible on a Chromebook, some course materials may not be accessible or display properly, and will require a computer with one of the two operating systems listed above. **For this reason, Chromebook is not recommended.**
  - iOS Devices (*Limited functionality*) - Please note, that while limited content will be accessible on iOS, some course materials may not be accessible or display properly, and completing most course assignments will require a computer, iPhone 6s or later, iPad Air 2 or later
2. Android Devices (*Limited functionality*) - Please note, that while limited content will be accessible on Android, some course materials may not be accessible or display properly, and completing most course assignments will require a computer.
  - Samsung Galaxy (S9+, Note 9+), Google Pixel (3A+), OnePlus (7T+)
3. Software—You will be the most successful in this course if you have access to a computer with the following software installed:
  - Microsoft Office –Excel, Power Point and Word. UA-PTC has secured for you access to the latest MS Office software. For more information, please visit the [UA-PTC Student IT Help](#) page where you will find other tools needed to be successful in this course.
  - Students are welcome to use Mac Applications such as Keynote, Numbers, and Pages, but please plan to convert these documents to the **Microsoft file types prior to assignment submission. This course technology requirement also applies to Google Slides, Sheets, and Docs.**
4. Browsers, Plug-ins, Players and Viewers—to take full advantage of all the features in this course, be sure you have the right technology at your fingertips. This includes:
  - Blackboard-supported browser - Firefox 60+, Chrome 74+, and Safari 12+ (Internet Explorer is no longer supported) are compatible with the current version of Blackboard.
  - [Acrobat Reader](#)
  - It is recommend running the [Blackboard Browser Check](#) to verify installed plug-ins on your computer
5. Additional Computer Hardware: web camera, microphone, and speakers (can be internal hardware already available on your computer)
6. [Recommended Technology Requirements for Blackboard](#)

## Criminal Background Check

Admission to the **UA - Pulaski Technical College Practical Nursing Program** is contingent upon the successful completion of both a **criminal background check** and a **drug screen**.

- **Failure to successfully complete or pass** (i.e., receive a clear result) the background check or the drug screen will result in the **withdrawal of the student's acceptance** into the program.

Graduating from a nursing program **does not guarantee** eligibility to take the NCLEX licensure examination. The Arkansas State Board of Nursing (ASBN) determines eligibility based on standards set in the **Nurse Practice Act and Rules**.

All applicants for initial licensure are **required by law** to undergo a **state and federal criminal background check**.

If you have ever **pleaded guilty, nolo contendere**, or been **found guilty** of an offense listed in **Arkansas Code Annotated (ACA) §17-3-102**, you may be **ineligible** for licensure in Arkansas. However, **waiver requests** may be considered under certain circumstances.

Before starting the nursing program, you must sign a statement confirming you have read and understood:

- [ACA §17-87-312](#)

These documents list specific disqualifying offenses and are also available:

- On the [UA-PTC Nursing Website](#)
- In the **Orientation Blackboard Shell**

## Academic Due Process

UA-Pulaski Technical College Academic Appeals process can be found in the [UA-PTC Student Handbook](#).

## Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, "The gaining of knowledge and the practice of honesty go hand-in-hand."

The handbook also states, "*The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.*"

Definitions and procedures related to dishonesty cheating and plagiarism are outlined in the UAPTC Code of Student Conduct and Disciplinary Procedures and the [UA-PTC Student Handbook](#).

### Cheating

- a) Copying from another student's test paper.
- b) Using any unauthorized assistance in taking quizzes, tests or examinations.
- c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes," or any other device or technology that would aid in cheating.
- d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments.
- e) The acquisition, without permission, of tests or other academic material belonging to a member of the Pulaski Technical College faculty or staff.
- f) Aiding and abetting another person in committing any form of academic dishonesty.

## **Plagiarism**

Plagiarism Defined:

Offering the work of another person as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

## **Other**

- a) Making, possessing or using any falsified college documents or records; altering any college document or record, including identification cards.
- b) Knowingly providing false information to college officials, including disciplinary meeting bodies.
- c) Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.
- d) Falsely claiming to represent the college or a registered student organization of the college.
- e) The use of artificial intelligence (AI) tools to generate or revise content (e.g., ChatGPT, Quillbot, Grammarly Premium AI) is strictly prohibited unless explicitly permitted by the course instructor.

Submitting AI-generated or AI-assisted work will be considered a form of academic dishonesty.

Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Please refer to individual course syllabi for more specific information regarding Academic Integrity.

## **Penalty**

If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of "F" in the course or an "F" on the assignment. The instructor will notify the student of his or her decision concerning the student's grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Student Life and Wellness or his/her designee shall determine if disciplinary action is warranted.

## **Instructor Reporting**

In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student's grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Students or his/her designee.

## **Student Rights**

Students have [Academic Due Process](#) rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the [UA-PTC Student Handbook](#). Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures. Please refer to the individual course syllabi for further information.

## Cell Phones and Electronic Devices

Use of **cell phones and other electronic devices** is permitted **only at the discretion of faculty and/or the clinical site**. All students must adhere to the following guidelines:

- **Unauthorized photography** in clinical settings is **strictly prohibited**.
- **Storing or entering any patient information** on personal devices is a **Healthcare Information Portability Accessibility Act (HIPAA) violation**.
- Devices must be **silenced** or turned off during class. If a phone rings during class, the student will be **asked to leave and not return until a formative evaluation meeting is scheduled with the Program Director** .
- **Use of personal cellphone during class or clinical is strictly prohibited**.
- Use of electronic devices to **cheat or screen capture** during tests or on assignments is a **violation of Academic Integrity**.
- **Smartwatches and other electronic devices (excluding laptops) are not allowed** during quizzes, exams, or in clinical settings.

**Violations of this policy** will result in:

- **Referral to the Program Director** for further disciplinary action (*See Student Progressive Accountability and Remediation Policy*)

Students are expected to behave in ways that promote a **positive and respectful learning environment**. **Disruptive behavior or attitudes will not be tolerated**.

## Accommodation Policy

UA - Pulaski Technical College is committed to complying with all federal regulations under the **Rehabilitation Act of 1973**, the **Americans with Disabilities Act (ADA) of 1990**, and the **ADA Amendments Act (ADAAA) of 2008**.

**Accommodations are available** to students with **documented disabilities**. To request accommodations:

1. Students must **register with the Disability Services Office**:
  - **Main Campus: 501-812-2738**
2. Students must provide a **current accommodation letter from the Office of Disability Services** .

Students are encouraged to **inform their instructor at the beginning of the course or as soon as accommodations are approved**. It is the **student's responsibility** to provide their **Accommodation Letter** to the instructor.

*Please note: Accommodations are not retroactive.* They will only be implemented **after** the instructor receives the official Accommodation Letter.

## Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the [UA-PTC Student Handbook](#).

## College Policies and Procedures

Students are responsible to review the online [UA-PTC Academic Catalog](#) and [UA-PTC Student Handbook](#) for information on current College wide policies and procedures.

### Contact Information

For questions or assistance, students may contact the **UA - Pulaski Technical College Practical Nursing Program** at:

 **(501) 812-2834** or **(501) 812-2339**

- Voicemail is available **24 hours a day**
- Please leave a **clear and complete message**, including your **name and contact information**

For advising or program planning, contact the **Allied Health Advisor** at:

 **501-812-2339**

### Social Networking Policy

This policy is intended to **protect the identity, integrity, and reputation** of the UA - Pulaski Technical College Practical Nursing Program and to **minimize risk** associated with online communication and collaboration. This applies to **any written electronic communication** related to the UA - PTC Practical Nursing Program that is **published online**, whether **public or private**.

#### Key Guidelines:

- **Confidentiality must be maintained at all times.**  
Patient information, clinical situations, and private details of students, faculty, staff, or patients must **never** be discussed or posted online.
- **Prohibited Platforms and Content:**  
Social media includes but is not limited to **personal or group blogs, chat rooms**, and platforms such as **Facebook, Twitter, Instagram, Snapchat, YouTube**, and other similar or anonymous platforms.
- Under **HIPAA regulations**, it is **strictly prohibited** to post or share:
  - Information about patients or families
  - Photos or videos from clinical settings
  - Any identifying descriptions of clinical situations
- You are **personally responsible** for all content you post online.  
Inappropriate posts—especially those involving patients, classmates, or faculty—that include:
  - **Discriminatory remarks**
  - **Harassment or threats**
  - **Violations of professional standards** are subject to disciplinary action, including possible **dismissal from the program**.
- **Prohibited Use of College Materials**
  - **Posting or using UA - PTC Practical Nursing Program materials, logos, photos, or videos without written permission** is not allowed.
  - Students who identify themselves as associated with the program **must clearly state** that any opinions expressed are their **own** and do not represent the views of the **UA - PTC Practical Nursing Program**.

- **Use of Campus Computing Resources**
  - Campus technology resources **must not be used for illegal activity**, including but not limited to:
    - Intentional harassment of others
    - Destruction or tampering with equipment, software, or data
    - Disruption or unauthorized surveillance of communications
    - Unauthorized reproduction of copyrighted materials

Please use social media responsibly. **Inappropriate online behavior can impact your academic standing and professional future.**

## Social Networking Guidelines

While the nursing program **cannot control personal behavior outside the classroom**, we are committed to promoting **professionalism** and **ethical conduct**. The following **guidelines and recommendations** are intended to protect students, patients, and the integrity of the nursing profession.

Students should avoid the following behaviors:

- Publicly **discussing** dissatisfaction, problems, or concerns involving:
  - Faculty or staff
  - Classmates or peers
  - Clinical site personnel or facilities
- **Posting any photos** related to clinical practice settings is strictly prohibited, even if patients, locations, or identifying information are not explicitly shown or mentioned.
- **Engaging in unprofessional behavior** either online or offline that reflects poorly on the nursing profession or the program.

The ASBN recommends before posting on a social media site to ask yourself:

- ◆ *Is the information I'm about to share protected under HIPAA laws?*
- ◆ *If I were the patient, would I be comfortable with this being shared about me?*

Your digital footprint matters. Inappropriate behavior—especially violations of privacy, professionalism, or patient confidentiality, can have **serious consequences**, including disciplinary action and **removal from the program**.

**Always think before you post.**

## Professional Behavior in the Classroom and Online Environments

These guidelines aim to educate students about **appropriate professional behavior** in both **online and classroom settings**, including:

- Discussion boards
- Email communication
- Social media platforms
- Any other digital or public-facing space

### Expectations for Student Conduct

Professionalism must be upheld **at all times**, including in:

- **Online learning environments**
- **Social media and personal networking sites**

Students are encouraged to be **mindful of their digital presence**, as **unprofessional behavior—even outside of school—can have serious consequences**, including:

- **Loss or denial of employment opportunities**
- **Damage to personal and professional reputation**
- **Potential legal action** (e.g., defamation of character or invasion of privacy)

### Student Responsibility

- Regularly **review your social media profiles** and remove:
  - Unprofessional photos or language
  - Inappropriate comments or discussions
  - Content that may reflect poorly on your character or fitness to practice as a nurse
- Remember: **Future employers often review candidates' online presence**. A single post can affect your **career opportunities** and **professional standing**.

**Conduct yourself with integrity—in person and online.** Your behavior is a reflection of both yourself and the nursing profession.

### Netiquette Guidelines for the Online Community

**Netiquette** refers to the expected norms of respectful and professional behavior in **online environments**. Just like in face-to-face interactions, maintaining **courtesy and professionalism online** is essential for a positive learning experience.

#### **Recommended Guidelines for Online Communication**

- **Professionalism and Courtesy**  
Treat your online communication with the same respect and formality as you would in the classroom or workplace.
- **Non-verbal Awareness**  
Remember that **tone, facial expressions, and gestures** don't translate online. Be clear and considerate in your written words.
- **Read First, Write Later**  
Take time to read your classmates' or instructor's posts before responding—unless otherwise directed in the assignment.

- **Use Clear, Effective Communication**  
Say what you mean. Communicate your thoughts in a **straightforward and respectful manner**.
- **Be Brief and Respectful of Others' Time**  
Keep your messages **concise** and **on-topic** to maintain an engaging and efficient learning environment.
- **Think Before You Send**  
Proofread all emails, posts, and assignments before submitting. Check for clarity, spelling, grammar, and tone.
- **Avoid Flaming**  
If you disagree, do so **respectfully**. Provide facts or references to support your viewpoint, and avoid sarcasm or hostility.
- **Use Appropriate Language**  
Inappropriate, offensive, or discriminatory language is never acceptable.
- **Always Cite Your Sources**  
Uphold academic integrity. **Plagiarism, cheating, or any ethical misconduct** can lead to serious disciplinary action.

**Professionalism online reflects your readiness to enter the healthcare field.** Set the tone with courtesy, clarity, and respect in all digital interactions.

#### Best Practices for Online Communication:

- **Use Group Messaging Sparingly**  
Avoid sending emails to the **entire class** or using **"Reply All"** unless your message is relevant to everyone.
- **Be Clear and Specific**  
Use **descriptive subject lines** in emails and discussion posts to help others understand the topic at a glance.
- **Avoid TYPING IN ALL CAPS**  
Writing in all caps is often interpreted as **shouting** in online communication.
- **Remember: Online is Permanent**  
Once you send a message or post, it **cannot be taken back**. Communicate with professionalism and always **treat others as you would want to be treated**.

#### **Faculty Communication Guidelines**

- **Communication is key to success.**  
If you have questions or concerns, **reach out to faculty** using their **preferred method** (e.g., email, text, phone call).
- **Response Time**  
Faculty aim to respond to student inquiries **within 48 hours, Monday through Friday**.
  - Responses may occur outside business hours or on weekends, but **this is not guaranteed**.
  - Weekend messages should be expected to receive a response **within 48 hours of the next business day**.

Clear, respectful, and timely communication helps build strong student-faculty relationships and supports your academic and professional success. Documentation of inappropriate or unprofessional communication may be retained by faculty or administration and submitted for academic review if necessary.

## Official Communication Channels

UA - Pulaski Technical College **student email accounts** are the **official method of communication** for all college-related and program-specific announcements.

- **Faculty will communicate important course updates** through:
  - **Blackboard Ultra**
  - **UA-PTC student email** (@students.uaptc.edu domain)
- **Emails from external accounts** (e.g., Gmail, Yahoo, Outlook, etc.) **will not receive a response** from faculty.

### Student Responsibility

To stay informed and maintain good standing in the program, students are expected to:

- **Check their UA-PTC email accounts at least twice daily** during the regular academic semester.
- **Ensure all contact information is current** with the Practical Nursing Program Office, including:
  - Home address
  - Telephone number
  - Emergency contact details
- Failure to maintain accurate records may delay urgent communication and program notifications. Students who fail to update their contact information may be subject to administrative holds or communication lapses for which the program is not responsible.

Consistent and timely communication is essential for your academic success and professional development. **Check your email, stay connected, and keep your information up to date.**

## Attendance

### Expectations

Regular attendance and active participation are essential to success in the Practical Nursing Program. Students are expected to:

- **Attend all class and clinical sessions** in their entirety.
- **Arrive on time** to every session—tardiness may be treated as partial or full absence.
- **Submit assignments on time** according to deadlines set by faculty.
- **Participate fully** in all scheduled course activities and requirements.

### Absences

In the event of an **unavoidable absence** (e.g., illness, emergency, or other extenuating circumstances), students are responsible for:

- **Notifying instructors as soon as possible**
- **Initiating arrangements** to complete missed exams when eligible.
  - **Note: Assignments** (i.e. pop quizzes, class activities) **administered during the missed class session cannot be made up**
- Understanding that **excessive absences or incomplete work** may negatively impact the final grade  
**Note: Missing class does *not* constitute a formal withdrawal from the course. It is the student's responsibility to complete proper withdrawal procedures if needed.**

### Attendance Monitoring

Updated

- Attendance and participation will be **monitored for every classroom and clinical session**.
- These components may be **factored into the final course grade**—refer to the individual course syllabus for specific grading policies.

**Professionalism begins with accountability.** Consistent attendance, punctuality, and active engagement are critical to your success in both the program and the nursing profession.

Please see individual course syllabi for more specific information regarding attendance.

### **Late Assignments (Classroom and Clinical)**

Students are expected to submit all assignments designated for completion *outside of class* by the specified due date, time, and method as outlined in the course syllabus, class schedule, or individual assignment instructions. Meeting deadlines demonstrates professionalism, responsibility, and readiness for clinical practice.

Students are expected to notify the instructor upon completion of an assignment to ensure issuance of a grade.

*Late assignment policy:*

Submitted 1 minute to 24 hours late:	25% deduction
Submitted between 24 hours to 48 hours late:	50% deduction
Submitted after 48 hours:	Student will receive a 0% on the assignment

#### **Technical Difficulties**

If a student is **unable to submit an assignment to Blackboard** by the required due date and time due to **technical difficulties**:

- The student may **email the assignment to the course instructor** by the original **due date and time** in the required format
- The **email submission will establish a time-stamped record** of submission until the issue is resolved and the assignment can be uploaded to Blackboard.
- **No late penalty** will be applied as long as the assignment **is emailed and submitted to Blackboard promptly** once the technical issue has been resolved. *Refer to the individual course syllabus for additional requirements.*

**Important: Assignments must be uploaded to the correct submission area in Blackboard to be eligible for grading.** Submissions sent only by email or uploaded to the wrong location in Blackboard will **not** be graded, and a grade of zero (0) will be recorded.

#### **Emergencies**

In cases of **emergent or extenuating circumstances**, students must:

- **Contact the course faculty as soon as possible**
- Follow any **special instructions** provided by your instructor for submitting assignments

Note: **Students are responsible for submitting assignments accurately and on time.** Keeping track of deadlines and maintaining open communication with faculty are essential for academic success. Please consult the individual course syllabus for specific requirements and additional details.

## Exam Policies

- Exams **will be administered via an online platform while students are physically present in the classroom.** Students are required to use a personal laptop or may request to borrow one from UA-PTC to complete exams. All exams must be accessed and completed in accordance with the instructions provided by the course faculty.
- Students will be allotted 2 minutes per question.
- Students who have accommodations will be allotted the designated amount of time based on the current accommodation letter.
- Everyone will take the exams on the same day at the same time. Any student who will miss an exam due to emergency or illness must notify the instructor at least one hour before the start of the exam. Failure to do so **will** result in a grade of zero (0) for the exam and be ineligible for an opportunity to make it up. Exam ‘Make-Up Day’ will be scheduled on a date determined by course faculty at the end of the semester. Students missing more than two (2) exams will not have the opportunity to complete a makeup. If a student misses a make-up exam session, a grade of zero (0) will be documented.
- Students must answer each question as they appear on the computer screen. Questions will be presented one at a time with no backtracking.
- Both questions and answers will be scrambled. No one will have the exact same exam. The computer will choose the questions from the question bank that has been developed by the faculty.
- Students must achieve an average score of 70% in the course exam category prior to the calculation of other categories (assignments, attendance, etc..) into the final course average.
- Late arrival to exams is distracting and is not permitted.
- Students will:
  - Ensure their personal portable computer meets current minimum compatibility requirements at the beginning of each semester
  - Ensure a portable computer and charger compatible with current exam software is available for the exam. It is each student’s responsibility to ensure they have a working compatible computer for all exams. If a class-wide technology issue occurs, faculty will determine the appropriate action.
  - Meet exam download deadlines per course policy/faculty instructions (if applicable).
- The exam will begin as scheduled and no additional time will be granted unless warranted by the faculty.
- Wait for the proctor to announce the password.
  - Not wear hats, hoods, badges with reels or lanyards, or sunglasses.
  - Arrive to the assigned exam room 10 to 15 minutes before scheduled testing time.
  - Follow faculty/proctor directions for assigned seating, if applicable.
  - Place all course materials, notes, cell phones in the off position, smart watches, and any/all other electronic devices in a place away from the exam area as designated by the faculty/proctor. Students will be asked to empty pockets and remove shoes. \*\*If calculators are required, they will be provided via exam software.
  - Keep only a portable computer on the table area. A water bottle with no removable stickers/labels may be placed on the floor. If the student is found to be in possession of an electronic device other than a portable computer/charger during the exam, they will be excused from the exam immediately and earn a zero (0) on that specific exam as well as face other consequences detailed by policies of the college and program.
  - Wear or bring earplugs on exam days, if desired. The faculty/proctor will request to examine earplugs. No wired or wireless earbuds are allowed.
  - Use scratch paper if provided by faculty/proctor. Students must put their full names on their piece of scratch paper and turn it in prior to leaving the exam room. Scratch paper taken outside of the examination room will result in a “zero” score on the exam.

- Refrain from talking or other communication during the entire exam period unless speaking to faculty/proctor. Limit questions to those regarding typographical errors, no questions related to content or question meaning will be answered.
  - Leave the exam room quietly and will not be permitted to re-enter the classroom until the exam has concluded.
  - Reboot their laptops with faculty/proctor supervision as necessary for technical issues.
  - Raise their hand after grade/rationale review and have a faculty/proctor witness the exam has been successfully uploaded/submitted (currently the green screen), if in person. Failure to demonstrate exam upload will result in a delayed or impacted grade
  - Acknowledge that exam sessions may be videotaped to ensure exam integrity
- *Disruptions to the examination procedures will not be tolerated. Faculty/proctor will dismiss students from an exam for continued disruptions and students will receive a zero (0) for that examination score.*

## vSIM Clinical Guidelines

### 1. vSIM Access

Every student will purchase an activation code to log into vSIM.

### 2. Clinical Day Expectations

- Students requiring a virtual clinical experience must log into Zoom each clinical day for both **pre-conference** and **post-conference** sessions.

### 3. Written Assignments

- All assignments for vSIM will be emailed by the instructor the day simulation is scheduled.
- All written work will be submitted by 10:59 PM the day vSim is scheduled.
- All assignments must be submitted to the designated area in **Blackboard**.
- Refer to the **rubric** and **individual assignment instructions**

### 4. Simulation Completion Requirements

- Students must achieve a **minimum of 95%** on the virtual simulation.
- Unlimited attempts are allowed.
- Failure to achieve 95% will be treated as **leaving clinical more than an hour early**, resulting in a **zero (0)** for that clinical day.

### 5. Post-Simulation Quiz

- Students must earn at least a **90%** on the vSIM post-quiz.
- Failure to achieve 90% will be treated as **leaving clinical more than an hour early**, resulting in a **zero (0)** for that clinical day.

## Classroom/Clinical Written Assignments

### 1. Assignment Submission

- Assignments will primarily be submitted via **Blackboard**.
- Faculty will provide specific instructions for each course and assignment as needed, including details such as due date, time, formatting requirements (e.g., typed), and the maximum point value for each activity.
- Students are expected to comply with the standards set forth in the individual course syllabi for these assignments.

### 2. Use of Rubrics

- Always refer to the individual assignment **rubric** to ensure all expectations are met.

## Clinical Policies

### General Requirements

- **Punctuality & Preparation**  
Students must arrive **on time** for all clinical and classroom activities—both **in-person and virtual**—and be prepared with the necessary information to actively participate in discussions.
- **Virtual Meeting Etiquette**
  - Students must attend from a **well-lit**, distraction-free environment (not in bed).
  - **Cameras must remain on** for the duration of the session.
  - Students may **not drive or multitask** during any virtual class meeting.
- **Assignment Submission Standards**
  - All assignments must be **typed on the provided template** and submitted **as instructed** (via email or Blackboard).
  - **Handwritten assignments will not be accepted**, unless specified in the instructions.
  - **Photos** of assignments **will not be accepted**
- **Academic Integrity**
  - All written assignments may be required to be submitted through **SafeAssign** verify originality.
  - *For additional guidance, please refer to the Academic Integrity and Plagiarism policy provided earlier in this handbook.*
- **Collaboration Policy**
  - Clinical and classroom assignments are to be completed **individually**, unless the instructor explicitly states otherwise.
- **Communication Expectations**
  - Please allow a **minimum of one hour** for instructors to respond to questions during clinical hours or regarding clinical material **before reaching out to another instructor**.

## Student Accountability & Clinical Conduct

- **Accountability**

Students are accountable for adhering to the **rules and regulations** of:

- UA–Pulaski Technical College
- The Practical Nursing Program
- All affiliated clinical facilities

- **Faculty Authority in Clinical Settings**

- Faculty members have the authority to **temporarily suspend** a student from clinical activities if the student is:
  - **Disruptive**
  - Creating an environment that compromises the **health and welfare of patients** or interferes with the **operations of the healthcare facility, or**
  - Involved in a **single incident exhibiting behavior** that **reflects a disregard for safety protocols, ethical principles, academic integrity, or professional standards**
- **Immediate Actions:**
  - The student will be **notified of the behavior**
  - The student will be **dismissed immediately** from the clinical site at the discretion of the Program Director
- A **Formative Documentation** report is completed by the instructor and/or Program Director, outlining the specific compliance **concern** or violation.
- **Review Process:**
  - Within **three school days**, the incident will be reviewed in the presence of the student by a panel consisting of **at least two faculty members**, the **Program Director** and the **Dean of Science, Mathematics and Allied Health** with the student present.
- **Disposition Options:**
  - Continuation in the program with a final remediation agreement
  - Removal from the course with a final grade of “F”, or
  - Dismissal from the Practical Nursing Program
- *Please refer to the Student Progressive Accountability and Remediation Policy*

## Clinical Requirements:

- **CastleBranch will be utilized to confirm that all required certifications and immunizations are current and compliant with program requirements.**
  - **Students are responsible for uploading their own information into this platform.**
- **Certification & Health Compliance**
  - Students must maintain **current American Heart Association BLS CPR certification** before and throughout clinical rotations.
    - Failure to maintain current certification will result in **removal from the clinical site.**
  - Students must adhere to **CDC infection prevention precautions (Universal Precautions)** at all times.
  - All required **immunizations must be up to date** to attend clinical. Non-compliance will result in a **missed clinical day.**
- **Attendance & Tardiness Policies**
  - **Clinical attendance is mandatory** each week for the full scheduled time.
  - There is **no makeup time** for missed clinicals, except under **extenuating circumstances** and at the discretion of the program director.

- **Communication Protocols for Absences or Tardiness**

- In case of an emergency, notify your clinical instructor **at least 30 minutes prior** to your shift.
- Acceptable contact methods: voicemail, detailed text message, or email to the instructor's **@uaptc.edu** address.
- Be aware of **each instructor's preferred communication method**.
- **No Call/No Show** (failure to notify prior to clinical start time) will result in a **zero (0)** for the week.
- **Tardiness Policies:**
  - More than **15 minutes late** = student will be **sent home** and earn a **zero (0)** for the week.
  - If student **notifies the instructor 30+ minutes prior** but is still **15+ minutes late**, they earn a **zero (0)**.
  - If **no notification** is given **30+ minutes prior**, and the student is **15+ minutes late**, it is considered a **No Call/No Show**.

- **Clinical Conduct & Expectations**

To ensure patient safety, uphold professional standards, and support student accountability, the following expectations must be met during all clinical experiences:

- **Students are expected to:**

- Arrive on time and dressed in the approved uniform for both pre- and post-conference.
- Remain on-site for the full duration of the clinical shift.
- Provide appropriate hand-off communication to faculty and assigned clinical staff before taking breaks or leaving the clinical site for the day.

- **Students may not:**

- Remain at the clinical facility after hours without faculty supervision.
- Leave the clinical site without written permission from the instructor. Unauthorized departure will be considered an absence and may result in disciplinary action.
- Use unit phones for personal calls.
- Have cell phones in the clinical area. Phones may only be used off-stage to access approved clinical resources.
- Use personal or school-issued laptops without direct instructor approval.
- Sleep, chew gum, or use tobacco or similar substances during clinical hours.

**Note:** All students are required to adhere to the smoking policies specific to each clinical facility.

- **Early Departure Policy**

- Leaving clinical more than thirty (30) minutes early—**even with instructor approval**—will result in a **grade of zero (0)** for that clinical week. This is to preserve the integrity of the clinical experience and ensure consistency in student evaluation.

- **Accountability & Remediation**

- Adherence to clinical conduct policies reflects the core professional standards of the Practical Nursing Program. **Violations of these expectations will be addressed under the Student Progressive Accountability and Remediation Policy**, which may include a verbal warning, a written Formative Documentation report, and/or a structured remediation plan depending on the severity and frequency of the infraction.
- The goal of this process is to provide students with clear expectations, timely feedback, and structured support to correct behavior while maintaining a safe and professional clinical learning environment.
- See ***Student Progressive Accountability and Remediation Policy***

- **Other Requirements**
  - Students must **park in designated areas** only.
  - **Lunch breaks** must adhere to allotted times and specific locations.
  - Clinical attendance and conduct related to **COVID-19** or other exceptional events will be handled **on a case-by-case basis**.
  - Additional details regarding clinical requirements will be outlined in each individual course syllabus

**Safe Clinical Practice Expectations and Conduct Standards:**

Safe clinical practice is the foundation of the Practical Nursing Program and is a requirement for all students throughout their clinical experiences. Students are expected to consistently demonstrate professional, ethical, and legal nursing behavior, upholding the highest standards in all interactions and clinical tasks.

**Definition of Safe Clinical Practice**

Safe clinical practice includes—but is not limited to—the following core areas:

- **Legal and Ethical Practice**
  - Functioning within the scope and standards defined by the Arkansas Nurse Practice Act for Practical Nurses.
  - Adhering to the ANA Nurse’s Code of Ethics by protecting patient dignity, maintaining confidentiality, and acting with integrity.
- **Accountability and Clinical Competence**
  - Being adequately prepared for all clinical assignments.
  - Providing accurate documentation and timely, appropriate patient care.
  - Communicating clearly and professionally, both verbally and in writing.
  - Staying within the limits of one’s education and clinical training.
  - Avoiding medication and procedural errors.
  - Ensuring patient safety at all times (e.g., keeping side rails up, supervising vulnerable patients).
- **Respect and Professionalism**
  - Treating all patients, families, faculty, healthcare team members, and peers with courtesy, empathy, and professionalism.
  - Following all written and verbal instructions from instructors, physicians, and licensed nurses.
  - Demonstrating honesty and integrity in all clinical activities.
- **Adherence to Policies and Professional Responsibilities**
  - Wearing the appropriate clinical uniform.
  - Using technology only with permission and under appropriate circumstances.
  - Observing infection control standards and medication administration procedures.
  - Maintaining patient confidentiality.
  - Remaining within the clinical facility only when supervised by a clinical instructor.
  - Notifying the instructor of absences or issues—**no call/no show is unacceptable**.
    - Note: throughout the semester, students may not accumulate absences exceeding twice the number of clinical sessions normally scheduled within a single week.
  - Refraining from alcohol or drug use; any signs of substance use (including odor) are strictly prohibited.

## **Examples of Unprofessional or Unsafe Conduct**

Unacceptable behaviors include, but are not limited to:

- Disregarding instructions from instructors or healthcare professionals
- Being disrespectful or argumentative with peers, staff, patients, or families
- Lying or providing false information
- Using phones or other devices without permission in clinical areas
- Being in clinical settings without instructor supervision
- Leaving clinical assignments without notifying the instructor
- Neglecting patients or placing them in unsafe conditions
- Failing to follow infection control or medication policies
- Displaying impaired behavior due to suspected substance use

**Note:** This list is not all-inclusive. Nursing faculty reserve the right to determine what constitutes unsafe, unprofessional, or inappropriate conduct based on the situation and established nursing standards.

## **Consequences for Unsafe or Unprofessional Conduct**

**Any behavior that compromises patient safety, breaches professional ethical standards, or undermines the integrity of the healthcare environment will be considered a violation of the critical compliance areas defined by the Practical Nursing Program.**

Such violations—whether the result of negligence, knowledge gaps, or willful misconduct—carry the potential for serious consequences, including patient harm, ethical violations, or academic dishonesty. Infractions within these essential areas of performance must be promptly recognized, thoroughly documented, and addressed through appropriate intervention, remediation, or disciplinary action in accordance with the program’s

**Student Progressive Accountability and Remediation Policy**

## **Clinical Evaluation and Grading**

Clinical performance will be **evaluated and graded** based on:

- **Successful completion of student learning activities**—including procedural skills and competencies—in the lab or clinical setting
  - **Skill/Competency Performance Protocol:**  
If a student is unable to successfully demonstrate a required skill or competency:
    - **Initial Unsuccessful Attempt:**  
The student will receive a **verbal warning** for a safety-related concern and be assigned **remediation and additional practice.**
    - **Second Attempt (Following Initial Remediation):**  
If the student does not meet the required competency after the first remediation opportunity, this indicates a developing pattern of concern. In such cases, the instructor will initiate a **Formative Documentation** form, including a written narrative and a **revised remediation plan** tailored to address the performance gap.
    - **Third Attempt (Following Two Remediation Opportunities):**  
Continued inability to demonstrate the skill after two remediation opportunities constitutes **Continued Concern** under the Progressive Accountability and Remediation Policy. Based on the student’s progress and documentation, the following outcomes may be considered:
      - Continuation in the program under a **final remediation agreement**
      - **Removal from the course** with a final grade of “F”
  - **Dismissal from the Practical Nursing Program**

This process supports a structured and fair approach to clinical competency while emphasizing **student accountability, patient safety, and professional development.**

Refer to the **Student Progressive Accountability and Remediation Policy** for further details.

- **Student Learning Outcomes for each clinical course**
  - Evaluation will be conducted using a **clinical grading rubric**, which outlines expectations and standards required for successful completion of the clinical component.
  - These expectations and activities are designed to:
    - Enhance individual learning experiences
    - Promote the development of competent nursing skills
    - Encourage positive, collaborative interactions with patients, healthcare providers, and families

### **Personal Appearance & Dress Code**

The Practical Nursing Program at **UA–Pulaski Technical College** is a professional training program dedicated to the values and standards expected by healthcare employers and the community. To reflect these expectations, all students are required to follow the clinical dress code guidelines.

Additionally, students are expected to wear their designated clinical uniform to all classroom sessions. *Please refer to individual didactic course syllabi for specific requirements and additional instructions.*

### **General Appearance Standards**

- Students must maintain **personal hygiene and cleanliness** at all times.
- **No offensive odors** are permitted. This includes body odor, strong-smelling foods, or personal care products.
- **Fragranced products** (perfumes, colognes, aftershaves, perfumed lotions/soaps) are strictly prohibited in the clinical area.

### **Uniform Requirements**

- **All clinical uniforms must be purchased from the UAPTC Bookstore (Follett)** and include:
  - **Designated royal blue colored scrubs**
  - **White jacket** (optional to wear inside the facility, but mandatory when entering and exiting)
  - UA–Pulaski Technical College **name badge** (must be worn at all times)
  - UA-Pulaski Technical College **patch (2)**
- **Scrub top and pants must be clean, pressed, and in good repair.**
  - Pant hems must **not drag the floor**.
  - A **plain white long-sleeved T-shirt** may be worn underneath the scrub top. No other colors are permitted.
- **Shoes must be:**
  - All-white nursing shoes or closed-toe professional shoes
  - Clean, with white laces (if applicable)
  - Free from scuffs and damage
  - **No Crocs**, rubber clogs, or open-toed footwear
  - **Backless shoes** must have a **strap across the heel**
  - **Solid white socks** that cover the ankles are required

### **Grooming & Hygiene Standards**

- **Fingernails:**
  - Must be **short and clean**
  - **No nail polish** (including clear)
  - **No artificial nails**, tips, or appliques
- **Facial Hair:**
  - Beards/mustaches must be well-groomed and **no longer than 1 inch**
- **Makeup & Eyelashes:**
  - Makeup must be in **natural tones**
  - **Eyelash extensions** must be of **natural length**

- **Hair:**
  - Must be **clean, neatly groomed**, and **pulled up/off the collar**
  - No strands may hang in the face
  - Hair color must be of **natural tone—no bright or unnatural colors**
  - Hair accessories must be **black, white, gold, or silver**
  - **No oversized hairstyles**
- **Head Coverings:**
  - **Scrub caps** are permitted **only in designated clinical areas** (e.g., operating room)
  - Hair must fit into **one** scrub cap if worn
  - No other head coverings are allowed unless religious accommodations are approved

### Tattoos & Jewelry

- **Tattoos** may need to be **covered** depending on the clinical facility’s policy. Students may be asked to use:
  - White long-sleeved undershirts or turtlenecks
  - Waterproof makeup
- **Approved jewelry only:**
  - One **plain, smooth wedding band** (no stones or etchings)
  - One **watch**
  - One **pair of small stud earrings**, one per earlobe (size of a pencil eraser)
  - **No other visible body jewelry**, including nose rings, tongue studs, or ear cuffs
  - **Clinical instructors may require removal of piercings**

### Compliance & Enforcement

- Students **must wear name badges**
- at all times in the clinical setting. Without a badge, the student may not remain on-site and will be marked absent.
- Students presenting in anything other than the **approved uniform** will be:
  - **Sent home for the day**
  - **Counted absent or recorded as an early departure**, depending on whether the issue can be corrected on site
  - **Failure to comply** with the **dress code** constitutes a violation of the program’s professionalism standards and **subject to the Student Accountability and Remediation Policy**. Such instances will be addressed appropriately by the instructor and/or the Program Director.

**Note:** *Students must also adhere to additional dress code policies specific to each clinical agency.*

### Environmental Control & Safety Standards

To ensure a safe and therapeutic environment for patients, staff, and students, all nursing students are expected to adhere to the following environmental control and safety guidelines during clinical rotations:

#### **General Safety Expectations**

- **Maintain a clean and clutter-free environment** in all patient care areas.
  - Beds must be kept in the **low position** with **side rails up** according to facility policy.
  - **Call lights** and **personal items** must be placed **within easy reach** of the patient at all times.

#### **Infection Prevention & Control**

- **Follow standard precautions** during all patient care activities.
  - This includes **proper hand hygiene** before, after, and between each patient contact.
- **CDC universal precautions** must be observed at all times to prevent infection transmission.

## Equipment Use & Waste Disposal

- **Hospital equipment must be used safely and only for its intended purpose.**
- **Sharps and waste must be disposed of properly** in designated containers according to institutional protocols.

## Accountability & Safety Violations

- Any student who **creates or contributes to an unsafe situation** involving:
  - Themselves
  - Other students
  - Residents
  - Patients or their families
  - Staff or faculty... constitutes a violation of the program's professionalism standards and **subject to the Student Accountability and Remediation Policy**. Such instances will be addressed appropriately by the instructor and/or the Program Director.
- **Note:** Safety is a non-negotiable priority. Students are responsible for knowing and applying all facility-specific safety and emergency procedures.

## Medication Administrations Procedures:

To ensure patient safety and professional development, nursing students must strictly follow the guidelines below when administering medications and performing procedures:

### Patient Identification & Preparation

- Use **two patient identifiers** (e.g., name and date of birth) before performing **any procedure** or administering **any medication**.
- **Verify physician's orders**, review the procedure, and **explain it clearly to the patient** prior to initiation.
- Ensure the **patient's privacy** is respected and that the **patient is left comfortable** after care is provided.

### Instructor Supervision

- Students **must contact the clinical instructor before** performing any procedures or administering medications.
  - The instructor must be **present and supervising for all medication administrations**.
  - **Students are not permitted to administer medications independently or solely with their assigned nurse.**
- During **preceptorship (PNUR 15033 – Nursing Process/Course Review)**:
  - Students may perform tasks **within the LPN scope of practice** with **direct supervision and presence** of the **precepting nurse** only.

### Medication Administration Protocol

- **Review physician orders** and **verify the MAR (Medication Administration Record)** before giving any medication.
- Students must research and understand all the medications being administered, including:
  - **Classification**
  - **Mechanism of action**
  - **Common side effects**
  - Be prepared to **explain the medication** to the patient before administration.

### Procedure Preparation & Execution

- Be **prepared and organized** before requesting instructor supervision:
  - **Gather all necessary supplies.**
  - Be ready to proceed confidently with **minimal prompting**.

- **Prioritize care needs** and organize time efficiently.
- Report all **relevant findings or observations** to both:
  - The **clinical instructor** and
  - The **patient's primary nurse**

### Clinical Documentation Assignments – Guidelines

- **Submission Platform & Deadlines:** Clinical documentation assignments will be posted on Blackboard under the appropriate instructor and section. Assignments must be submitted by the date and time specified by the instructor. Late submissions will be subject to penalties in accordance with the late assignment policy.
- **Medical Terminology & Abbreviations:** Students are expected to use correct medical terminology and approved abbreviations throughout their documentation.
- **Format Requirements:** Assignments must be typed and submitted as a Microsoft Word document or another instructor-approved word processing format. **Photos of assignments will not be accepted.**
- **Spelling & Grammar:** All documentation must be free of spelling errors. Proper spelling is essential for accurate clinical communication.

### Breaks and Lunch Periods – Guidelines

- **Lunch Schedule:** Students are permitted one (1) 30-minute lunch break during each clinical day. Lunch must be taken at the time designated by the clinical instructor. If cafeteria or food services are not available at the clinical site, students are expected to bring their own lunch.
- **On-Site Requirement:** Students are **not permitted** to leave the clinical facility during their break or lunch period.
- **Instructor-Specific Guidelines:** Each clinical instructor may establish additional guidelines specific to their rotation. Students are expected to follow these instructions.
- **Communication & Chain of Command:**  
Any questions or concerns should first be directed to the **clinical instructor**. If the issue is not resolved, it should then be brought to the **Program Director**. Students are expected to follow the established chain of command. Every effort will be made to resolve concerns at the lowest possible level.

## **Latex Allergy-Policy and Precautions**

- **Awareness and Disclosure:** Students with a known latex allergy must notify their clinical instructor and the Program Director **prior to the start of clinical rotations**. This allows for appropriate accommodations and precautions to be made.
- **Use of Non-Latex Products:** When available, clinical sites will provide non-latex gloves and equipment. Students should confirm the availability of these items with their clinical instructor in advance.
- **Exposure Risk:**  
**Note:** Students should be aware that **latex is commonly used in the clinical environment, and UAPTC cannot guarantee that students will not come into contact with latex-containing materials.**
- **Student Responsibility:** Students with latex allergies are responsible for avoiding exposure as much as possible and for identifying potential sources of latex within their clinical setting.
- **Medical Documentation:** A physician's note confirming the latex allergy may be required for documentation and appropriate support.
- **Emergency Response:** In the event of a reaction, students must notify their clinical instructor immediately and follow the clinical site's emergency protocol.

## Student Health Requirements & CPR

To ensure the safety of clients, peers, and themselves, all students entering the Practical Nursing Program must be in good **physical, emotional, and mental health**. Students must meet all health requirements and be capable of providing **safe and effective nursing care** without placing themselves or others at risk.

### **CPR & Immunization Requirements will be submitted by the student through CastleBranch:**

All documentation must be current **prior to the start of clinical rotations**:

- **CPR Certification:** Must be current and issued by the **American Heart Association (AHA)**.
- **Tuberculosis (TB) Test:**
  - Either a current **2-Step Tuberculin (PPD)** skin test
  - OR a **QuantIFERON-TB** blood test completed **within 12 months** of starting clinicals.
- **Hepatitis B:**
  - Completion of the **3-dose vaccine series**, OR
  - Proof of immunity via **titer**.
- **Tetanus:**
  - Valid **Tetanus or Tdap** immunization within the **last 10 years**.
- **MMR (Measles, Mumps, Rubella):**
  - **2 documented doses** required.
- **DTaP/Tdap:**
  - Must include Tetanus coverage within the last 10 years.
- **Varicella (Chickenpox):**
  - Documented vaccination OR
  - Proof of immunity via **titer**.
- **COVID-19 Vaccination:**
  - May be required by specific clinical sites, and students must comply with those requirements in order to participate in clinical rotations.
- **Influenza (Flu) Vaccine:**
  - Required **seasonally**, in accordance with recommendations from the **Arkansas Department of Health**.
- **Additional Vaccinations:**
  - May be required by specific clinical sites. Students will be notified of any additional requirements.

## Fees & Expenses:

Anticipated costs of the PN Program include, but are not limited to the following:

1. Tuition: \$145 per credit hour (in-state)
2. Medical expenses required for clinical—cost may vary based on insurance and provider.
3. American Heart Association BLS CPR certification: \$30-\$50 biannually
4. Admission Exam Testing (NEX--\$50)
5. Students are required to maintain electronic device accessibility sufficient to the program and college standards
6. Student uniforms
  - a. Royal Blue colored scrubs/white lab coat (purchased from the UAPTC Bookstore):
  - b. Name badge, UAPTC Patch (2)
  - c. White Shoes/socks
7. Additional costs for clinical experiences:
  - a. Students will be expected to provide their own transportation
  - b. Students are required to obtain a criminal background check at a cost of approximately \$100
8. Students are required to have access to the following equipment. Costs are estimated and prices may vary:
  - a. Watch (with a second hand) .....\$25-\$50
  - b. Stethoscope (must have adult and pediatric bell and diaphragm).....\$20-\$150

## Medical Marijuana Policy

According to the Arkansas Medical Marijuana Amendment of 2016:

- (25)(A) "Safety sensitive position" means any position involving a safety sensitive function pursuant to federal regulations governing drug and alcohol testing adopted by the United States Department of Transportation or any other rules, guidelines, or regulations adopted by any other federal or state agency.
- (B) "Safety sensitive position" also means any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety, including without limitation a position:
- (i) That requires any of the following activities:
    - (a) Carrying a firearm;
    - (b) Performing life-threatening procedures
    - (c) Working with confidential information or documents pertaining to criminal investigations; or
    - (d) Working with hazardous or flammable material, controlled substances, food, or medicine;
  - (ii.) In which a lapse of attention could result in injury, illness, or death, including without limitation a position that includes the operating, repairing, maintaining, or monitoring of heavy equipment, machinery, aircraft, motorized watercraft, or motor vehicles as part of the job duties; and
- (26)(A) "Under the influence" means symptoms of the current use of marijuana that may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.
- (B) "Under the influence" includes without limitation:
- (i.) Symptoms of the applicant's or employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, or other irrational or unusual behavior that are inconsistent with the usual conduct of the applicant or employee;
  - (ii.) Negligence or carelessness in operating equipment, machinery, or production or manufacturing processes;
  - (iii.) Disregard for safety;
  - (iv.) Involvement in an accident that results in:
    - a. Damage to equipment, machinery, or property;
    - b. Disruption of a production or manufacturing process; or
    - c. An injury; or
  - (v.) Other symptoms causing a reasonable suspicion that the current use of marijuana may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.

UAPTC's clinical affiliates deem nursing students to be in safety sensitive positions, and therefore cannot test positive for marijuana. If the nursing student does test positive, they are subject to dismissal from the nursing program because they have violated the policy on safety sensitive positions. Arkansas does not differentiate whether a nurse consumed medical marijuana while not working as a nurse (i.e. on vacation, between positions, move from a non-safety sensitive position to a declared safety sensitive position).

## Substance Abuse Policy:

UA-Pulaski Technical College Practical Nursing Program is dedicated to promoting a safe, professional, and effective learning environment. Substance abuse poses a serious risk to the health and safety of students, faculty, patients, and others. Therefore, the following policy will be strictly enforced.

### Suspicion-Based Drug and Alcohol Testing

If an instructor **observes behavioral changes** or other indicators that provide **probable cause** to believe a student is under the influence of drugs or alcohol during program-related activities (clinical, classroom, or lab), the following actions will be taken:

1. **Immediate Action:**

The student will be removed from the educational setting and instructed to submit to a **body fluid substance test** at *AnyLabTest Now*, a laboratory designated by UA-Pulaski Technical College.

2. **Student Responsibility:**

- The **cost of the drug/alcohol test** will be the student's responsibility.
- **Refusal to submit** to testing will result in **immediate dismissal** from the Practical Nursing Program.

3. **Release of Test Results:**

At the time of specimen collection, the student will be required to sign a **release statement authorizing** the lab to send test results to:

- The **Dean**
- The **Program Director**
- The **student**

4. **Outcomes of Testing:**

- If the **results are negative**, no disciplinary action will be taken, and the student will be allowed to **make up missed work** in accordance with program policies.
- A **positive result** verified by a secondary or follow-up test constitutes a **violation of the program's ethical and professional standards**. This violation falls under the **Student Accountability and Remediation Policy** and will result in dismissal from the program.

5. **Confidentiality:**

All test results will be handled confidentially and only disclosed to those individuals whose responsibilities require access to the information. UA-PTC is committed to protecting student privacy to the fullest extent possible.

### Additional Policy Notes

To ensure the safety of all individuals in clinical and educational settings, the following policy applies to all nursing students:

- **Students must remain free of illegal substances and nonprescribed drugs at all times.**
- Use of **prescribed medication** that may impair physical or cognitive function must be disclosed to faculty. If such medication affects the student's ability to perform safely, the student may be prohibited from participating in clinical activities.

- **Students who exhibit signs of impairment**—whether due to drugs, alcohol, or other causes—will be **immediately removed** from the clinical or classroom setting.
  - For clinical: A grade of **zero (0)** will be recorded for the clinical day.
  - For classroom: **Attendance and assignment credit may also be impacted.**
  - This behavior is considered a **violation of professional and ethical standards of the nursing program** and is **subject** to the **Student Accountability Policy.**
- **Random drug screenings** may be conducted at the student’s expense.

### **Indicators of Potential Substance Use or Abuse:**

The following signs and behavioral patterns may suggest that a student is under the influence of drugs or alcohol. These indicators, especially when observed in combination, may provide reasonable cause to initiate drug or alcohol testing. Consistent observation, thorough assessment, and detailed documentation over time are essential to determine if behaviors are substance-related.

#### **Cognitive and Motor Impairment**

- Ataxia (impaired coordination)
- Hand tremors
- Slowed response time in performing familiar skills
- Decreased coordination or manual dexterity from baseline

#### **Speech and Communication Impairment**

- Slurred or thick-tongued speech
- Rapid or choppy communication
- Incoherent or disorganized verbal expression

#### **Social and Behavioral Changes**

- Inappropriate verbal remarks (e.g., unusual topics, language, or expletives)
- Behavior outside societal norms, such as:
  - Angry outbursts or unrestrained agitation
  - Unexplained crying
  - Euphoria, paranoia, or hallucinations
- Marked changes in personality or demeanor, including:
  - Sudden introversion or extroversion
  - Irritability, giddiness, or defensiveness

#### **Somatic Manifestations**

- Odor of alcohol on breath
- Nausea, vomiting, or excessive thirst
- Frequent bathroom visits or complaints of urinary frequency or diarrhea
- Hiccoughs (hiccups)
- Reddened or bloodshot eyes
- Pupil size changes or drooping eyelids
- Complaints of blurred vision or difficulty focusing

### **Behavioral Patterns Suggestive of Ongoing Substance Abuse**

Substance abuse can negatively affect a student's academic and clinical performance. While many of the following behavioral patterns may have multiple potential causes, when observed over time they may indicate a **possible substance abuse issue**. A thorough assessment and detailed documentation are critical to determine whether these behaviors are substance-related.

Below is a list of **patterns of behavior** to observe and validate:

- **Repeated tardiness** or arriving late without explanation
- **Frequent absenteeism** or unexplained absences
- **Numerous and chronic somatic complaints**, such as:
  - Colds
  - Gastrointestinal problems
  - Fatigue/lack of sleep
  - Weight loss
  - Sluggishness or low energy
- **Decline in personal grooming**, including:
  - Untidy appearance
  - Lack of attention to hygiene (hair, nails, skin, oral care)
- **Multiple personal crises** or life disruptions
- **Avoidance of eye contact** or apparent discomfort with direct interaction
- **Social isolation** or withdrawal from peer interaction and support
- **Repeated excuses** for substandard academic or clinical performance
- **Forgetfulness** regarding appointments, deadlines, or assignments
- **Delayed or slowed responses** in performing familiar tasks
- **Sudden shifts in behavior or mood swings**
- **Distrustful or suspicious attitude** toward faculty or peers
- **Visible needle tracks** or marks on the body

### **Concerning Behaviors Related to Medication/Narcotics Handling**

In clinical settings, particular attention should be paid to the following behaviors, especially around controlled substances:

- Frequent need to "**waste**" **unused medications**
- Documentation of **larger-than-ordered doses** administered
- **Unauthorized possession** of the narcotic key
- **Unsupervised entry** into the narcotic storage cabinet
- **Volunteering for assignments** that offer increased access to narcotics
- **Frequent or extended breaks** or times when whereabouts are unknown

**Note:** Observation of these patterns does not confirm substance abuse but may be cause for concern. Any concerns should be documented and reported according to the appropriate chain of command. Patterns over time may warrant further evaluation, drug testing, or disciplinary action as outlined in program policies.

## Student Progressive Accountability and Remediation Policy

### Purpose:

This policy is designed to uphold the highest standards of **patient safety, professional ethics, and academic integrity** by establishing a fair and consistent process for addressing performance concerns. It emphasizes student accountability, supports educational growth, and reinforces the **ethical and professional expectations** of the nursing profession.

### Expectations:

Students are responsible for demonstrating **consistent retention and application of nursing knowledge, skills, and professional behavior** in all academic and clinical settings.

Students are expected to consistently demonstrate:

- Competency in applying nursing knowledge and skills
- Ethical behavior and sound clinical judgment
- Academic honesty in all coursework and assessments
- Respectful, professional interactions with patients, faculty, staff, and peers

By enrolling in the Practical Nursing Program, students commit to upholding the **ANA Code of Ethics, the UA-PTC Student Code of Conduct, patient safety standards, and all policies related to academic integrity**. This policy provides a structured framework for addressing performance concerns while supporting student accountability and growth.

### Critical Areas for Strict Compliance

There are **several critical areas** of nursing performance in which **strict compliance is not only expected but required**. These areas represent core responsibilities directly tied to **patient safety, ethical conduct, academic integrity, and the overall credibility of the nursing profession**. Adherence to these standards is essential for fostering trust, ensuring safe and effective care, and maintaining the integrity of both clinical practice and classroom environments.

Violations—whether stemming from negligence, knowledge deficits, or willful misconduct—can result in serious consequences, including patient harm, ethical breaches, or academic misconduct. Any infraction within these essential performance areas must be promptly identified, documented, and addressed through appropriate intervention, remediation, or disciplinary action as outlined in the program's policies.

**Examples of critical areas requiring strict compliance standards include, but are not limited to:**

#### Clinical Safety and Professionalism:

- **Medication administration** errors due to failure to follow the 10 Rights
- **Breaks in aseptic technique** during sterile procedures
- **Failure to verify patient identity** using two identifiers before treatment
- **Inaccurate or falsified documentation** in clinical records
- **Disrespectful, aggressive, or discriminatory behavior** in clinical or classroom settings
- **Failing to adhere to clinical attendance expectations**
  - Throughout the semester, students may not accumulate absences exceeding twice the number of clinical sessions typically scheduled within a one-week period.

### Ethical Standards:

- **Breach of patient confidentiality** or violation of HIPAA regulations
- **Failure to report errors or unsafe practices**, thereby compromising patient safety
- **Dishonest behavior during peer evaluations or group work**, affecting professional integrity
- **Unwillingness to accept constructive feedback** or address unsafe behaviors

### Academic Integrity:

- **Cheating on exams or assignments**, including the use of unauthorized resources
- **Plagiarism**—submitting work that is not one’s own without proper citation
- **Falsification of clinical hours or skill validations**
- **Collaborating inappropriately** on individual assignments

## **Progressive Review and Intervention Process**

### **Step 1: Initial Concern Identified**

#### **Description:**

A first-time violation resulting from human error, a gap in knowledge, misunderstanding, or a failure to recognize established safety standards.

#### **Action:**

- A verbal warning is issued, and if deemed necessary, a **Remediation Plan** is developed by faculty to address the concern. This plan is reviewed with the student and placed in the student’s file. The plan includes:
  - A description of the behavior or incident
  - Required corrective actions to be taken (e.g., skill return demonstration, ethical reflection paper, counseling )
  - A completion timeline

#### **Student Accountability:**

- If a **verbal warning** is issued, the student is expected to demonstrate accountability by correcting the behavior and maintaining compliance with program standards moving forward.
- If a **Remediation Plan** is developed, the student is responsible for completing all components by the assigned deadline to continue in good standing.
  - Failure to complete the plan will result in additional review.

### **Step 2: Ongoing Pattern or Second Concern**

#### **Description:**

A **second violation** of the **same type or related nature** will result in faculty initiation of a **Formative Documentation**—a formal written record outlining the specific objective, standard or expectation that was not met, indicating a developing pattern of concern. This documentation includes a corresponding remediation plan designed to address the identified issue and support the student’s improvement and accountability.

#### **Action:**

- The instructor **reviews all prior documentation related to the incident**, including any **verbal warnings** and **remediation plans** to **assess patterns** of behavior and determine cumulative concerns.
- The instructor initiates a **written narrative** within the **Formative Documentation** record, accompanied by an **initial or revised remediation plan**.

- A performance review meeting is held with the student, the **Program Director** and the **Dean of Student Life and Wellness** to discuss the **Formative Documentation** record detailing the violation, discuss the remediation plan timeline, and provide the student an opportunity to share feedback or ask questions.

**Student Accountability:**

- The student must actively participate in all required remediation.
- The student is expected to demonstrate insight into the professional, safety, ethical or academic standards breached and show improvement in future conduct.

**Step 3: Continued Concerns or Serious Breach**

**Description:**

- A third violation, or
- A **single incident involving behavior** that **reflects a disregard for safety protocols, ethical principles, academic integrity, or professional standards.**

**Examples include:**

- Falsifying documentation
- Cheating or plagiarism
- Repeated or willful violation of safety protocols
- Repeated medication errors
- Ignoring critical safety protocols after prior remediation
- Ethical violations (including HIPAA, ANA Code of Ethics, UA-PTC Student Code of Conduct)
- Disruptive, threatening, or disrespectful conduct in clinical or academic setting (classroom)

**Action:**

- Faculty will notify the Program Director of the incident
- The student is immediately removed from the clinical or classroom setting if safety or learning is compromised.
- A **Formative Documentation** report is filed, and a formal **Review Panel Meeting** is scheduled within 3 school days.
  - The review panel includes at least two faculty members and the Program Director. The Dean of Science, Mathematics, and Allied Health and the Dean of Student Life and Wellness may also participate.

**Possible Outcomes:**

- Continuation in the program with a final remediation agreement
- Removal from the course with a final grade of "F"
- Dismissal from the Practical Nursing Program

**Student Accountability:**

- The student is expected to actively participate in the review process, reflect on prior interventions, and take responsibility for outcomes.
- The decision will consider both the nature of the violation and the student's engagement with previous remediation efforts.

**Ongoing Student Responsibilities**

- Remain informed of all ethical guidelines, professional/institutional conduct and safety standards, and academic integrity policies outlined by the Practical Nursing Program and UA-PTC.
- Demonstrate integrity, professionalism, and accountability in all academic and clinical settings.
- Take the initiative to seek clarification or support when needed.

**Faculty Commitment**

Nursing faculty are committed to fostering a safe, respectful, and supportive learning environment. This progressive intervention policy ensures consistent application of expectations, provides opportunities for student growth, and protects the integrity of the nursing profession.

## Student Health and Medical Responsibility

To ensure the safety of both students and patients, UA-Pulaski Technical College requires nursing students to meet and maintain certain health standards. The following outlines the responsibilities and expectations regarding student health, medication use, and medical documentation:

### 1. Financial Responsibility

- Students are **financially responsible** for all costs related to:
  - Required health screenings
  - Immunizations
  - Drug tests
  - Any additional medical evaluations required during the program

### 2. Prescription Medication Disclosure

- Students taking **prescription medications** classified as:
  - **Barbiturates**
  - **Amphetamines**
  - **Hypnotics**
  - **Narcotics**
  - **Sedatives**Must provide **proof of a valid prescription** when requested by faculty.
- For medications **outside the above classifications**, students may still be required to provide documentation **upon faculty request**.

### 3. Illness or Injury

- If a student becomes **ill or injured**—whether due to a **physical, emotional, or mental health issue**—they may be required to:
  - Seek evaluation from a licensed healthcare provider
  - Provide **written clearance** from a physician verifying their ability to safely return to the program

### 4. Emergency Situations

- Emergencies will be handled **on an individual basis**.
- Students are expected to **promptly communicate** with both their **instructor** and the **Program Director** in the event of a health-related emergency.

### 5. Medical Documentation

- All required medical documentation must be submitted to the **Nursing Department** for inclusion in the student's official program file.
- **Falsification** of any medical information will result in **immediate dismissal** from the program.

## Practical Nursing Program Re-entry Policy

UA-Pulaski Technical College supports student success and recognizes that some students may need to re-enter the Practical Nursing Program after an unsuccessful attempt. The following outlines the criteria, procedures, and limitations for program re-entry.

### 1. Re-Entry After First Semester Unsuccessful Attempt

- Students who are unsuccessful in **Semester 1** must contact the **Program Director by July 1st of the following year.**
- These students:
  - **Will not** be required to repeat the full admission process.
  - **Will not** repeat courses in which they earned a passing grade (**C or above**).
  - **Are accountable for changes in the PN Technical Certificate requirements and PN policy requirements in effect at the time of re-entry.**
  - **Will be required** to complete:
    - A Re-entry Application
    - Entrance testing and/or;
    - A demonstration of previously learned clinical skills (if applicable)

### 2. Re-Entry After Second Semester or Later Unsuccessful Attempt

- Students unsuccessful in **Semester 2 or later** may re-enter the program **the following academic year**, beginning at the **level in which they were unsuccessful.**
- Re-entry requirements include:
  - **Completion of a Re-entry application**
  - **Demonstration of clinical skills competency**
  - **Re-entry exams** covering previously passed didactic courses during the semester of re-entry. Applicable courses may include:
    - **PNUR 11212** – Nursing Care of Adults I
    - **NURS 1208** – Nursing Care of Adults II
    - **NURS 1201** – Mental Health Nursing
    - **PNUR 13044** – Nursing Care of Mothers, Infants, and Children
  - A minimum score of **80% is required** on each re-entry exam.
  - Students are allowed **two (2) attempts per exam** to achieve the required score of 80%.
  - **Successful completion of the re-entry exams** is required **before registration** in the returning semester.
- **Students are accountable for changes in the PN Technical Certificate requirements and PN policy requirements in effect at the time of re-entry.**

### 3. Timeframe for Re-Entry Eligibility

- Re-entry is only offered to students in the **academic year immediately following** the course in which they were unsuccessful.
- **Students must submit the Re-Entry application** by the designated due date
- Students who:
  - Do not submit the Re-Entry Application

- Do not pass the required re-entry exams/skills
  - Choose not to pursue re-entry in the next available cohort
- Will be required to **restart the program from the beginning**, beginning with:
- **PNUR 11212 – Nursing Care of Adults I**
  - **PNUR 11035 – Clinical Nursing I**

#### **4. Re-Entry Limitations**

- If a student **withdraws** from a nursing course **to avoid receiving a failing grade**, the withdrawal **will be considered a course failure** upon re-entry and will be subject to the conditions outlined in the re-entry policy.
- Students are allowed to **re-enter the Practical Nursing Program only once**.
- After a **second unsuccessful Re-entry attempt** into the UA-PTC Practical Nursing Program, the student **will not be eligible** for re-entry for five (5) years.

## Practical Nursing Student Handbook Agreements (2025-2026)

Please initial each statement below to indicate your understanding and agreement:

- \_\_\_ I agree to abide by all rules, regulations, policies, and procedures of UA–Pulaski Technical College and the Practical Nursing Program, as outlined in the Practical Nursing Student Handbook.
- \_\_\_ I agree to follow the rules, regulations, policies, and procedures of all affiliated hospitals and healthcare facilities where I receive clinical instruction.
- \_\_\_ I agree to comply with the Substance Abuse Policy and to submit to drug screening at any time during enrollment, as requested by nursing faculty or clinical facility administrative staff.
- \_\_\_ I understand that drug testing may be required immediately upon request or within a specified timeframe. I acknowledge that a positive drug screen **will** result in dismissal from the Practical Nursing Program.
- \_\_\_ I agree to comply with the examination policies outlined in the Practical Nursing Student Handbook.
- \_\_\_ I authorize UA–Pulaski Technical College and the Practical Nursing Program to release information from my student records to prospective employers, licensing agencies, and/or educational institutions as needed.
- \_\_\_ I understand that I am fully responsible for monitoring my academic progress and final grade in each course. I recognize that the Practical Nursing Program uses a different grading scale than the rest of the college, with a 77% minimum passing requirement and no rounding.
- \_\_\_ I understand that to pass any course in the Practical Nursing Program, I must achieve a minimum exam average of 77% *before* any additional graded categories (such as assignments or projects) are factored into the final course grade. I further acknowledge that an exam average of 76.99% or lower in a didactic course will not be rounded and will result in the corresponding letter grade being recorded as my final grade, based solely on the exam average.
- \_\_\_ I understand that a final course average below 77% (i.e. 76.99%) will result in administrative withdrawal from the Practical Nursing Program, and I will not be permitted to progress to the next semester.
- \_\_\_ I understand that all classroom and didactic assignments are graded unless otherwise stated in writing. I am responsible for completing all assignments within the assigned timeframe. I acknowledge that failure to submit assignments on time is subject to the late assignment policy and may result in course failure or administrative withdrawal if my assignment average causes my overall course grade to fall below 77%.
- \_\_\_ I understand that I am expected to attend all scheduled class and clinical sessions. In the event of an unavoidable absence due to illness, emergency, or other valid reason, I am responsible for notifying the appropriate instructor(s). I also understand that missed assignments or activities due to absence or tardiness may not be eligible for credit and that excessive absences may adversely affect my final grade.
- \_\_\_ I understand that I am responsible for obtaining all required textbooks and supplies for each course. I recognize that failure to have the required materials may prevent me from succeeding in the program.
- \_\_\_ I understand that the Practical Nursing Program is demanding, and that my success will depend on the time and effort I dedicate to reading, studying, and preparing for class and examinations.
- \_\_\_ I understand that if I am denied access to any UA–Pulaski Technical College clinical affiliate for any reason, I may be administratively withdrawn from the Practical Nursing Program.
- \_\_\_ I have read and understand [ACA §17-87-312](#) that states the specific offences which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a nursing license in the state of Arkansas.

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID \_\_\_\_\_



**Certified Medication Assistant**  
**Student Handbook**

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## Medication Assistant-Certified (MA-C) Program Vision and Mission

The UAPTC MA-C Program embraces the mission and vision of the College. The faculty embraces the mission of the College by providing quality instruction in clinical, classroom, skills lab, and online settings; and providing students with knowledge needed to contribute to the profession and health care needs of the community.

In order to be certified as a medication assistant- certified, the student must submit written evidence that the applicant is:

1. Is currently listed in good standing on the state's certified nurse aide registry;
2. Has maintained registration on the state's certified nurse aide registry continuously for a minimum of one (1) year;
3. Has completed at least one (1) continuous year of full-time experience as a certified nurse aide in this state;
4. Is currently employed at a designated facility;
5. Has a high school diploma or the equivalent;
6. Has successfully completed a literacy and reading comprehension screening process approved by the Board;
7. Has successfully completed a medication assistant-certified training course approved by the Board, and;
8. Has successfully passed a Board approved certification examination on subjects the Board determined; or
9. Has completed a portion of a nursing education program equivalent to the medication assistant person training course and passed the Board's medication assistant certification and is otherwise qualified.

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination. **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.**

### MA-C Admissions Criteria

To be considered for admission into this program, you must meet the following criteria:

- Be a current student at UA-PTC
- Be at least 18 years of age
- Submit a high school transcript or GED certificate with graduation/completion date
- Submit ACT/COMPASS/Accuplacer scores
- Submit immunization records providing proof of 2 MMR vaccinations
- Submit transcripts from all institutions of higher learning that you have attended
- If you are offered acceptance into the MA-C program, you must pass a criminal background check and drug screen.
- Must have successfully completed all developmental courses.

## Program Learning Outcomes

At the conclusion of the medication assistant-certified program, the student is prepared to:

1. Meet the minimum competency standards set forth by the Arkansas State Board of Nursing regarding individuals who provide medication administration.
2. Define the legal and ethical responsibilities associated with the role of a certified medication assistant.
3. Safely demonstrate the basic routes and skills in the provision of medication administration.
4. Identify effects of common medications on body systems.

Medication Aide Competency Standards include recognition of;

1. Recipient's right to privacy and confidentiality;
2. Recipient's right to refuse;
3. Hygiene and infection control standards;
4. Appropriate policies/procedures for medication storage and handling;
5. General unsafe conditions;
6. Accurate documentation standards;
7. The "rights" of medication administration;
8. Role limits and responsibilities;
9. Safe medication provision for the oral, topical, inhalation, and instillation routes;
10. The legal limits of the medication aide role;
11. Reporting responsibility for suspected adult abuse;
12. Reporting responsibility for suspected adult abuse; and
13. The recipient's property rights and physical boundaries.

### Nursing Specific Grading Scale

92-100=A

85-91=B

77-84=C

70-76=D

69 or less=F

## Computer Requirements Operating System:

### Windows

- Windows 8
- Windows 10 or later

### MAC

- OS X 10.12
- OS X 10.13
- OS X 10.14
- OS X 10.15 or later

### Mobile/Tablet Devices

Completing tasks and assignments in Blackboard using a tablet or mobile device **is not recommended** as many Blackboard features will not work.

### Hardware

Prior to using Blackboard, compare your current system configuration with the recommended system requirements below.

- Processor: 1 GHz or faster
- RAM: 2 GB or higher
- 20 GB of available hard-drive space
- Sound card and speakers

### Internet

- High speed: Download speed of at least 1.5 Mbps, 750 kbps upload

### Browsers

Blackboard works best in the latest versions for the following browsers:

- Chrome
- Firefox
- Safari

You can also check your current browser's compatibility at the following: [Blackboard Browser Checker](#)

### Accessibility

**Blackboard Ally** - This tool is already provided in Blackboard for retrieving content in different accessibility formats (electronic braille, mp3 audio for listening, beeline reader, and more). To use this feature, select the black "A" icon as pictured below.



**Screen Reader** - When using a screen reader, use Chrome and JAWS on Windows. For Mac, use Safari and VoiceOver.

### Equipment

- Web Camera
- Microphone
- Speakers

## Software

The Office 365 suite is required for most assignments in Blackboard. Enrolled students and employees can download the suite (Word, Excel, PowerPoint, and more) for free at the following: [Office 365 Suite](#) (must be logged into the Campus Portal to download)

## Additional Resources

- [UA-PTC Blackboard Tech Support](#) - Having trouble with Blackboard? Submit a ticket and a team member from IT Services will be in touch with you.
- [UA-PTC Password Reset](#) - Instructions and an online form for resetting your UA-PTC password.
- [Multi-Factor Authentication \(MFA\)](#) - MFA must be enabled on your device for accessing Blackboard. Information is provided on this page about MFA and setting up MFA.

*\*\*\*Google Chromebook, iPad, Microsoft Surface, and other tablets are not recommended, as software and assignments in the program are not available/compatible on these devices.*

## Criminal Background Check

Admittance to the UA-Pulaski Technical College Medication Assistant Program requires a criminal background check. Failure to complete and pass the background check voids the student's acceptance into the program.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a MA-C program does not assure ASBN's approval to take the licensure examination.

## Academic Due Process

UA-Pulaski Technical College Academic Appeals process can be found in the Academic Catalog located on the UA-Pulaski Technical College website.

## College Policies and Procedures

Students are responsible to review the online UA-Pulaski Technical College Academic Catalog for information on current College wide policies and procedures.

## **Contact Information**

Students may reach the UA-Pulaski Technical College Medication Assistant Program by calling (501) 812-2834 or (501) 812-2745. Voicemail is activated 24 hours per day. Please leave a clear and complete voice message, including contact information.

## **Social Networking**

### **Social Networking Policy**

The purpose of this policy is to ensure the prevention of UA-Pulaski Technical College Medication Assistant Program's identity, integrity, and overall reputation while minimizing risks from online communication and collaboration.

- This policy applies to UA-Pulaski Technical College Medication Assistant program for any written electronic communication published online regarding UA-Pulaski Technical College Medication Assistant Program-related matters and information, whether public or private.
- Confidentiality of students, faculty, staff, and patients is to be maintained at all times. Patient information or clinical situations should never be discussed on social networking sites.
- The use/posting of unauthorized (where written permission has not been obtained from involved parties) pictures, logos, videos, or UA-Pulaski Technical College Medication Assistant Program, materials is strictly prohibited.
- Social networking, texting, sending/ receiving email, or using any other electronic device should be done during times that are allowable by the instructor.
- Students who are online social networking and identify him/herself as associated with UA-Pulaski Technical College Medication Assistant Program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of UA-Pulaski Technical College Medication Assistant Program.
- On Campus computing resources and network capacity may not be used for illegal purposes.
- The following examples of illegal purposes:
  - Intentional harassment of other users
  - Intentional destruction of or damage to equipment, software, or data belonging to UA-Pulaski Technical College Medication Assistant Program
  - Intentional disruption or unauthorized monitoring of electronic communications
  - Unauthorized copying of copyrighted material

The ARSBN recommends before posting anything on a social media site to ask yourself the following questions:

- Is the information I am about to share patient information that is protected by HIPAA laws?
- If I were the patient, would I want this information shared about me?

### **Communication**

UA-Pulaski Technical College student email accounts are an official means of communicating college-related information. Course and/or program specific information may also be sent to Blackboard email accounts. Students and faculty are responsible for regularly reading messages to both email accounts. (We suggest that you check your email each morning and each evening at a minimum.)

It is the student's responsibility to maintain current contact information within the program office. This information includes: address, telephone number, and emergency contact.

Students are required to adhere to the UA-Pulaski Technical College code of student conduct in addition to the Clinical Conduct and Behavior standards.

### **Clinical Conduct Standards**

#### **Clinical Conduct and Behavior Standards:**

The student is accountable to follow the rules and regulations of UA-Pulaski Technical College, the Medication Assistant Program, and all clinical affiliates.

A faculty member has the right to temporarily suspend a student from clinical whenever the student is disruptive and/or creating a situation that is not conducive to the health and welfare of patients or the essential function of the healthcare facility. The faculty member is responsible for contacting the Program Director to discuss the situation prior to suspending the student.

### **Clinical Requirements and Behavior Expectations:**

- Students will be American Heart Association CPR certified before beginning clinical rotations. CPR is offered within the nursing programs. Please let the instructor know if you need the CPR opportunity.
- CDC infection prevention precautions (universal Precautions) will be followed by the student at all times.
- Smoking regulations and policies will be followed at each clinical facility.
- Gum chewing, tobacco chewing, or chewing any substance in the clinical area is prohibited.
- **SLEEPING** is not allowed at any time.
- Park only in designated areas at the clinical facility.
- Emergencies requiring missed clinical time are handled on a case by case basis.
- Adhere to time allotted for lunch breaks.
- The student will report off to the faculty AND appropriate clinical personnel (Nurse) when leaving for breaks or at the end of the clinical day.
- If an emergency arises the morning of clinical, the instructor will be notified at least 30 minutes before the shift begins.

### **Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following:**

- Not following verbal or written directions from the clinical instructor.
- Not following instructions from physicians or the licensed nurse related to patient care in the clinical area.
- Being disrespectful to or argumentative with peers, instructor(s), patients, families, clinical facility staff, or medical staff.
- Not being honest (lying) to the clinical instructor, clinical facility staff, or medical staff.
- Being out of uniform.
- Making medication errors or medication omissions.
- Making medical or procedure errors.
- Neglecting a patient or leaving a patient unattended without correct safety measures in place.
- Providing unsafe care or leaving a patient in an unsafe environment. This would include leaving the side rails down or turning your back on a patient who is elderly, confused, disoriented, or has received narcotic medications.
- Having cell phones and other unauthorized electronic equipment in the clinical area. Cell phones should only be used in “off stage” areas.

- Performing tasks in the clinical patient care area as a student without a clinical instructor or the staff nurse present.
- Not following universal infection control precautions.
- Not following patient confidentiality policies.
- Not following medication administration policies and procedures.
- Drug and/or alcohol related behaviors.
- The smell of drugs, alcohol, or cigarette smoke on or in the proximity of the student. Students may be chosen to be randomly drug tested while a student at UA-PTC.
- Clinical no call/no show.
- Behaviors, interaction, or provisions of patient care that place the program or clinical facility at risk of liability or disruption of the clinical agreement between school and institution.
- Leaving the clinical area without prior notification of the clinical instructor and/or staff nurse.

The list above is not all inclusive. The faculty retains the right to determine what constitutes unprofessional and inappropriate conduct in the clinical setting.

Unprofessional behavior will be reflected on the clinical grading rubric for that week.

Students may receive a clinical grade of (F) when the clinical affiliate deems the student unsafe or asks that the student be dismissed from and not return to their facility. Students do not have the option to be moved to a different facility once a clinical affiliate dismisses them from their facility.

The Medication Assistant Program reserves the right to suspend a student from the program for any clinical performance or behavior (s) deemed unsafe, as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, health team, or facility in jeopardy.

### **Clinical Grading**

Students who place themselves, other students, residents, patients, patient's family members, staff, or faculty in an unsafe situation may receive a failing grade (F).

The program instructors have expectations that students must abide by during their clinical rotations. These expectations will enhance individual learning experiences and promote the development of sound skills, positive interaction among patients, health care providers, and families. Each clinical instructor will provide the students with their specific clinical expectations at the beginning of the course.

## Attendance:

- Please refer to the syllabus for specific policies regarding each course. A clinical absence, No call/No show, and loss of points will be recorded based on the clinical syllabus and the clinical grading rubric for each specific term.
- Medication Assistant-Certified students are required to meet a minimum number of didactic, skills lab, and clinical hours in order to complete the program successfully. Successful completion of this program requires a minimum of 45 classroom hours, 15 skills lab hours, and 40 clinical hours. Classroom hours are included in the MAC 2005 Didactic course. Skills lab and clinical hours are included in the MAC 2002 Clinical course. Students who do not meet this requirement will be required to retake the corresponding Medication Assistant course that is deficient.
- Arrive on time and be ready for the day's assignment. Make sure you leave home in plenty of time to arrive at your destination safely and on time.
- In the event of an emergency, you must call the appropriate clinical instructor at least 30 minutes prior to the beginning of your shift.
- Do not assume that an instructor has received your message if you leave a voice mail. Please communicate with your instructor as instructed in their clinical expectations.
- Students are expected to remain on duty the entire shift.
- You must arrive at your clinical pre-conference and post-conference on time. If you find you cannot arrive on time, you must contact your instructor and inform them that you will be late.
- **At no time** will a student be allowed to remain on a clinical site after the clinical day has ended and the instructor has left. Early departures count as a tardy.
- Students may not use the unit phone for personal calls.
- After completion of patient/unit assignment, students will make themselves available to unit staff.

## Personal Appearance & Dress:

- Students are expected to adhere to body cleanliness standards, with no offensive odors (Including perfumes and/or after shave lotions, etc.).
- The uniform will be complete, neat, clean, and pressed. Students who are cold natured are authorized to wear a plain long sleeve white t-shirt under the UAPTC uniform top. White is the only authorized color. Any other color will be documented as being out of uniform.
- Shoes will be clean and white, with clean, white shoestrings. Shoes without a back must have a strap in place across the heel. Very, worn, scuffed and dirty white shoes will be replaced. White socks or white hose must be worn.
- Nails are to be kept clean and short. No artificial nails, tips, or appliques are permitted. No nail polishes, including clear polish.
- Beards/mustaches must be well kept. Facial hair should not exceed 2 inches.
- Hair must fit into one surgical cap.

- Make-up must be of natural tone.
- Hair will be clean, neat, pulled back, and up off the collar. No strands of hair may hang down in the face. Hair must be of natural tone.
- Hair bands, clips, wraps, and “scrunches” must be black or white. No patterns allowed. No extremely large hairstyles will be worn. Your hair must be able to fit under a surgical cap. Remember your appearance is to be professional.
- Appropriate jewelry only may be worn.
  - 1 plain wedding band. Stones that stand above the band could cause damage to the patient’s skin.
  - 1 watch
  - 1 small pair stud earrings to be worn in the ear lobes only (one in each ear).
  - No facial jewelry, tongue rings, tongue studs, or ear cuffs are allowed.
- Students who present to clinical in other than approved uniforms will be sent home for the remainder of the clinical day if the infraction cannot be corrected on site. The student will accrue an absence or early departure on their attendance record. Early departures and late arrivals count as a tardy.

**Environmental Control/Safety:**

- The student will keep the unit clean and uncluttered. The bed will be in a low position with side rails up per institutional policy. Personal items and call light will be within reach of the patient.
- The student will follow standard precautions in providing patient care, including handwashing before, after and between patient contacts.
- The student will follow CDC universal precautions for infection control and COVID-19.
- The student will use hospital equipment safely, as it is intended, and will properly dispose of sharps.

**Break and Lunches:**

- Students will be given one (1) 30-minute lunch period taken at the appropriate time.
- Students may not leave the clinical site for break or lunch. Students should bring their own lunch and/or have it delivered to the facility.

Each instructor may have their own guidelines for their particular clinical situation. Students are to abide by them. Students are expected to follow directions given by their clinical instructor. Any questions or concerns will be directed to the clinical instructor first, then to the Program Director, Students must follow the chain of command. Every effort will be made to resolve issues at the lowest level possible.

## **Dress Code**

The Medication Assistant Program at UA-Pulaski Technical College is professional training program. It is the intent of the program to instill professional attributes and attitudes in each student consistent with the requirements and expectations of employers and the community we serve. Student dress codes are components of this intent.

### **Clinical Dress Code:**

Uniforms worn in clinical area are purchased from the UAPTC Bookstore. The bookstore has the appropriate style and color order numbers available for students.

Students will wear only designated scrubs and white jackets (jackets are optional). Pant hems may not drag on the floor. Long sleeve or short sleeve white t-shirts may be worn under the scrub top.

UA-Pulaski Technical College name badges are a required part of the uniform and must be worn at all times.

Shoes will be all white. Nursing shoes or an all-white tennis shoe may be worn. Open-toed shoes are not allowed. Crocs or other rubber shoes may not be worn. If open-backed nursing shoes are chosen, the shoe must have a strap on the back. Shoes and shoe strings will be clean at all times. Solid white socks or pantyhose that cover the ankles must be worn with shoes.

Tattoos are often not appropriate for the healthcare and professional work environment. The nursing faculty and the clinical affiliates have the right and authority to require the student to cover the tattoos (s) with a white long sleeve crew neck shirt, turtle neck or waterproof makeup.

Nursing faculty has the right and authority to request that students cover up visible tattoos and remove piercings.

Be mindful of perfumes, colognes, after shaves, or perfumed soaps worn in the clinical area. For many patients and families, these items may be irritating.

Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

## **Student Health Requirements**

Students entering the UA-Pulaski Technical College Practical Medication Assistant Program will be in a good physical and/or emotional/mental health and will meet health requirements that enable them to provide safe and effective nursing care without placing the client or themselves in danger. Students are taught principles of infection control and risk control recommendations within the program curriculum.

### **Health requirements are as follows:**

- Current Tuberculin (PPD) skin test or QuantiFERON-TB blood test. Within 12 months of beginning clinical rotations.
- Hepatitis B series to begin before clinical (s).
- Influenza immunizations required seasonally as recommended by the Arkansas Health Department.
- CPR, Tetanus, MMRs, COVID series, and other required immunizations must be updated continuously to be eligible to attend clinical. If immunizations or CPR are expired, the student will not be eligible to attend clinical and will receive a zero (0) for the week.
- Visual ability enabling the student to read fine print and see fine lines on medical equipment and supplies, aided or unaided.
- Hearing ability enabling the student to communicate effectively with clients and families speaking in a normal voice at short distances, aided or unaided.
- Verbal ability enabling the student to communicate effectively and safely with faculty, staff, clients, and families.
- The student will be free of communicable/infectious disease while in the clinical area.
- The student will be able to transfer an average-sized adult client without difficulty, with or without the assistance of other personnel in the clinical area.
- The student will be free of illegal or nonprescription drugs at all times.
- The student will have mental abilities enabling them to follow detailed directions with or without written instruction.
- The student will be free of mental and/or emotional illness impeding their abilities to deal with stressful and/or crisis situations within the theory or clinical portion of the program.

### **Special considerations:**

The student is financially responsible for the cost of the program health requirements, screenings, and immunizations.

Students who do not receive and provide documentation of their seasonal influenza vaccination in the time allotted by the Program Director will not be able to continue in the clinical component of the program.

Students on prescription medication classified as barbiturates, amphetamines, hypnotics, narcotics, and/or sedatives will provide proof of valid prescription as well as any other drug classification types outside of the above listed classifications when requested by the faculty and/or staff.

Students who become ill or injured while in the program, whether due to physical, emotional, or mental issues may be asked to seek medical care and obtain written physician's verification of their ability to return to the program.

Falsification of any medical information necessary will result in student dismissal from the program. Students should maintain a copy of all medical information for themselves as well as provide a copy to the program.

### **Medication Assistant-Certified Program Re-entry Policy**

Students who are unsuccessful in the medication assistant-certified program must reapply for entry to restart the program from the beginning.

Students will be allowed to re-enter the medication assistant-certified program one time. After the second attempt in the program, the student will not be considered for acceptance into the program.

**Medication Assistant-Certified Student Handbook 2023-2024 Agreement (Initial each line)**

- \_\_\_\_\_ I do hereby agree to abide by the rules, regulations, policies and procedures of UA-Pulaski Technical College and the Medication Assistant Program.
- \_\_\_\_\_ I do hereby agree to abide by the rules, regulations, policies and procedures of affiliating hospitals and other health care facilities where I receive clinical experience.
- \_\_\_\_\_ I agree to submit to the UA-Pulaski Technical College Administrative Rule for “Student Drug Testing” random screening. I also agree to submit to drug screening at any time while enrolled in the program when requested by the faculty and/or the clinical facility.
- \_\_\_\_\_ I understand and agree the drug screen may be collected immediately upon request or within a specified time frame. I understand that positive results **will** lead to dismissal from the Medication Assistant Program at the UA- Pulaski Technical College.
- \_\_\_\_\_ Authorization is hereby given to UA-Pulaski Technical College and the Medication Assistant Program to release information from my records to prospective employers, licensing agencies, or other educational institutions.
- \_\_\_\_\_ I understand that failure of a course (Less than a C) within the program will lead to being administratively withdrawn from the program.
- \_\_\_\_\_ I understand that I am responsible for my grade and progress within the program. I understand that I must achieve a grade of a C or greater to be considered successful in the Medication Assistant Program.
- \_\_\_\_\_ I know and understand that I am responsible to complete all assignments in the allotted timeframe, I understand that skipping or not completing assignments can lead to progressive disciplinary action up to and including course failure or administrative withdrawal from the Medication Assistant program of study,
- \_\_\_\_\_ I understand that I am responsible to have all textbooks purchased before the course(s) begin. I understand that I will be unlikely to pass courses without the required text.
- \_\_\_\_\_ I understand that this program of study is time consuming and that my success is related to the amount of time I read, study, and prepare for class and exams.
- \_\_\_\_\_ I understand that if any UA-Pulaski Technical College clinical affiliate refuses to allow my attendance for any reason that I will be administratively withdrawn from the program. Students do not have the option to be moved to another clinical site once a site has deemed them ineligible to return.

Students Name

(Print)\_\_\_\_\_ (Signature)\_\_\_\_\_ Date\_\_\_\_\_

Student ID#\_\_\_\_\_



# **Certified Nursing Assistant**

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## **Certified Nursing Assistant Program Vision and Mission**

The UAPTC CNA Program embraces the mission and vision of the College. The faculty embraces the mission of the College by providing quality instruction in clinical, classroom, skills lab, and online settings; and providing students with knowledge needed to contribute to the profession and health care needs of the community.

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination. **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.**

## **Certified Nursing Assistant (CNA) Admissions Criteria**

To be considered for admission into this program, you must meet the following criteria:

- Be a current student at UA-PTC
- Be at least 18 years of age
- Submit a high school transcript or GED certificate with graduation/completion date
- Submit ACT/COMPASS/Accuplacer scores
- Submit immunization records providing proof of 2 MMR vaccinations
- Submit transcripts from all institutions of higher learning that you have attended
- Must have successfully completed or currently be enrolled in all developmental courses.

## **Program Learning Outcomes**

At the conclusion of the certified nursing assistant program, the student is prepared to:

1. Perform uncomplicated nursing procedures and assist licensed practical nurses or registered nurses in direct patient care.
2. Form a relationship, communicate and interact competently on a one-on-one basis with residents as part of the team implementing patient care.
3. Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed interactions.
4. Assist residents in attaining and maintaining functional independence.
5. Exhibit behavior in support and promotion of residents' rights.
6. Demonstrate observational and documentation skills in support of assessment of residents' health, physical condition, and well-being.

## **Criminal Background Check**

The Office of Long-Term Care requires a criminal background check for all graduates applying for certification. Graduating from a CNA program does not assure approval to take the certification examination.

## **Academic Due Process**

UA-Pulaski Technical College Academic Appeals process can be found in the Academic Catalog located on the UA-Pulaski Technical College website.

## **College Policies and Procedures**

Students are responsible to review the online UA-Pulaski Technical College Academic Catalog for information on current College wide policies and procedures.

## **Contact Information**

Students may reach the UA-Pulaski Technical College Certified Nursing Assistant Program by calling (501) 812-2834 or (501) 812-2745. Voicemail is activated 24 hours per day. Please leave a clear and complete voice message, including contact information.

## Social Networking

### Social Networking Policy

The purpose of this policy is to ensure the prevention of UA-Pulaski Technical College Certified Nursing Assistant Program's identity, integrity, and overall reputation while minimizing risks from online communication and collaboration.

- This policy applies to UA-Pulaski Technical College Certified Nursing Assistant program for any written electronic communication published online regarding UA-Pulaski Technical College Medication Assistant Program-related matters and information, whether public or private.
- Confidentiality of students, faculty, staff, and patients is to be maintained at all times. Patient information or clinical situations should never be discussed on social networking sites.
- The use/posting of unauthorized (where written permission has not been obtained from involved parties) pictures, logos, videos, or UA-Pulaski Technical College Certified Nursing Assistant Program, materials is strictly prohibited.
- Social networking, texting, sending/ receiving email, or using any other electronic device should be done during times that are allowable by the instructor.
- Students who are online social networking and identify him/herself as associated with UA-Pulaski Technical College Certified Nursing Assistant Program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of UA- Pulaski Technical College Certified Nursing Assistant Program.
- On Campus computing resources and network capacity may not be used for illegal purposes.
  - The following examples of illegal purposes:
    - Intentional harassment of other users
    - Intentional destruction of or damage to equipment, software, or data belonging to UA-Pulaski Technical College Certified Nursing Assistant Program
    - Intentional disruption or unauthorized monitoring of electronic communications
    - Unauthorized copying of copyrighted material

Before posting anything on a social media site to ask yourself the following questions:

- Is the information I am about to share patient information that is protected by HIPAA laws?
- If I were the patient, would I want this information shared about me?

## Communication

UA-Pulaski Technical College student email accounts are an official means of communicating college-related information. Course and/or program specific information may also be sent to Blackboard email accounts. Students and faculty are responsible for regularly reading messages to both email accounts. (We suggest that you check your email each morning and each evening at a minimum.)

It is the student's responsibility to maintain current contact information within the program office. This information includes address, telephone number, and emergency contact.

Students are required to adhere to the UA-Pulaski Technical College code of student conduct in addition to the Clinical Conduct and Behavior standards.

## Clinical Conduct Standards

### Clinical Conduct and Behavior Standards:

The student is accountable to follow the rules and regulations of UA-Pulaski Technical College, the Certified Nursing Assistant Program, and all clinical affiliates.

A faculty member has the right to temporarily suspend a student from clinical whenever the student is disruptive and/or creating a situation that is not conducive to the health and welfare of patients or the essential function of the healthcare facility. The faculty member is responsible for contacting the Program Director to discuss the situation prior to suspending the student.

### Clinical Requirements and Behavior Expectations:

- Students will be American Heart Association CPR certified before beginning clinical rotations. CPR is offered within the nursing programs. Please let the instructor know if you need the CPR opportunity.
- CDC infection prevention precautions (universal Precautions) will be followed by the student at all times.
- Smoking regulations and policies will be followed at each clinical facility.
- Gum chewing, tobacco chewing, or chewing any substance in the clinical area is prohibited.
- **SLEEPING** is not allowed at any time.
- Park only in designated areas at the clinical facility.
- Emergencies requiring missed clinical time are handled on a case by case basis.
- Adhere to time allotted for lunch breaks.
- The student will report off to the faculty AND appropriate clinical personnel (Nurse) when leaving for breaks or at the end of the clinical day.
- If an emergency arises the morning of clinical, the instructor will be notified at least 30 minutes before the shift begins.

**Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following:**

- Not following verbal or written directions from the clinical instructor.
- Not following instructions from physicians or the licensed nurse related to patient care in the clinical area.
- Being disrespectful to or argumentative with peers, instructor(s), patients, families, clinical facility staff, or medical staff.
- Not being honest (lying) to the clinical instructor, clinical facility staff, or medical staff.
- Being out of uniform.
- Making medication errors or medication omissions.
- Making medical or procedure errors.
- Neglecting a patient or leaving a patient unattended without correct safety measures in place.
- Providing unsafe care or leaving a patient in an unsafe environment. This would include leaving the side rails down or turning your back on a patient who is elderly, confused, disoriented, or has received narcotic medications.
- Having cell phones and other unauthorized electronic equipment in the clinical area. Cell phones should only be used in “off stage” areas.
- Performing tasks in the clinical patient care area as a student without a clinical instructor or the staff nurse present.
- Not following universal infection control precautions.
- Not following patient confidentiality policies.
- Not following medication administration policies and procedures.
- Drug and/or alcohol related behaviors.
- The smell of drugs, alcohol, or cigarette smoke on or in the proximity of the student. Students may be chosen to be randomly drug tested while a student at UA-PTC.
- Clinical no call/no show.
- Behaviors, interaction, or provisions of patient care that place the program or clinical facility at risk of liability or disruption of the clinical agreement between school and institution.
- Leaving the clinical area without prior notification of the clinical instructor and/or staff nurse.

The list above is not all inclusive. The faculty retains the right to determine what constitutes unprofessional and inappropriate conduct in the clinical setting.

Unprofessional behavior will be reflected on the clinical grading rubric for that week.

Students may receive a clinical grade of (F) when the clinical affiliate deems the student unsafe or asks that the student be dismissed from and not return to their facility. Students do not have the option to be moved to a different facility once a clinical affiliate dismisses them from their facility.

The Certified Nursing Assistant Program reserves the right to suspend a student from the program for any clinical performance or behavior (s) deemed unsafe, as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient’s family, health team, or facility in jeopardy.

## Clinical Grading

### Clinical Grading:

Students who place themselves, other students, residents, patients, patient's family members, staff, or faculty in an unsafe situation may receive a failing grade (F).

The program instructors have expectations that students must abide by during their clinical rotations. These expectations will enhance individual learning experiences and promote the development of sound skills, positive interaction among patients, health care providers, and families. Each clinical instructor will provide the students with their specific clinical expectations at the beginning of the course.

### Attendance:

- Please refer to the syllabus for specific policies regarding each course. A clinical absence, No call/No show, and loss of points will be recorded based on the clinical syllabus and the clinical grading rubric for each specific term.
- Certified Nursing Assistant students are required to meet a minimum number of didactic, skills lab, and clinical hours in order to complete the program successfully. Successful completion of this program requires a minimum of 90 hours of curriculum and skills training. This 90 hours includes 15 hours of Barbara Boyles Alzheimer's and Dementia Training and 16 hours of clinical training at an approved nursing home/long-term care facility. Students who do not meet this requirement will be required to retake the corresponding Certified Nursing Assistant course that is deficient.
- Arrive on time and be ready for the day's assignment. Make sure you leave home in plenty of time to arrive at your destination safely and on time.
- In the event of an emergency, you must call the appropriate clinical instructor at least 30 minutes prior to the beginning of your shift.
- Do not assume that an instructor has received your message if you leave a voice mail. Please communicate with your instructor as instructed in their clinical expectations.
- Students are expected to remain on duty the entire shift.
- You must arrive at your clinical pre-conference and post-conference on time. If you find you cannot arrive on time, you must contact your instructor and inform them that you will be late.
- **At no time** will a student be allowed to remain on a clinical site after the clinical day has ended and the instructor has left. Early departures count as a tardy.
- Students may not use the unit phone for personal calls.
- After completion of patient/unit assignment, students will make themselves available to unit staff.

### Personal Appearance & Dress:

- Students are expected to adhere to body cleanliness standards, with no offensive odors (Including perfumes and/or after shave lotions, etc.).
- The uniform will be complete, neat, clean, and pressed. Students who are cold natured are authorized to wear a plain long sleeve white t-shirt under the UAPTC uniform top. White is the only authorized color. Any other color will be documented as being out of uniform.

- Shoes will be clean and white, with clean, white shoestrings. Shoes without a back must have a strap in place across the heel. Very, worn, scuffed and dirty white shoes will be replaced. White socks or white hose must be worn.
- Nails are to be kept clean and short. No artificial nails, tips, or appliques are permitted. No nail polishes, including clear polish.
- Beards/mustaches must be well kept. Facial hair should not exceed 2 inches.
- Hair must fit into one surgical cap.
- Make-up must be of natural tone.
- Hair will be clean, neat, pulled back, and up off the collar. No strands of hair may hang down in the face. Hair must be of natural tone.
- Hair bands, clips, wraps, and “scrunches” must be black or white. No patterns allowed. No extremely large hairstyles will be worn. Your hair must be able to fit under a surgical cap. Remember your appearance is to be professional.
- Appropriate jewelry only may be worn.
  - 1 plain wedding band. Stones that stand above the band could cause damage to the patient’s skin.
  - 1 watch
  - 1 small pair stud earrings to be worn in the ear lobes only (one in each ear).
  - No facial jewelry, tongue rings, tongue studs, or ear cuffs are allowed.
- Students who present to clinical in other than approved uniforms will be sent home for the remainder of the clinical day if the infraction cannot be corrected on site. The student will accrue an absence or early departure on their attendance record. Early departures and late arrivals count as a tardy.

### **Environmental Control/Safety:**

- The student will keep the unit clean and uncluttered. The bed will be in a low position with side rails up per institutional policy. Personal items and call light will be within reach of the patient.
- The student will follow standard precautions in providing patient care, including handwashing before, after and between patient contacts.
- The student will follow CDC universal precautions for infection control and COVID-19.
- The student will use hospital equipment safely, as it is intended, and will properly dispose of sharps.

### **Break and Lunches:**

- Students will be given one (1) 30-minute lunch period taken at the appropriate time.
- Students may not leave the clinical site for break or lunch. Students should bring their own lunch and/or have it delivered to the facility.

Each instructor may have their own guidelines for their particular clinical situation. Students are to abide by them. Students are expected to follow directions given by their clinical instructor.

Any questions or concerns will be directed to the clinical instructor first, then to the Program Director, Students must follow the chain of command. Every effort will be made to resolve issues at the lowest level possible.

## **Dress Code**

The Certified Nursing Assistant Program at UA-Pulaski Technical College is professional training program. It is the intent of the program to instill professional attributes and attitudes in each student consistent with the requirements and expectations of employers and the community we serve. Student dress codes are components of this intent.

### **Clinical Dress Code:**

Uniforms worn in clinical area are purchased from the UAPTC Bookstore. The bookstore has the appropriate style and color order numbers available for students.

Students will wear only designated scrubs and white jackets (jackets are optional). Pant hems may not drag on the floor. Long sleeve or short sleeve white t-shirts may be worn under the scrub top.

UA-Pulaski Technical College name badges are a required part of the uniform and must be worn at all times.

Shoes will be all white. Nursing shoes or an all-white tennis shoe may be worn. Open-toed shoes are not allowed. Crocs or other rubber shoes may not be worn. If open-backed nursing shoes are chosen, the shoe must have a strap on the back. Shoes and shoe strings will be clean at all times. Solid white socks or pantyhose that cover the ankles must be worn with shoes.

Tattoos are often not appropriate for the healthcare and professional work environment. The nursing faculty and the clinical affiliates have the right and authority to require the student to cover the tattoos (s) with a white long sleeve crew neck shirt, turtle neck or waterproof makeup.

Nursing faculty has the right and authority to request that students cover up visible tattoos and remove piercings.

Be mindful of perfumes, colognes, after shaves, or perfumed soaps worn in the clinical area. For many patients and families, these items may be irritating.

Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

## **Student Health Requirements**

Students entering the UA-Pulaski Technical College Certified Nursing Assistant Program will be in a good physical and/or emotional/mental health and will meet health requirements that enable them to provide safe and effective nursing care without placing the client or themselves in danger. Students are taught principles of infection control and risk control recommendations within the program curriculum.

**Health requirements are as follows:**

- Current Tuberculin (PPD) skin test or QuantiFERON-TB blood test. Within 12 months of beginning clinical rotations.
- Hepatitis B series to begin before clinical (s).
- Influenza immunizations required seasonally as recommended by the Arkansas Health Department.
- CPR, Tetanus, MMRs, and other required immunizations must be updated continuously to be eligible to attend clinical. If immunizations are expired, the student will not be eligible to attend clinical and will receive a zero (0) for the week.
- Visual ability enabling the student to read fine print and see fine lines on medical equipment and supplies, aided or unaided.
- Hearing ability enabling the student to communicate effectively with clients and families speaking in a normal voice at short distances, aided or unaided.
- Verbal ability enabling the student to communicate effectively and safely with faculty, staff, clients, and families.
- The student will be free of communicable/infectious disease while in the clinical area.
- The student will be able to transfer an average-sized adult client without difficulty, with or without the assistance of other personnel in the clinical area.
- The student will be free of illegal or nonprescription drugs at all times.
- The student will have mental abilities enabling them to follow detailed directions with or without written instruction.
- The student will be free of mental and/or emotional illness impeding their abilities to deal with stressful and/or crisis situations within the theory or clinical portion of the program.

**Special considerations:**

The student is financially responsible for the cost of the program health requirements, screenings, and immunizations.

Students who do not receive and provide documentation of their seasonal influenza vaccination in the time allotted by the Program Director will not be able to continue in the clinical component of the program.

Students on prescription medication classified as barbiturates, amphetamines, hypnotics, narcotics, and/or sedatives will provide proof of valid prescription as well as any other drug classification types outside of the above listed classifications when requested by the faculty and/or staff.

Students who become ill or injured while in the program, whether due to physical, emotional, or mental issues may be asked to seek medical care and obtain written physician's verification of their ability to return to the program. Students who experience emergency situations must discuss program completion options with the Program Director. Decisions about each situation will be determined on a case by case basis.

Falsification of any medical information necessary will result in student dismissal from the program. Students should maintain a copy of all medical information for themselves as well as provide a copy to the program.

## **Certified Nursing Assistant Program Re-entry Policy**

Students who are unsuccessful in the certified nursing assistant program must reapply for entry to restart the program from the beginning.

Students will be allowed to re-enter the certified nursing assistant program one time. After the second attempt in the program, the student will not be considered for acceptance into the program.

## **Certified Nursing Assistant Student Handbook 2023-2024 Agreement (Initial each line)**

\_\_\_\_\_ I do hereby agree to abide by the rules, regulations, policies and procedures of UA- Pulaski Technical College and the Certified Nursing Assistant Program.

\_\_\_\_\_ I do hereby agree to abide by the rules, regulations, policies and procedures of affiliating hospitals and other health care facilities where I receive clinical experience.

\_\_\_\_\_ I agree to submit to the UA-Pulaski Technical College Administrative Rule for “Student Drug Testing” random screening. I also agree to submit to drug screening at any time while enrolled in the program when requested by the faculty and/or the clinical facility.

\_\_\_\_\_ I understand and agree the drug screen may be collected immediately upon request or within a specified time frame. I understand that positive results **will** lead to dismissal from the Certified Nursing Assistant Program at the UA- Pulaski Technical College.

\_\_\_\_\_ Authorization is hereby given to UA-Pulaski Technical College and the Certified Nursing Assistant Program to release information from my records to prospective employers, licensing agencies, or other educational institutions.

\_\_\_\_\_ I understand that failure of a course (Less than a C) within the program will lead to being administratively withdrawn from the program.

\_\_\_\_\_ I understand that I am responsible for my grade and progress within the program. I understand that I must achieve a grade of a C or greater to be considered successful in the Certified Nursing Assistant Program.

\_\_\_\_\_ I know and understand that I am responsible to complete all assignments in the allotted timeframe, I understand that skipping or not completing assignments can lead to progressive disciplinary action up to and including course failure or administrative withdrawal from the Certified Nursing Assistant program of study,

\_\_\_\_\_ I understand that I am responsible to have all textbooks purchased before the course(s) begin. I understand that I will be unlikely to pass courses without the required text.

\_\_\_\_\_ I understand that this program of study is time consuming and that my success is related to the amount of time I read, study, and prepare for class and exams.

\_\_\_\_\_ I understand that if any UA-Pulaski Technical College clinical affiliate refuses to allow my attendance for any reason that I will be administratively withdrawn from the program. Students do not have the option to be moved to another clinical site once a site has deemed them ineligible to return.

Students Name  
(Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_

## **Section B: Admissions, Re-Entry, Transfers, Records**

# Admissions

## Student Selection Policies

- **Program Overview:** The program is a 12-month certificate program that runs from August to August, preparing students for the state licensure exam.
- **Competitive Admission:** There are up to 80 positions available each year, and the admission process is highly competitive.
- **Basic Requirements:** Applicants must be at least 18 years old, and a high school graduate or have passed the GED. A clear criminal background check and drug screen are required before enrollment.
- **Language Proficiency:** For non-native English speakers, proof of English proficiency is required through either the TOEFL or IELTS exam.

**Acceptance is contingent on meeting the standards listed below.**

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

- **Additional Language Requirements:**
  - Documentation of graduation from an Intensive English Language Program in the United States.
  - An ACT English sub-score of 19.
  - Successful completion (grade of C or higher) of **English Composition I** from an accredited U.S. college or university.

### **PN Admissions Criteria:**

Practical Nursing students will be selected for enrollment by a point system, based on the following criteria: *Entrance Exam Scores, Courses taken, and Certifications*. **Application deadline is April 15 of each year for the following fall.**

**1. Entrance Exam Scores:**

- Points based on the NEX composite score (**minimum required: 138**).

**2. Courses Taken (Education Points):**

Official college transcripts must be included in the PN admission packet and must show a final grade of 'C' or better to receive 5 points per course

ENGL 10103 English Comp I	BIOL 20003 Microbiology
ENGL 10203 English Comp II	BIOL 20001 Micro Lab
CPSI 10003 Computer Concepts	CHEM 12103 Fund Chemistry
PSYC 11003 Psychology and the Human Experience	CHEM 12101 Fund. Chemistry Lab
SOCI 10103 Introduction to Sociology	CHEM 14103 Gen. Chemistry I
MATH 11003 College Algebra	CHEM 14101 Gen. Chemistry I Lab
BIOL 24003 A&P I	CHEM 14203 Gen. Chemistry II
BIOL 24001 A&P I Lab	CHEM 14201 Gen Chemistry II Lab
BIOL 24103 A&P II	HIMT 10183 Medical Terminology
BIOL 24101 A&P II Lab	HEAL 20003 Nutrition

**3. Certifications:**

The applicant may receive points for having **current** certifications in one or more of the following areas. Five (5) points are awarded for each certification in the following areas:

- Certified Nursing Assistant
- Medication Assistant-Certified \*OR Certified Medication Assistant (CMA)
- Medical Assistant
- EMT
- Paramedic
- Military Trained Medic

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

**Co-Requisites:**

The following fall co-requisite courses are required for successful completion of the 12-month, full-time Practical Nursing program. *These courses may be completed prior to program acceptance.* Applicants must have earned a grade of ‘C’ or higher in each co-requisite course from an accredited college. All prerequisite courses must be completed by the end of the fall semester to remain eligible for progression into the spring semester of the program.

<a href="#">BIOL 11353/BIOL 10351</a> <b>OR</b> <a href="#">BIOL 24003/ BIOL 24001</a>	Structure & Function of the Human Body & Lab  Anatomy and Physiology I & Lab
<a href="#">HIMT 10183</a>	Medical Terminology

*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. All prerequisites, corequisites, and courses considered for education points must be no older than 10 years from the application date of the student.*

**Fall Registration Policy:**

Accepted students must confirm their intent to register for the fall term **in writing or via email**, and must complete **all admission requirements outlined in the letter of acceptance** within the specified time frame.

If a student fails to submit their intent or complete these requirements on time, their acceptance will be forfeited. In such cases, applicants from the alternate list who have met all admission criteria within the required time frame will be contacted. Alternates are selected using the **same point-based ranking system**, starting with the highest point earners.

Applicants who are not accepted into the program may request consideration for the following academic year by **submitting a new application** to the Practical Nursing Program.

Applicants to the Practical Nursing Program at UA–Pulaski Technical College must meet the following additional requirements:

- **Program Attempt Limitations**

Applicants who have **not successfully completed any accredited nursing program after two (2) attempts**, including the UA-PTC PN Program, will be **ineligible for future admission**.

- **Academic Performance and Conduct**

- Students who have **not demonstrated academic growth or progress** while previously enrolled in the UA-PTC PN Program will be **denied re-admission**.
- Students who have been **disciplined for attendance or behavioral issues** will also be **denied re-admission**.

- **Background and Drug Screening**

Admission is contingent upon passing a **criminal background check and drug screen**, conducted through [CastleBranchBackground.com](http://CastleBranchBackground.com).

- **Passing** means:
  - No felony convictions
  - No pending felony charges
  - A clear drug screen

- **Required CPR and Health Records**

Students must provide the following health documentation during registration and orientation:

- **CPR Certification:** Must be **current** and issued by the **American Heart Association (AHA)**.
- **Tuberculosis Testing:** Either a **2-step PPD skin test** or a **QuantIFERON-TB blood test** completed within the past 12 months of beginning clinical rotations
- **Hepatitis B:** Documentation of the **three-dose vaccination series**. Students who have not completed the series must begin it **prior to clinical rotations**
- **Varicella (Chickenpox):** Vaccination record **or positive titer**
- **Tdap (Tetanus, Diphtheria, Pertussis):** Vaccination within the past 10 years
- **COVID-19:** May be required by specific clinical sites, and students must comply with those requirements in order to participate in clinical rotations
- **MMR (Measles, Mumps, Rubella):** 2 documented doses
- **Influenza (Flu) Vaccine:** required seasonally, in accordance with recommendations from the Arkansas Department of Health
- **Additional Vaccinations:** may be required by specific clinical sites. Students will be notified of any additional requirements.

# Re-Entry Policy

UA-Pulaski Technical College supports student success and recognizes that some students may need to re-enter the Practical Nursing Program after an unsuccessful attempt. The following outlines the criteria, procedures, and limitations for program re-entry.

## 1. Re-Entry After First Semester Unsuccessful Attempt

- Students who are unsuccessful in **Semester 1** must contact the **Program Director by July 1st of the following year**.
- These students:
  - **Will not** be required to repeat the full admission process.
  - **Will not** repeat courses in which they earned a passing grade (**C or above**).
  - **Are accountable for changes in the PN Technical Certificate requirements and PN policy requirements in effect at the time of re-entry.**
  - **Will be required** to complete:
    - A Re-entry Application
    - Entrance testing and/or;
    - A demonstration of previously learned clinical skills (if applicable)

## 2. Re-Entry After Second Semester or Later Unsuccessful Attempt

- Students unsuccessful in **Semester 2 or later** may re-enter the program **the following academic year**, beginning at the **level in which they were unsuccessful**.
- Re-entry requirements include:
  - **Completion of a Re-entry application**
  - **Demonstration of clinical skills competency**
  - **Re-entry exams** covering previously passed didactic courses during the semester of re-entry. Applicable courses may include:
    - **PNUR 11212** – Nursing Care of Adults I
    - **NURS 1208** – Nursing Care of Adults II
    - **NURS 1201** – Mental Health Nursing
    - **PNUR 13044** – Nursing Care of Mothers, Infants, and Children
  - A minimum score of **80% is required** on each re-entry exam.
  - Students are allowed **two (2) attempts per exam** to achieve the required score of 80%.
  - **Successful completion of the re-entry exams** is required **before registration** in the returning semester.
- **Students are accountable for changes in the PN Technical Certificate requirements and PN policy requirements in effect at the time of re-entry.**

### 3. Timeframe for Re-Entry Eligibility

- Re-entry is only offered to students in the **academic year immediately following** the course in which they were unsuccessful.
- **Students must submit the Re-Entry application** by the designated due date
- Students who:
  - Do not submit the Re-Entry Application
  - Do not pass the required re-entry exams/skills
  - Choose not to pursue re-entry in the next available cohortWill be required to **restart the program from the beginning**, beginning with:
  - **PNUR 11212 – Nursing Care of Adults I**
  - **PNUR 11035 – Clinical Nursing I**

### 4. Re-Entry Limitations

- If a student **withdraws** from a nursing course **to avoid receiving a failing grade**, the withdrawal **will be considered a course failure** upon re-entry and will be subject to the conditions outlined in the re-entry policy.
- Students are allowed to **re-enter the Practical Nursing Program only once**.
- After a **second unsuccessful Re-entry attempt** into the UA-PTC Practical Nursing Program, the student **will not be eligible** for re-entry for five (5) years.

## 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.

## **Section C: Clinical and Substance Abuse Policies**

# Clinical Site Orientation

Before each clinical rotation begins, Practical Nursing students are required to attend a **Clinical Site Orientation**.

## Orientation Details

- Orientation will be conducted by:
  - The staff educator from the assigned clinical facility, or
  - UA-PTC nursing faculty, if designated by the facility.

## Topics Covered in Orientation

Facility-provided orientation may include, but is not limited to:

- Client Rights
- Infection Control
- Client Confidentiality
- Fire Safety
- Computer Security
- Parking Regulations
- Dress Code
- Customer Service Standards

Students may be required to sign:

- Confidentiality agreements
- Computer access release forms

**Note:** All students and faculty will make every effort to adhere to the policies and procedures of each clinical facility.

## Special Considerations

- If a clinical site requests **UA-PTC nursing faculty** to conduct orientation, the site must provide:
  - All relevant handbooks, training videos, policies, procedures, and signature forms.
- The **college** will supply each clinical site with:
  - Student health data (as permitted)
  - Proof of student liability insurance
  - Any additional documentation outlined in the Clinical Agreement between PTC and the facility

## UA-PTC Practical Nursing Skills • 2025-2026

Skills for Return Demonstration	
Hand washing	Indwelling Foley catheter insertion (male)
Bed making – occupied	Foley Catheter Removal
Bed Bath/Perineal Care	Specimen Collection from Foley Port
Techniques of patient feeding	Enema
Contact precautions/PPE	PEG tube/Gastrostomy feeding/flush
Airborne precautions/PPE	J tube/Jejunostomy feeding
Droplet precautions/PPE	NGT Insertion
Donning and Doffing PPE	NGT Removal
Transfer to Wheelchair	NGT/Nasogastric tube feeding/flush
Patient Positioning: Supine, Fowlers, Lateral, Left Sims, Prone	NGT/Nasogastric tube residual check
Transfer to Stretcher	NGT/Nasogastric tube maintenance
Vital Signs: BP, P, R, Temp	Ostomy Care: Colostomy OR Ileostomy
Pulse sites: Carotid, Brachial, Femoral, Dorsalis Pedis, Apical	Medication Administration: Oral
Pulse Oximetry	Medication Administration: Subcutaneous
Pain Assessment	Medication Administration: Intramuscular
Head to toe Assessment	Medication Administration: Rectal
O2 administration-Nasal Cannula/Face Mask	Medication Administration: Short-acting insulin
Incentive Spirometer	Medication Administration: Long-acting insulin
Nasal suctioning	IV Start
Tracheal Suctioning	IV Discontinue
Tracheostomy Care	Preparation/Initiation of Primary IV Fluids
Chest Tubes Care/Maintenance	Preparation/Administration of IVPB Medications
Wound Care: Dry Dressings (Clean Technique)	Saline flush (PIV)
Wound Care: Wet Dressings (Sterile Technique)	IVP Medications
Wound Culture	Discontinuing an IV
Wound Measuring	Sterile Dressing Changes (CVL, PICC)

## Skills: Faculty Demo/Student Practice

ROM
Ambulatory Assistive Devices: Crutches, Walkers, Gait Belts
Mechanical Lift
Application of Heat/Cold
Oral suctioning
O <sub>2</sub> administration – trach collar
O <sub>2</sub> Administration: Venturi/Venti Mask
O <sub>2</sub> Administration-Non-Rebreather/NRB
Pharyngeal Airways
Medication Administration: Nebulizer
Medication Administration: Ophthalmic
Medication Administration: Topical
Medication Administration: Ear Drops
Medication Administration: Transdermal
Medication Administration: Metered Dose Inhalers
Glucometers / FSBS
Bladder Scan
In/Out Catheterization
Suprapubic Catheter Care
Nasal Culture
Stool Culture
Venipuncture for lab specimen
Injections: Intradermal
Wound Drains: Jackson Prat, Hemovac, Wound Vac, Care/Maintenance
Gastrostomy/Jejunostomy dressing

*Note: Student records of Skills for Return Demonstration and Faculty Demo/Student Practice will be housed in Platinum Planner.*

# Medication Administration

## General Policy

Student nurses may administer medications only after successful return demonstration (check-off) with the clinical instructor.

- The **check-off** must include:
  - Direct supervision by the instructor during medication administration
  - Verification that the student accurately follows the **10 Rights** of medication administration

## Oral Medication Administration Guidelines

Faculty and students will adhere to the following procedures:

- The student may administer oral medications only **after both the MAR and the medications have been reviewed with the student and approved** by the clinical instructor
- The **clinical instructor** and/or the **primary nurse** must be **present** to evaluate the **initial dispensation of medication to the patient** in the clinical facility.

## Intravenous (IV) Medication Administration Guidelines

Students may administer IV medications **under the following conditions**:

- **IV fluids and IVPB antibiotics** may be administered **only in the presence of a clinical instructor**, and only **after**:
  - The MAR and the specific medication have been reviewed and approved by the instructor
- Students may administer:
  - **IVP Normal Saline** to flush a peripheral IV catheter
- Students **may not administer any IV medications** that **LPNs at the facility are not permitted to administer**. Students and instructors must follow the specific clinical facility's policy.
- The clinical instructor is responsible for consulting and following the **nursing policy manual** of the assigned facility.

## Special Considerations

Faculty must use clinical judgment when deciding whether a student may perform procedures or administer treatments that are not included in the Practical Nursing Program's curriculum.

*Student and patient safety is the top priority.*

## Faculty/Student Ratio, Clinical Skills Acquisition and Supervision Policy

### Policy

To ensure quality clinical education and patient safety, the following faculty-to-student ratios are maintained during clinical experiences:

- **Acute Care Settings (Direct Patient Care):**

A maximum ratio of one faculty member to eight (1:8) students is observed.

- **Non-Acute Care Settings (Direct Patient Care):**

A maximum ratio of one faculty member to ten (1:10) students is observed.

- **Community Settings (Indirect or Direct Care with Community Partner):**

A maximum ratio of one faculty member to fifteen (1:15) students is observed.

Faculty make every effort to closely monitor the care provided by students to ensure patient safety and to support student learning.

Students acquire individual clinical skills in the laboratory setting through a structured process that includes faculty demonstration, student practice, and successful performance of each skill. All skills performed in either the clinical or simulated clinical setting must be properly documented by clinical instructors as successfully demonstrated. Documentation must be completed using the appropriate individual skill checklist and PN Skills Competencies Checklist to ensure consistency and accuracy in skill validation in Platinum Planner.

Clinical instructors are responsible for documenting successful demonstration of each skill and must directly observe the student performing the skill the first time it is completed in the clinical setting.

Revised: 07/25

# Clinical Assignment Policy

## Policy Statement

- Students will be given a unit or patient assignment at the beginning of each clinical day.
- Assignments will be posted on the appropriate nursing unit **prior to** the beginning of shift report.
- When multiple nursing programs are utilizing the same unit, faculty are responsible for working collaboratively with faculty from other colleges to coordinate patient assignments appropriately.

## Special Considerations

- Students assigned to **episodic care areas** may not receive a specific patient assignment. Instead, they will be assigned to a staff nurse and provided with specific learning activities in accordance with the grading rubric for the clinical course.
- **Preceptor Utilization (PNUR 15033 Nursing Process/Course Review):**  
Preceptors will be used to support students during PNUR 15033. Students may perform tasks within the context of the clinical guidelines and the scope of practice for the practical nurse, only under the direct supervision and physical presence of the assigned precepting nurse.
- Students and preceptors should refer to the Preceptor Handbook for detailed guidance on expectations and procedures.

# Substance Abuse Policy

UA-Pulaski Technical College Practical Nursing Program is dedicated to promoting a safe, professional, and effective learning environment. Substance abuse poses a serious risk to the health and safety of students, faculty, patients, and others. Therefore, the following policy will be strictly enforced.

## Suspicion-Based Drug and Alcohol Testing

If an instructor **observes behavioral changes** or other indicators that provide **probable cause** to believe a student is under the influence of drugs or alcohol during program-related activities (clinical, classroom, or lab), the following actions will be taken:

### 1. Immediate Action:

The student will be removed from the educational setting and instructed to submit to a **body fluid substance test** at *AnyLabTest Now*, a laboratory designated by UA-Pulaski Technical College.

### 2. Student Responsibility:

- The **cost of the drug/alcohol test** will be the student's responsibility.
- **Refusal to submit** to testing will result in **immediate dismissal** from the Practical Nursing Program.

### 3. Release of Test Results:

At the time of specimen collection, the student will be required to sign a **release statement authorizing** the lab to send test results to:

- The **Dean**
- The **Program Director**
- The **student**

### 4. Outcomes of Testing:

- If the **results are negative**, no disciplinary action will be taken, and the student will be allowed to **make up missed work** in accordance with program policies.
- A **positive result** verified by a secondary or follow-up test constitutes a **violation of the program's ethical and professional standards**. This violation falls under the **Student Accountability and Remediation Policy** and will result in dismissal from the program.

### 5. Confidentiality:

All test results will be handled confidentially and only disclosed to those individuals whose responsibilities require access to the information. UA-PTC is committed to protecting student privacy to the fullest extent possible.

## **Additional Policy Notes**

To ensure the safety of all individuals in clinical and educational settings, the following policy applies to all nursing students:

- **Students must remain free of illegal substances and nonprescribed drugs at all times.**
- Use of **prescribed medication** that may impair physical or cognitive function must be disclosed to faculty. If such medication affects the student's ability to perform safely, the student may be prohibited from participating in clinical activities.
- **Students who exhibit signs of impairment**—whether due to drugs, alcohol, or other causes—will be **immediately removed** from the clinical or classroom setting.
  - For clinical: A grade of **zero (0)** will be recorded for the clinical day.
  - For classroom: **Attendance and assignment credit may also be impacted.**
  - This behavior is considered a **violation of professional and ethical standards of the nursing program** and is **subject** to the **Student Accountability Policy**.
- **Random drug screenings** may be conducted at the student's expense.

## **Indicators of Potential Substance Use or Abuse:**

The following signs and behavioral patterns may suggest that a student is under the influence of drugs or alcohol. These indicators, especially when observed in combination, may provide reasonable cause to initiate drug or alcohol testing. Consistent observation, thorough assessment, and detailed documentation over time are essential to determine if behaviors are substance-related.

### **Cognitive and Motor Impairment**

- Ataxia (impaired coordination)
- Hand tremors
- Slowed response time in performing familiar skills
- Decreased coordination or manual dexterity from baseline

### **Speech and Communication Impairment**

- Slurred or thick-tongued speech
- Rapid or choppy communication
- Incoherent or disorganized verbal expression

### **Social and Behavioral Changes**

- Inappropriate verbal remarks (e.g., unusual topics, language, or expletives)
- Behavior outside societal norms, such as:
  - Angry outbursts or unrestrained agitation
  - Unexplained crying
  - Euphoria, paranoia, or hallucinations
- Marked changes in personality or demeanor, including:
  - Sudden introversion or extroversion
  - Irritability, giddiness, or defensiveness

### **Somatic Manifestations**

- Odor of alcohol on breath
- Nausea, vomiting, or excessive thirst
- Frequent bathroom visits or complaints of urinary frequency or diarrhea
- Hiccoughs (hiccups)
- Reddened or bloodshot eyes
- Pupil size changes or drooping eyelids
- Complaints of blurred vision or difficulty focusing

### **Behavioral Patterns Suggestive of Ongoing Substance Abuse**

Substance abuse can negatively affect a student's academic and clinical performance. While many of the following behavioral patterns may have multiple potential causes, when observed over time they may indicate a **possible substance abuse issue**. A thorough assessment and detailed documentation are critical to determine whether these behaviors are substance-related.

Below is a list of **patterns of behavior** to observe and validate:

- **Repeated tardiness** or arriving late without explanation
- **Frequent absenteeism** or unexplained absences
- **Numerous and chronic somatic complaints**, such as:
  - Colds
  - Gastrointestinal problems
  - Fatigue/lack of sleep
  - Weight loss
  - Sluggishness or low energy
- **Decline in personal grooming**, including:
  - Untidy appearance
  - Lack of attention to hygiene (hair, nails, skin, oral care)
- **Multiple personal crises** or life disruptions
- **Avoidance of eye contact** or apparent discomfort with direct interaction
- **Social isolation** or withdrawal from peer interaction and support
- **Repeated excuses** for substandard academic or clinical performance
- **Forgetfulness** regarding appointments, deadlines, or assignments
- **Delayed or slowed responses** in performing familiar tasks
- **Sudden shifts in behavior or mood swings**
- **Distrustful or suspicious attitude** toward faculty or peers
- **Visible needle tracks** or marks on the body

### **Concerning Behaviors Related to Medication/Narcotics Handling**

In clinical settings, particular attention should be paid to the following behaviors, especially around controlled substances:

- Frequent need to "**waste**" **unused medications**
- Documentation of **larger-than-ordered doses** administered
- **Unauthorized possession** of the narcotic key
- **Unsupervised entry** into the narcotic storage cabinet
- **Volunteering for assignments** that offer increased access to narcotics
- **Frequent or extended breaks** or times when whereabouts are unknown

***Note:** Observation of these patterns does not confirm substance abuse but may be cause for concern. Any concerns should be documented and reported according to the appropriate chain of command. Patterns over time may warrant further evaluation, drug testing, or disciplinary action as outlined in program policies.*

## Drug Screening and Drug-Free Policy

Students eligible for acceptance to the Practical Nursing Program are required to have a nine (9) panel Urine Drug Screening done before admission to the program. Eligible students with positive urine drug screens will not be admitted to the program and their slot(s) will be filled with a qualified alternate.

The UA-Pulaski Technical College Practical Nursing Program is committed to providing a drug-free classroom/clinical environment. PN faculty will assist authorities in enforcing all applicable legal sanctions under local, State, and Federal law for unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (drug), or the possession or use of alcohol. Offenders are subject to immediate dismissal from the program and are subject to prosecution. *Drug-free means, no use or possession of unlawful drugs or alcohol either before coming to, involved in, or at any of the following functions or activities: classroom, clinical, school functions, school activities (of any nature) or anywhere on the campus or parking areas of UA-PTC or clinical sites.*

Students may be asked to submit to random drug screening as stated in the UA-PTC Administrative Policy. Students may also be asked (at any time) to submit to drug screening by program faculty and/or clinical affiliates associated with the school. Any student testing positive or who refuses testing (within an established timeframe) will be dismissed from the Practical Nursing Program.

### **Alcohol & Drug Abuse Policy – UA-Pulaski Technical College Drug and Alcohol Abuse Prevention Program**

The possession, use of, distribution of, manufacturing of, or the selling of alcohol or other drugs on College property or at College authorized activities, even if the activity is not conducted on campus, is prohibited at University of Arkansas - Pulaski Technical College.

Alcohol usage, regardless of age, is strictly prohibited on campus or at any off-campus, College-authorized activity or travel. Disciplinary sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or deter students from behavior which harms, harasses or threatens people or property. Violation of UA - Pulaski Tech's policy regarding illegal drugs and alcohol may result in suspension or expulsion. Students found in violation of the illegal drug and alcohol policy at UA-PTC may be subject to local, state, or federal laws and may face criminal charges punishable by fines and/or imprisonment.

### **Counseling, Treatment and Referral Programs:**

The UA-PTC Counseling and Advising office provides free literature, handouts, individual counseling, one-on-one information sessions, and referrals. Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous meet in the community.

Referrals to private and public facilities, outpatient and inpatient institutions and individual practitioners are provided by the [Office of Counseling Services](#).

## **Section D: Faculty Orientation**

# Job Descriptions

Director of Nursing Programs

Full Time PN Instructor

Clinical Adjunct Instructor-Part Time

AHEC Administrative Specialist III

Clinical and Simulation Lab Coordinator

Student Success Coordinator & Retention Specialist

**CMA Instructor**

**CNA Instructor**



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## Director of Nursing Programs

This position requires a commitment to leadership and administrative oversight in a dynamic community college setting and the ability to successfully interact and respond to the broad ranging needs of an academically and culturally diverse campus setting.

**Position Summary:** The Director of Nursing Programs manages the instructors and the educational activities of the programs and all classes. The Director of Nursing Programs will be responsible for the applicable accreditation/approval standards per agency regulations and UAPTC's Policy and Procedures.

### **GENERAL RESPONSIBILITIES:**

- Supervises and monitors faculty activities by conducting faculty evaluations/classroom observations and ensuring continued education compliance for all nursing programs (Practical Nursing, Certified Nursing Assistant, Medication Assistant)
- Responsibilities include interviewing, hiring and training employees in accordance with the college policies and applicable laws;
- Serves as departmental budget manager;
- Oversees didactic content, laboratory/clinical content, clinical rotations and affiliation agreements;
- Obtains/maintains accreditations/certificates/licenses from state and career placement;
- Designs new or implements changes to courses, degrees, and programs meeting institutional and program assessment and accreditation;
- Develops departmental strategic and operating plans in support of the college's initiatives;
- Services as a member of the Chair/Program Director's Cabinet and Advisory Boards;
- Contributes to decision-making on policies and problem-solving;
- Completes all department reports, schedules, and planning documents;
- Participates in communication between all constituents/affiliates, both internal and external;
- Collaborates with college officials in securing and administering grants; and
- Responsible for recruiting, orienting and supervising faculty members for the program
- Develops and maintains a resource of qualified adjunct instructors
- Participates in developing and delivering faculty in-service
- Assists Human Resources in assuring faculty are current with continuing education, licensure and certificate renewals
- Assists the Dean in developing academic schedules in compliance with College standards and program accreditation/approval standards
- Assists the Dean of Student Services in progressive disciplinary action, addressing complaints and resolving problems
- Assists faculty in developing syllabi, resource materials, classroom activities and outcome assessments
- Participates in curriculum revision

- Maintains curriculum in a variety of media
- Assures that lab equipment is properly maintained
- Participates in the selection of textbooks, software, and capital equipment
- Participates in establishing entrance requirements in the student selection process
- Facilitates advisory committee meetings
- Monitors student retention, by instructor and/or term
- Monitors graduate placement and pass rates on applicable licensure and registry examinations
- Participates in accreditation and approval processes
- Monitors and assures program compliance
- Be available in person, by phone, or other methods of communication to respond to students in a timely manner as problems arise
- Maintain inventory, equipment, and supply procurement and assure readiness of laboratory
- Serve as the coordinating member of the Advisory Committee for the program
- Maintains current level of knowledge through participation in educational and in-service programs, workshops, and professional affiliations
- Maintain an active, unencumbered registered nursing license for the state of Arkansas;
- Serves on college wide committees as appropriate
- Maintains office hours
- Performs instructional and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor of Science in Nursing
- Current, unencumbered license to practice as a Registered Nurse in the state of Arkansas
- Three (3) years of clinical practice as a registered nurse
- Leadership/Management Experience

**PREFERRED QUALIFICATIONS:**

- Three (3) to five (5) years of instructional experience
- Master's Degree in Nursing



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### Full-Time Nursing Instructor

Instructor of Nursing will be responsible for teaching students in both classroom and clinical settings. This position requires a commitment to teaching in a dynamic community college setting and the ability to successfully interact and respond to the broad ranging needs of an academically and culturally diverse campus setting.

#### General Responsibilities:

- Contributes to the decision-making on policies and problem solving;
- Participates in communication between all constituents/affiliates, both internal and external;
- Maintain an active, unencumbered registered nursing license for the state of Arkansas;
- Participates in teaching duties (course preparation, instruction, evaluating student performance fairly and consistently based on course outcomes) which may involve nights/weekends
- Maintains office hours
- Student advisement
- Strong verbal, written, and electronic communication skills
- Microsoft Office proficiency
- Ability to work effectively as a team member.
- Other duties as assigned

Candidates must possess a thorough knowledge of the teaching/learning process, a demonstrated commitment to student success with a student-centered approach to education inside and outside of the classroom, a demonstrated commitment to teaching excellence and effectiveness, an understanding and appreciation of an applied approach to the study of the discipline, and a willingness to follow the approved departmental curriculum established by the departmental faculty and dean. Candidate must also have the ability to communicate and work effectively with students, college faculty and staff, and the community.

#### Minimum Qualifications:

- Associate Degree in Nursing
- (2) Two years of clinical experience as a registered nurse.
- Current, unencumbered license to practice as a Registered Nurse in the state of Arkansas

#### Preferred Qualifications:

- Bachelor of Science in Nursing
- (1) one year of nursing education experience



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### **Nursing Clinical Adjunct Instructor**

The Adjunct Clinical Instructor provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

**Position Summary:** Under the immediate supervision of the Director of the Practical Nursing Program, the clinical instructor will assist with adapting educational experiences to assure sufficient and competent nursing care for patients in various clinical settings. Must have a minimum of two years in the clinical setting with at least one year of experience in an acute care setting. The clinical instructor shall be a primary clinical instructor. Responsible for supervision of students in the clinical area and designated nursing skills labs.

#### **GENERAL RESPONSIBILITIES:**

- Managing the clinical area including simulation lab and skills labs
- Coordinates lab competences as assigned and assists in lab skills check offs
- Student orientations and clinical scheduling duties as assigned
- Must be familiar with hospital organization and management and have sound knowledge of good nursing principles
- Ability to interpret procedures and policies and to develop, devise, and adapt techniques and methods to meet the needs of the students, clinical affiliates, and patients.
- Participate in faculty meetings
- Active, unencumbered registered nursing license or practical nursing license for the state of Arkansas
- Strong verbal, written, and electronic communication skills
- Microsoft Office Proficiency
- Evaluate student performance fairly and consistently toward course outcomes
- Ability to work effectively as a team member.

#### **MINIMUM QUALIFICATIONS:**

- Unencumbered Practical Nursing License
- Two years of experience in a clinical setting
- Ability to teach basic nursing skills

#### **PREFERRED QUALIFICATIONS:**

- Two or more years of acute care experience in a medical surgical environment
- Unencumbered Registered Nursing License



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**AHEC Administrative Specialist III**

**Position Summary:** The Administrative Specialist III is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency policy.

**GENERAL RESPONSIBILITIES:**

- Provides receptionist duties, including answering the phone, taking messages, answering questions, and maintaining office machines including reports of usage.
- Performs clerical duties, including typing letters, memos, staff minutes, assisting the Dean, Chairs, Faculty, and Students as needed, and assisting the instructional staff with printing and other class preparation services.
- Maintains a variety of data, files, and records.
- Assists with supplying PR / Marketing with content for social media related to student and faculty activities.
- Tracks current and former students (graduates, transfers, stop-outs, etc.).
- Maintains instructional supplies.
- Assists with customer service issues in the classrooms and other areas.
- Maintains computer lab reservation calendar.
- Coordinates work-study student schedules.
- Assists with student tours.
- Assists Faculty and staff with mail distribution.
- Assists Faculty with student admission and registration.
- Assists Dean, Chairs, and Faculty with assessment and accreditation initiatives.
- Assists with Advisory Committee events.
- Assists with monitoring degree plans and college catalog entries.
- Assists faculty with program-specific documentation, proctoring, etc.
- Performs general purchasing duties including completion and coordination of vendor set up, requisitions, invoicing, and other duties.
- Documents and Maintains Clinical Requirements for Allied Health Programs.
- Maintains a neat and clean work environment and professional appearance.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or general education degree GED; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Clear state maltreatment and background checks.
- Have strong communication skills both verbally and in written form with a variety of clients.
- Possess the following attributes; very dependable, intrinsically motivated, goal oriented, strong people skills, extremely organized, team player, and technology oriented.
- Be proficient in all Microsoft Office applications.

- Demonstrate ability to develop and maintain a variety of records and files.
- Be able to work with limited supervision performing multiple tasks simultaneously.

**PREFERRED QUALIFICATIONS:**

- One year of specialized training in office management, education, or a related field; plus,
- Three years of experience in specialized or a related field applicable to work performed.



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## Nursing Programs Clinical and Simulation Coordinator

**Project Description:** The steepest healthcare workforce shortages in the State of Arkansas, especially in lower-income urban and rural areas, directly impact the delivery of essential health services to high-need communities. To address this dire healthcare workforce need, a statewide consortium of six of Arkansas' public two-year institutions has been awarded \$5.7 million for the *Bridging Healthcare Workforce Shortages in Arkansas* (BRIDGE-AR) initiative. The institutions are as follows:

- University of Arkansas Pulaski Technical College
- Arkansas State University Mid-South Community College
- Southeast Arkansas Community College
- University of Arkansas Phillips County Community College
- East Arkansas Community College
- Northwest Arkansas Community College

BRIDGE-AR assembles a collaboration of employers, workforce organizations, and training providers to address essential local labor needs. The initiative's strategies are designed to impact underserved communities, especially Black/African American and Hispanic/Latino in the Nursing and Emergency Medical Technician (EMT) pathways. These occupations are primary labor needs in the state and provide career progression and family-sustaining wages in local communities.

### Position Summary

Reporting to the Dean of the School of Science, Mathematics, and Allied Health, the Clinical and Simulation Coordinator will provide clinical and administrative support for the Allied Health programs, including maintenance of inventory, completion of student clinical rotation requirements, maintenance of clinical agreements, scheduling rooms, preparing simulation sessions, developing simulation scenarios, and delivery of simulation experiences. The Clinical and Simulation Coordinator will also be responsible for monitoring data on simulation center usage and other areas to enhance usage.

\*This position is funded 100% by the BRIDGE AR DOL Grant. As such, the Clinical and Simulation Coordinator assists the Dean of the School of Science, Math, and Allied Health with implementing the objectives established in the grant for this federally-funded activity.

### Essential Functions

- Assists program directors, faculty, and students in the lab setting with integration of simulation into the curriculum.
- Supervises and evaluates students' progress in meeting designated program student learning outcomes (PSLOs) and course student learning outcomes (CSLOs) and reports progress to course faculty and program directors through end of term reports.
- Coordinates and schedules use of labs for all functions, including: regular classes, special class sections, open lab, advanced clinical skills, and clinical skills evaluation.

- Collaborates with the Dean of Nursing to establish, review, and research policies, standard practices, and procedures related to the skills and simulation lab with a focus on continuous quality improvement.
  - Collaborates with course faculty in planning, designing, organizing, and delivering lab and simulation activities to meet the needs and schedule of the course.
  - Collaborates with the nursing faculty to coordinate the complementary blending of lab practice, simulation, virtual simulation and the clinical experience.
  - Researches, develops, updates, collaborates, and refines lab and clinical scenarios for the nursing programs based on student and faculty needs and reflective of current practice standards.
  - Ensures safety and maintains OSHA standards within the simulation lab; to include appropriate disposal of hazardous waste and sharps
  - Keeps current with safety standards and informs the Dean of Nursing of changes in standards.
  - Monitors inventory and orders necessary supplies for the skills and simulation lab, including performing the annual inventory.
  - Ensures maintenance of simulation manikins and other equipment in the skills and simulation lab; initiates repair and maintains appropriate warranties.
  - Provides orientation to instructors regarding the policies, procedures and use of the simulation lab.
  - Collaborates with the nursing faculty to coordinate the complementary blending of lab practice, simulation, virtual simulation and the clinical experience.
  - Assists students and faculty in meeting course objectives through the utilization of the skills and simulation lab activities.
  - Oversees utilization of the skills and simulation lab and equipment.
  - Serves as a resource and support for Health Programs faculty in utilizing the simulation lab.
  - Collaborates with Nursing faculty to provide student remediation in the lab setting.
  - Utilizes and emphasizes instructional methods that promote the development of critical thinking, problem solving, decision-making, and clinical competency for real life application.
  - Conducts tours for internal/external stakeholders.
  - Provides and develops all training for clinical learning lab faculty regarding the administration of at the beginning of each term to include lab equipment, changes to curriculum, software, and/or supplies to be used.
  - Orders, prepares, and organizes equipment and supplies to be utilized in the clinical learning lab.
  - Manages all aspects of the clinical placement process and ensures effective operation of clinical practicums by organizing, supervising, and evaluating clinical sites, preceptors & students.
- Responsibilities include but are not limited to the following:
- Ensuring effective operation of clinical practicums by organizing, supervising & evaluating clinical sites, preceptors & students.
  - Monitoring student placements and clinical records.
  - Maintaining and obtaining contracts, mandatory legal documentation (license verification, liability insurance, qualifications of preceptors and preceptor orientation etc.).
  - Securing and coordinating clinical placement for all assigned programs for incoming and continuing students.

- Meet all clinical and other scheduled responsibilities such as office hours and meetings at the designated time.
  - Creates and manages assigned databases to ensure complete and accurate information. Compiles reports and communicates data to appropriate stakeholders. Databases may include:
    - Tracking of clinical placements
    - Contracts/Agreements
    - Documentation
    - Legal verification (for students, preceptors, and clinical sites)
- The successful candidate must be a team player with the ability to problem-solve, share creative solutions, and implement best practices. S/He will possess critical thinking skills and the ability to balance multiple tasks simultaneously, accurately setting priorities that make sense for the Center. The role requires excellent organizational skills and the ability to work in a fast-paced environment. The Clinical and Simulation Coordinator will have superb interpersonal and communication skills, the ability to deal with all levels of faculty, staff and students, and exemplary customer service skills.
- This position will require moderate lifting and carrying of simulation equipment up to 25lbs. Proficiency in Microsoft applications including Word, Excel and Power Point, is also required.
- Flexibility and adaptability to work varying schedules and hours including evenings is necessary.
- Demonstrate sensitivity to and understanding of college students that come from diverse academic, socioeconomic, ethnic and racial backgrounds.
- Develop positive rapport with colleagues and other members of the campus community to develop a sense of teamwork.
- Strong analytical, observational, and problem-solving skills.
- Effective verbal and written communication skills
- Ability to be self-directed and solve problems effectively and efficiently
- Strong organizational skills
- Positive and professional demeanor
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Associate of Science in Nursing
- Minimum of two (two) years of nursing practice

**PREFERRED QUALIFICATIONS:**

- Three (3) to five (5) years of instructional experience
- Bachelor of Science in Nursing



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

## Nursing Student Success Coordinator and Retention Specialist

**Project Description:** The steepest healthcare workforce shortages in the State of Arkansas, especially in lower-income urban and rural areas, directly impact the delivery of essential health services to high-need communities. To address this dire healthcare workforce need, a statewide consortium of six of Arkansas' public two-year institutions has been awarded \$5.7 million for the *Bridging Healthcare Workforce Shortages in Arkansas* (BRIDGE-AR) initiative.

BRIDGE-AR assembles a collaboration of employers, workforce organizations, and training providers to address essential local labor needs. The initiative's strategies are designed to impact underserved communities, especially Black/African American and Hispanic/Latino in the Nursing and Emergency Medical Technician (EMT) pathways. These occupations are primary labor needs in the state and provide career progression and family-sustaining wages in local communities.

**Position Overview:** Under the direction of the Dean of the School of Science, Math, and Allied Health and in close collaboration with the program directors and faculty, the nursing student success coordinator and retention specialist will work to enhance the educational experience, facilitate graduation, and support career development for pre-nursing and current nursing students. The incumbent will provide high-quality, accessible, and consistent support to facilitate successful student recruitment, admission, retention, progression, and graduation. This is a part-time position with weekly hours that will average about 25 hours each week. Schedule may vary based on weekly events.

### **Primary Responsibilities:**

- Attend all nursing faculty and advisory meetings.
- Work with Advisors to ensure students have accurate information regarding college and program policies, procedures, and requirements to ensure student academic progress.
- Participate in recruitment opportunities to recruit students into the programs.
- Track registration trends in science prerequisites. Monitor enrollment and retention trends for nursing program students. Collect data and track retention rates at various data points within the program (initial cohort, readmitted students, etc.)
- Collaborate with nursing program director and faculty to develop policies and academic programming to improve nursing program retention rates and first-time NCLEX pass rates.
  - Tutoring
  - Time management
  - Stress management
  - Reading and studying skills
  - Test-taking skills

- Use available analytics to identify patterns and assess effectiveness of student success initiatives.
- Oversee Open House activities and schedule prospective and incoming student and family information sessions and orientations.
- Work with individual students who seek assistance and students who are referred by faculty for additional academic support.
- Conduct exit and re-entry interviews. Initiate readmission and learner success contracts for students who need additional academic support.
- Make referrals for academic support services such as counseling, financial aid, Learning Assistance Center, food pantry, etc.

**Required Job Skills and Abilities:**

- Aptitude in technology use not limited to Microsoft Office (Excel, PowerPoint, etc.), Learning Management System (Blackboard), Testing Platforms, and various other forms of technology.

**Minimum Qualifications:**

- Associate Degree in Nursing
- Three (3) years of experience in Nursing practice

**Preferred Qualifications:**

- Bachelor's Degree in Nursing
- Five (five) years of experience in Nursing Practice
- Two Years of Education Experience

# Faculty Orientation Policy

## Purpose

The Faculty Orientation Policy ensures newly appointed faculty are prepared for the nursing instructor role. Orientation covers institution-specific information for the University of Arkansas–Pulaski Technical College and essential teaching requirements, completed under the mentorship of the Program Director.

## Requirements

- Receive, complete and return HR hiring packet materials
- Provide original copy of a transcript to Human Resources
- Provide copy of current CPR card to Program Director
- Provide proof of required immunizations
- Obtain Influenza vaccine
- Attend Mandatory Reporter of Child and Adult Abuse Training
- Review Nursing Faculty Handbook
- Review Student Handbook focusing on areas related to clinical, grading policies, and attendance policies
- Obtain school-issued ID badge
- Attend Pulaski Technical College's New Faculty Academy
- Meet with Program Director to obtain (a) course syllabi (b) handouts (c) forms & tools (d) textbooks (e) clinical site information (f) college committee assignment (g) nursing faculty meeting information
- Complete Nursing Faculty Orientation Checklist

Reviewed: 07/25

## Faculty Office Hours

### 2.37 Faculty Office Hours

Faculty office hours are an effective tool to promote student-faculty interaction, a benchmark for enhancing student learning. To be effective, students need to have an awareness of their instructors' hours of availability as well as an understanding of how faculty office hours may be used for student success.

At a minimum, Faculty office hours should be clearly posted at your office door, the appropriate location in the Course Syllabus, and the Course Blackboard Shell. Instructors with distant learning courses should have scheduled availability by phone, internet, or another appropriate digital communications platform.

# Advising Resources

[Add and View Advising Note](#)

[Create and Edit Academic Plan](#)

[Create Appointment Availability Schedule](#)

[Evaluate Academic Requirements](#)

[Find My Advisees](#)

[Register Student from Academic Plan](#)

[Schedule Advising Appointment for a Student](#)

[View Student Academic Progress](#)

[Apply, Remove, or Override a Student Hold](#)

[Class Schedule](#)

[Mass Register Students](#)

[Registration Troubleshooting](#)

[View Student Saved Schedule](#)

## Add and View Advising Note

### Add and View Advising Note

AA

This quick reference guide (QRG) provides instructions on how to add and view advising notes in Workday.

To add or view a student's advising notes, complete the following steps.

#### ADD ADVISING NOTE

From the Workday Home page:

1. Type and select 'Add Student Note' in the search bar. The *Add Student Note* screen displays.
2. Enter the student's name in the **Student** field.
3. Select the **Note Topic(s)** from the dropdown list.
4. Enter the date and time in the **Note Date** field.
5. Enter your advising **Note**.
6. Choose the appropriate response to **Share with Student**.
7. Click **OK**.



Note: Notes can also be added from the student's profile page in **Note History** or by clicking the **Actions** button on the student's profile.

#### Add Student Note

Student \*

Note Topic(s) \*

Conversation Initiated by

Note Date \* 02/05/2024  01:25 PM

Note \*

Share with Student \* select one

### VIEW ADVISING NOTE

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **History** from the left menu.
4. Select the **Note History** tab.

The screenshot shows a web interface with two tabs: "Student History" and "Note History". The "Note History" tab is active. Below the tabs are two orange buttons: "Add Student Note" and "Expand Notes". Underneath, there is a section for "University of Arkansas Community College at Batesville" with a dropdown arrow and "1 item". A table displays the following data:

Note	Creation Date & Time	Date & Time	Note Category	Note Topic(s)
Q	02/05/2024 01:35 PM	02/05/2024 01:35 PM	Academic Advising	First-Year Advising (Academic Advising)



Last Updated: February 2024 | 2

## Create and Edit Academic Plan

### Create and Edit Academic Plan

AA

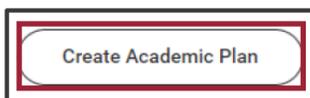
This quick reference guide (QRG) provides instructions on how to create or edit an academic plan in Workday.

To create or edit an academic plan, complete the following steps.

#### CREATE ACADEMIC PLAN

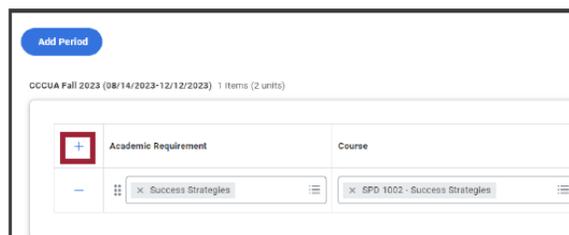
From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Select the **Plan** tab.
5. Click the **Create Academic Plan** button.



6. Optionally – Select the **Academic Plan Template** from the dropdown list.
7. Click **OK**.
8. If necessary, click the **Add Period** button to add your desired academic period.

9. Under the appropriate academic period click the **Add Item** button.
10. Select the **Academic Requirement** from the dropdown list.
11. Select the **Course** from the dropdown list.



12. Repeat steps nine through eleven as needed to create the student's academic plan.
13. Click **OK**.



**Note:** You can add additional Academic Years by selecting the **Add Year** button that displays beside the other academic years tabs.

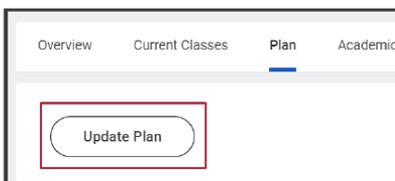
### Create and Edit Academic Plan

AA

#### EDIT ACADEMIC PLAN

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Select the **Plan** tab.
5. Click the **Update Plan** button.



6. Edit the academic plan as needed.
7. Click **OK**.

## Create Appointment Availability Schedule

This quick reference guide (QRG) provides instructions on how an academic advisor will create their appointment availability in Workday.

To create your appointment availability schedule, complete the following steps.

### CREATE APPOINTMENT AVAILABILITY

From the Workday Home page:

1. Type and select 'Maintain My Student Appointment Availability' in the search bar.

The *Maintain My Student Appointment Availability* screen displays.

2. Enter the **Schedule Name**. For example, Fall 2024 Advising Schedule.

3. Enter the **Start Date**.

4. Enter the **End Date**.

**Schedule Details**

Schedule Name \*

Start Date \*

End Date \*

5. Enter the **Start Time**.

6. Enter the **End Time**.
7. Choose the **Day(s) of the Week** for this start and end time.
8. Choose the **Weekly Recurrence**. For example, Enter 1 for weekly or 2 for biweekly.
9. Select the appropriate **Reason(s)** from the dropdown list.



**Note:** To add more available times, click the **Add Row** button beside **Start Time**.

*Start Time	*End Time	*Day(s) of the Week	*Weekly Recurrence	*Reason(s)
08:30 AM	04:00 PM	x Monday	1	x General Advising Appointment

10. Select the **Appointment Format** from the dropdown list.

11. Enter the **Location Details**. If you select **Phone** or **Virtual** for **Appointment Format** it is recommended to use your phone number or your virtual link as the **Location Details**.



**Note:** To add more appointment formats and location details, click the **Add Row** button under **Appointment Format**.

12. Click **OK**.

13. Click **Done**.

## Create Appointment Availability Schedule

### BUSY TIMES

Workday will automatically update your availability for Holidays and your approved Time Off. If you need to enter additional busy times, from the Maintain My Student Appointment Availability page:

1. Select the **Busy Times** tab.

Active Schedules **Busy Times** Appointment Duration

2. Click the **Add Row** button.

3. Enter the **Note** or name for the busy time.

*Note	*Start Date	*End Date
Lunch Break	05/01/2024	08/16/2024

4. Enter the **Start Date**.

5. Enter the **End Date**.

6. Enter the **Start Time**.

7. Enter the **End Time**.

8. Choose the **Day(s) of the Week**.

9. Enter the **Weekly Recurrence**.

10. Click **OK**.

### APPOINTMENT DURATION

Workday defaults the appointment duration to a length set by your institution. If you need to change the appointment duration, from the Maintain My Student Appointment Availability page:

1. Select the **Appointment Duration** tab.

2. Click the **Add Row** button.

3. Select the appointment **Reason** from the dropdown list.

4. Enter the **Duration**. This duration is in minutes. Repeat steps two through four for each appointment reason you need to edit the duration.

*Reason	*Duration (in minutes)
x General Advising Appointment	30

5. Click **OK**.



**Note:** Workday has an automatic 12-hour lead time scheduling policy. This means a student will be able to make an appointment with you up to 12 hours in advance of the scheduled appointment time. To change this time, check the **Override In Advance Scheduling** box, enter the new **Appointment Lead Time (Hours)**, and click **OK**.

Override In Advance Scheduling

Appointment Lead Time (Hours)

## Evaluate Academic Requirements

This quick reference guide (QRG) provides instructions on how to evaluate a student's academic requirements when they want to switch to a different Program of Study in Workday. This process is commonly known as a "what-if" report, as it will evaluate the student's current credits in the context of a new Program of Study.

Complete the following steps to evaluate a student's academic requirements for a new Program of Study.

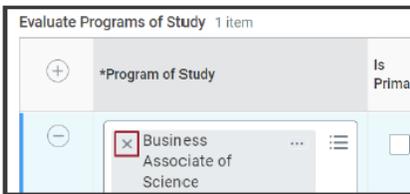
### EVALUATE ACADEMIC REQUIREMENTS

From the Workday Home page:

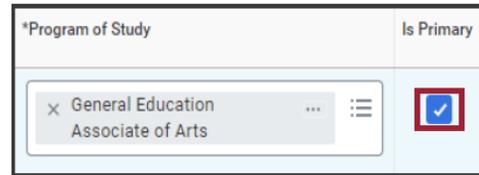
1. Type and select 'Evaluate Academic Requirements for Student' in the search bar.

The *Evaluate Academic Requirements for Student* screen displays.

2. Enter the student's name in the **Student** field.
3. Click **OK**.
4. Click the **X** icon beside the Program of Study to remove the student's current program.



5. Select the new **Program of Study** to evaluate from the dropdown list.
6. Check the **Is Primary** checkbox for the student's desired Program of Study.

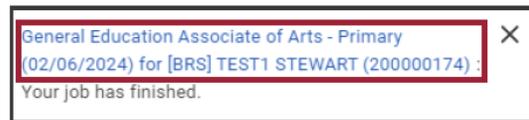


7. Click **OK** to run the report.
8. Click **Done**.



**Note:** You must click **Done** before taking the next step of the process, or the report will not open.

9. Click the link in the upper right-hand corner that notes 'Your job has finished'.



10. Review the report.
11. Click **Done**.

## Find My Advisees

This quick reference guide (QRG) provides instructions on how to find your assigned advisees in Workday.

To find your assigned advisees, complete the following steps.

### FIND MY ADVISEES

From the Workday Home page:

1. Type and select 'RPT – My Advisees' in the search bar.  
All your assigned advisees will display on the report.

### ACCESS ADVISEES FROM DASHBOARD

RPT - My Advisees can also be accessed from your dashboard. To access the report via your dashboard from the Workday Home page:

1. Click the **Global Navigation** menu.

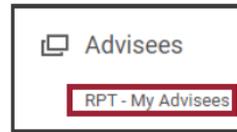


2. Select **Advising and Registration**.



3. Select the **Advising** tab if not automatically selected.

4. Under the **Advisees** heading select **RPT – My Advisees**.



In the results here, you can view basic information about your student advisees, and clicking on a student name will take you to that student's profile to view additional information as needed.

## Register Student from Academic Plan

This quick reference guide (QRG) provides instructions on how to register a student from an academic plan in Workday.

To register a student from an academic plan, complete the following steps.

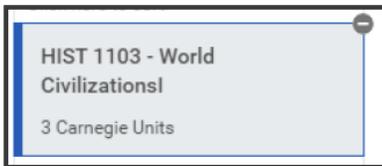
### REGISTER STUDENT FROM ACADEMIC PLAN

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the left menu.
4. Select the **Plan** tab.
5. Click the **Register from Plan** button.



6. Select a course from the list on the left-hand side of the page.



7. Check the **Select** checkbox of the course section the student would like to register for.

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	ENGL 10103-001 - English Composition I	<input checked="" type="checkbox"/>	Open
	ENGL 10103-001C - English	<input checked="" type="checkbox"/>	Open

8. Select the **Grading Basis** for the course.
9. Complete steps six through eight for each planned course.
10. Click **Register**.



**Note:** If a course from the Academic Plan does not have an offering available for the registration period, you will need to remove that course before proceeding with registration.

## Schedule Advising Appointment for a Student

This quick reference guide (QRG) provides instructions on how to schedule an advising appointment for a student in Workday.

To schedule an advising appointment for a student, complete the following steps.

### SCHEDULE ADVISING APPOINTMENT

From the Workday Home page:

1. Type and select 'Request Student Appointment on Behalf of Student' in the search bar.

The *Request Student Appointment on Behalf of Student* screen displays.

2. Enter the student's name in the **Student** field.
3. Click **OK**.
4. Select the appropriate **Category** from the dropdown list.
5. Select the appropriate **Primary Reason** from the dropdown list.
6. Enter the **Start Date**.
7. Enter the **End Date**.



**Note:** You can further refine the search results by specifying the Start or End Time of the appointment or selecting a specific Appointment Format or Staff member.

8. Click the **Search** button.
9. Review the available appointment options shown in the **Staff Available** table.
10. Check the box on the desired appointment row to select the appointment for the student.

Staff Available		
<input checked="" type="checkbox"/>	*Staff	*Appointment Date

11. Fill in the **Appointment Date**, **Appointment Time**, and **Appointment Format**, and **Location Details** for the meeting as desired.
12. Click **Submit**.

## View Student Academic Progress

This quick reference guide (QRG) provides instructions on how to view a student's academic progress in Workday.

To view a student's academic progress, complete the following steps.

### VIEW STUDENT ACADEMIC PROGRESS

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Select the **Academic Progress** tab.



**Note:** When viewing a student's academic progress, you can also access the student's **Unused Registrations** by clicking the number to the right of the heading.

The screenshot shows the 'Academic Progress' tab in Workday. At the top, there are navigation tabs: Overview, Current Classes, Plan, Academic History, Academic Progress (selected), Historical Records, and Transfer. Below the tabs, the student's name is listed: University of Arkansas Community College at Batesville - UACCB | Division of General Education. A circular progress indicator shows 8.3% completion for the Business Associate of Science degree, with 1 of 12 requirements satisfied. Below this, the Cumulative GPA is 4.00 and there are 2 Unused Registrations. A section titled 'Academic Requirement Areas' shows 5 items. A table below lists the requirements:

Requirement Area	Units Defined	Units In Progress	Remaining Required Units
Business Major_AS BUS	18	3	Minimum 18 Unit(s)



Last Updated: February 2024 | 1

## Apply, Remove, or Override a Student Hold

This quick reference guide (QRG) provides instructions on how to apply, remove, or override a hold on a student's profile in Workday.

To apply, remove, or override a student hold, complete the following steps.

### APPLY STUDENT HOLD

From the Workday Home page:

1. Type and select 'Apply Student Hold' in the search bar. The *Apply Student Hold* screen displays.
2. Enter the appropriate student in the **Student** field.
3. Click **OK**.
4. Select the hold reason using the dropdown list in the **Hold Reason** field.
5. Select the hold type using the dropdown list in the **Hold Type** field.
6. Select your institution in the **Select an Institution** field.
7. Click **Submit** to apply the hold.

 **Note:** It is possible to add multiple holds at one time by using the add button before clicking submit.



The screenshot shows the 'Apply Student Hold' form. The 'Student' field contains '[AB] Arya Stark (200000079)'. The 'Hold Reason' field has a dropdown menu with 'SF: Business Office Hold' selected. The 'Description' field contains 'You have a past due balance.' The 'Resolution Instructions' field contains 'Your balance can be paid online or by contacting the business office at (870) 612-'. The 'Hold Type' field has a dropdown menu with 'Full Registration' selected. Below this are two radio button options: 'Select an Institution' and 'Select an Academic Record', both with dropdown menus. The 'Academic Period' field has a dropdown menu. At the bottom of the form is an 'Add' button.

### REMOVE STUDENT HOLD

From the Workday Home page:

1. Type and search for a student in the search bar.
2. Click on the appropriate student's name to access their **Student Profile**.
3. Click **Action Items and Holds** from the **Student Profile Menu**.

Last Updated: January 2023 | 1

## Class Schedule

This quick reference guide (QRG) provides instructions on how to run the Class Schedule report in Workday.

To access your institution's class schedule, complete the following steps.

### CLASS SCHEDULE REPORT

From the Workday Home page:

1. Type and select 'Class Schedule' in the search bar.

The *Class Schedule* screen displays.

2. Select your **Institution** from the dropdown list.
3. Select the desired **Academic Period** from the dropdown list.



The screenshot shows a window titled "Class Schedule". It contains two dropdown menus. The first is labeled "Institution" with a red asterisk to its right and a list icon to its left. The second is labeled "Academic Period" with a list icon to its left. Both dropdowns are currently empty.

 **Note:** You will see other institutions listed in **Academic Period** but will only have access to your institution's schedule. You can narrow the results shown by typing your institutions abbreviation, the term, and the year you would like to view. For example, UACCM Fall 2024.

4. Click **OK**.

 **Note:** The generated report can be filtered by clicking the heading of any of the columns, choosing your desired filter options, and then clicking the **Filter** button.

## Mass Register Students

This quick reference guide (QRG) provides instructions on how to mass register students in Workday.

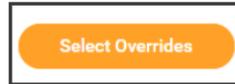
To mass register students, complete the following steps.

### MASS REGISTER STUDENTS

From the Workday Home page:

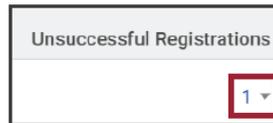
1. Type and select 'Mass Register Students' in the search bar. The *Mass Register Students* screen displays.
  2. Select the appropriate academic period from the **Start Date within** dropdown list.
  3. Select the appropriate **Courses** from the dropdown menu. More than one course can be selected.
-  **Note:** When registering a student or students for courses that have a corequisite or are clustered, you should select both courses during step 3.
4. Click the **Students** radio button to manually enter your students or click the **Student Grouping** radio button to select athletic teams or student cohorts.
  5. Click **OK**.
  6. Click **Select Sections**.
  7. Check the **Select** box on the row of the course section you want to mass register your students into.

8. Select the appropriate **Grading Basis** from the dropdown list if it is not automatically populated.
9. Click **Select Overrides**.



 **Note:** Certain security roles will have the opportunity to apply various overrides. Please follow your institutional policies and best practices when using overrides. If your security role does not allow you to select overrides, move to step 11 to continue.

10. Optional – Select overrides by checking the **Override** checkbox for the **Restriction**.
11. Click **Mass Register**.
12. Review the Mass Register Students report to confirm selected students were registered. If any selected students are not successfully registered for the course(s), you will see an **Unsuccessful Registrations** link on that student's row.



13. Click **Done**.

Last Updated: February 2024 | 1



## Registration Troubleshooting

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This document serves as a checklist for staff if there are any issues when registering a student in Workday. If none of these tasks resolve the issue, please contact your Director of Advising.

### CHECKLIST

- Check Student Status
  - Type and search for a student in the search bar.
  - Click on the appropriate student's name to access their Student Profile.
  - Confirm the student is 'Active' and their stage is 'Student' in the Student Recruitment section.
- Check Student Holds
  - Click Action Items and Holds from the Student Profile Menu.
  - Click the Active Holds tab.
  - Review the student's holds and direct student as needed.
- Complete Student Onboarding (If student has SR: Student Onboarding Hold)
  - Have student login to their Workday profile.
  - Go to their My Tasks inbox.
  - Complete the assigned Student Onboarding materials.
  - Attempt to register again.
- Confirm Course Section is Published
  - Type and select 'RPT – Find Course Sections' in the search bar.
  - Fill in report fields as needed to find the course section the student is attempting to register for.
  - Select the course section from the list.
  - Confirm the section status is 'Open'.
- Run Troubleshooting Console
  - Type and select 'Registration Troubleshooting Console' in the search bar.
  - Enter the student's name.
  - Enter the courses and sections the student is attempting to register for in their respective fields.
  - Click OK.
  - Click Course Eligibility.

## View Student Saved Schedule

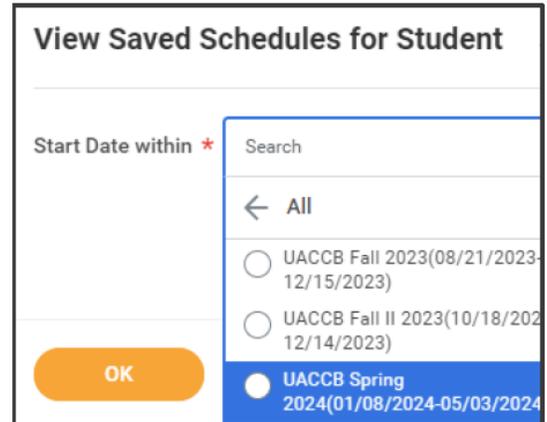
This quick reference guide (QRG) provides instructions on how to view a student's saved schedule in Workday.

To view a student's saved schedule, complete the following steps.

### VIEW STUDENT SAVED SCHEDULE

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Academics** from the 'Student Profile Menu'.
4. Click the **Plan** tab.
5. Click the **View Saved Schedules** button.
6. Select the appropriate **Start Date within** from the dropdown list.
7. Click **OK**.



Last Updated: January 2024 | 1

# Faculty Performance Reviews

## Performance Reviews: Complete Self Evaluation

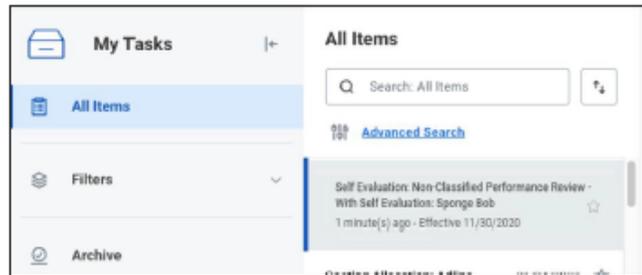
ESS

This job aid supports employees in completing the Self Evaluation as part of the Performance Review process.

### COMPLETE SELF EVALUATION

From you Workday Tasks:

1. Select the **Self Evaluation** item.



2. Choose the **Summary Editor** option to show all sections of the evaluation on one page.



 **Note:** The Guided Editor option can also be chosen to complete the review one section at a time.

3. Scroll to the **Performance Review and Planning** section.
4. Click the pencil icon to edit the section.



5. Enter comments in the **Answer** box.

Question

**Section II - Major Contributions or Accomplishments:** Note the significant contributions you have made since your completed, new ideas successfully implemented, or improvements that resulted in a decrease in mistakes, more m

**Employee Evaluation**

Answer

Normal | B | I | U | A | | | | ↗

Developed new process to help the department.

6. Repeat steps 4 and 5 for each section.
7. Scroll to the **Competencies** section.
8. Click the pencil icon to edit the section.

Guide Me

Performance review. Also note changes you see occurring in the next 12 months that are likely to affect you.

✎

9. Enter comments in the **Comment** box.

- Actively identify new areas for learning; regularly creating and taking advantage of learning opportunities; knowledge and skill on the job and learning through their application.

**Employee Evaluation**

Comment

Normal | B | I | U | A | | | | ↗

Completed Workday Training courses to gain additional knowledge.

10. Repeat steps 8 and 9 for each Competency.
11. Click **Submit**.

## NEXT STEPS

Submitting the Self Evaluation sends the item to the manager for review and completion of the Manager Evaluation. Once the Manager Evaluation is complete, a discussion will be held to review the evaluation before completing the Performance Review process.

# Faculty Attendance and Clinical Absence Policy

## **Policy**

Faculty of the Practical Nursing Program are expected to maintain regular and punctual attendance. Consistent attendance is essential to achieve program learning outcomes and to fulfill contractual obligations with clinical affiliates.

## **Sick Leave and Absence Guidelines**

- Full-time faculty may utilize accrued sick leave in accordance with policies outlined in the *University of Arkansas Pulaski Technical College Faculty Handbook and Employee Manual*.
- Part-time faculty without accrued sick leave will not be compensated for prolonged absences.

## **Notification Protocol**

When a faculty member, whether full-time or part-time, must be absent from **classroom or clinical instruction**, the following procedures must be followed:

1. Notify the Program Director as early as possible.
  - For planned absences, notice should be given well in advance.
  - In cases of emergency, notify the Program Director as soon as possible.
2. The Program Director will coordinate coverage as needed to ensure continuity of instruction.

## **Maintaining Educational Standards**

To uphold professional standards and maintain the integrity and reputation of the program, faculty must make every effort to ensure students receive appropriate instruction and supervision.

## **Disciplinary Action**

Failure to comply with the attendance policy may result in progressive disciplinary action, including but not limited to:

- Written counseling placed in the faculty member's personnel file
- Termination of employment or release from contractual obligations

## **Faculty Responsibility for Uncovered Clinical Absences**

In the event a clinical absence cannot be covered by a substitute, the faculty member is responsible for the following:

1. Notify the Program Director immediately
2. Notify all affected students in the clinical group
3. Arrange for a clinical makeup day or approved alternative activity
4. Communicate the scheduled makeup date and time to all affected students

# Nursing Faculty Committee

The Faculty shall be known as the Nursing Faculty Committee.

## **Purpose**

The Nursing Faculty Committee shall develop, adopt, implement, and evaluate all 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, nursing assistant and medication administration certifications
- 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 Nursing Programs

Full-time faculty

Part-time faculty

## **Associate Members**

Administrative Specialist for Allied Health

## **Officers**

The officers shall consist of the following:

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

### **Duties of the Officers**

The Chairperson shall:

- Prepare agenda and preside at all meetings
- Call all special meetings

The Secretary shall:

- Report in the minutes the names of all persons present at the meetings
- Keep a record of proceedings, proposals made, pertinent discussion and final action taken at meetings
- File one copy of minutes of meetings in department and distribute one copy to all Committee members

### **Meetings**

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

## **Section E**

# **Grading, Progression, Program Completion, Student Services, Academic Due Process**

## Grading Scale, Progression, and Program Completion

### Practical Nursing Grading Scale:

<b>A</b>	92-100%
<b>B</b>	85-91.99%
<b>C</b>	77-84.99%
<b>D</b>	70-76.99%
<b>F</b>	69.99-0%

### Progression:

- To **successfully complete** a course and **advance to the next semester** in the Practical Nursing Program, **students must earn a minimum overall weighted average of 77%** in each practical nursing course. If the **overall weighted average is below 77%** (i.e., 76.99% or lower), **a letter grade of D or F will be assigned** based on the Nursing-Specific Grading Scale. Students receiving such a grade **will not be eligible to progress** to the next semester.
- For **didactic courses**, students must earn a **minimum average of 70% on all exams** in order for any other weighted category items—such as assignments and attendance—to be factored into the final course average. If the **exam average is below 70%** (i.e., 69.99% or lower), the **final course grade will be based solely on the exam average**, and the appropriate letter grade will be assigned according to the Nursing-Specific Grading Scale.
- Students who do not meet the 70% exam average requirement will **not be eligible to progress** in the program.
- **No rounding** will occur. *Blackboard records all grades to the nearest hundredth of a percent and will not be rounded.*

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

### Program Completion:

- **Requirement:**  
In addition to successfully completing all program courses with a final course grade of “C” or better, students must **successfully pass a comprehensive exam** at the end of PNUR 15033—Nursing Process/Course Review.
- **If the student does not pass the comprehensive exam:**
  - The student will receive an **Incomplete (I)** grade for the course.
  - The student will have **until the end of the following semester** to pass the comprehensive exam.
- **Upon successful completion of the exam:**
  - The **Incomplete grade will be updated** to the **final letter grade** earned in the course.
  - The student will be considered to have **successfully completed the program**.
  - The student will be **cleared to sit for the NCLEX**.
- **If the student does not complete the requirement by the deadline:**
  - The student will receive a **failing grade** for the course.
  - The student must then **follow the program's re-entry policy** to attempt to complete the program.

## Academic Resources, Student Resources, Student Services, Records/Graduation, Student Tips and Tools

<p><b>Academic Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Advising</a></li> <li>• <a href="#">Class Schedule</a></li> <li>• <a href="#">Academic Calendar</a></li> <li>• <a href="#">Academic Catalog</a></li> <li>• <a href="#">Student Handbook</a></li> <li>• <a href="#">Ottenheimer Library</a></li> <li>• <a href="#">LAC Free Tutoring</a></li> <li>• <a href="#">Collaboration Center</a></li> <li>• <a href="#">E-mail Login</a></li> <li>• <a href="#">My Apps</a></li> <li>• <a href="#">Blackboard Login</a></li> </ul>	<p><b>Student Services</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Career Services</a></li> <li>• <a href="#">Counseling and Disability Services</a></li> <li>• <a href="#">TRiO Student Support Services</a></li> <li>• <a href="#">Veterans Services</a></li> <li>• <a href="#">TRiO Veterans Upward Bound</a></li> <li>• <a href="#">JAG College Success Program</a></li> <li>• <a href="#">Career Pathways Initiative</a></li> </ul>
<p><b>Student Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Student Life and Leadership</a></li> <li>• <a href="#">Child Care Services</a></li> <li>• <a href="#">Student Job Board</a></li> <li>• <a href="#">Bookstore</a></li> <li>• <a href="#">UA-PTC Mobile App</a></li> <li>• <a href="#">Food Pantry</a></li> <li>• <a href="#">Dining Services</a></li> <li>• <a href="#">IT Support</a></li> <li>• <a href="#">Emergency Alert Sign-Up</a></li> <li>• <a href="#">Free Bus Pass Program</a></li> <li>• <a href="#">Vehicle Registration / Parking Stickers</a></li> <li>• <a href="#">Student Complaint Process</a></li> <li>• <a href="#">Reporting Title IX/Sexual Harassment &amp; Discrimination</a></li> <li>• <a href="#">Workday Ticket Submission</a></li> </ul>	<p><b>Records/Graduation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Records Office</a></li> <li>• <a href="#">Request Official/Un-Official Transcript</a></li> <li>• <a href="#">Family Educational Rights and Privacy Act (FERPA)</a></li> <li>• <a href="#">Enrollment Verification Requests</a></li> <li>• <a href="#">Graduation Services</a></li> <li>• <a href="#">Student Record Forms</a></li> <li>• <a href="#">University Transfer Agreements</a></li> <li>• <a href="#">Prior Learning Assessment</a></li> </ul>
<p><b>Student Tips and Tools</b></p> <ul style="list-style-type: none"> <li>• <a href="#">How to be Successful at UA-PTC</a></li> <li>• <a href="#">Student Tools for a Successful Semester</a></li> </ul>	

## Academic Due Process Procedure



## Academic Due Process Procedure

All underlined information below is taken directly from the Academic Information section of the UA - Pulaski Technical College catalog.

UA - Pulaski Technical College recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. Appeal of a grade must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term.

### Student Information:

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone #1 \_\_\_\_\_ Contact Phone #2 \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The following steps are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance, or classroom procedure.

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Please note: Steps one through three are the initial steps of academic due process.

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### Step One—Student and Instructor Meeting

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.

The student should prepare a typed statement about the problem to be addressed and the requested remedies and attach it to this form, along with any applicable supporting documents.

After preparing the written statement, the student must meet with the instructor in order to attempt to resolve the issue. The student is required to schedule and complete a face-to-face, outside of classroom conference with the instructor before speaking with the department chair/program director or dean. At this meeting, the instructor should sign below.

The only exceptions to skipping step one are instances of harassment and/or endangerment. If the student feels that the problem is an exception, it should be detailed in the written statement and the student should proceed to step two.

**Instructor/Course Information:**

Name of Instructor (Please print) \_\_\_\_\_

Course Name and Time \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED  UNRESOLVED

If the problem is resolved at this step, the instructor will attach an explanation of the resolution to this form, complete with signatures of both student and instructor. The completed form should then be submitted to the division dean. If the problem is not resolved, the instructor will provide a signed explanation, attach it to this form, and send all originals to the department chair/program director. The instructor will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

**Step Two—Student and Department Chair/Program Director Meeting**

2. If agreement cannot be reached between the student and faculty member, the student contacts the department chair/program director for mediation. The department chair/program director should talk with the student and faculty member and may choose to call a meeting of all parties involved in order to reach an agreement.

If the problem is not resolved at step one and the student wishes to move to the next step, he/she should contact the appropriate department chair/program director to schedule an appointment. The department chair/program director will contact the parties involved. At this meeting the student may provide any additional documentation or rebuttal statements about the instructor’s decision.

Chair/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED  UNRESOLVED

If the problem is resolved at this step, the chair will attach an explanation of the resolution to this form, complete with signatures of student, instructor, and chair/program director, and submit it to the division dean along with all documentation. If the problem is not resolved, the department chair/program director will provide a signed explanation, attach it to this form, and send all originals to the dean. The department chair/program director will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

**Step Three—Student/Dean Meeting**

3. If the student wishes to appeal the decision of the department chair/program director, the student may appeal to the dean.

If the problem is not resolved at step two and the student wishes to move to the next step, he/she should contact the appropriate division dean to schedule an appointment. The dean will contact the parties involved. At this meeting the student may provide any additional documentation or rebuttal statements about the department chair/program director’s decision.

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED  UNRESOLVED

If the problem is resolved at this step, the dean will attach an explanation of the resolution to this form, complete with signatures of all parties. If the problem is not resolved, the dean will provide a signed explanation, attach it to this form, and send all originals to the Chief Academic Officer. The dean will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

#### Continued Appeals Process—Chief Academic Officer

The student must contact the administrative specialist for the Chief Academic Officer to set up the hearing committee.

3. (Continued) If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Chief Academic Officer. The Chief Academic Officer will then convene a meeting of an ad hoc hearing committee.
4. The hearing committee will be composed of three faculty members appointed by the Chief Academic Officer, one of whom will be a faculty member of the student's choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information, and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the Chief Academic Officer.
5. After reviewing the committee recommendation, the Chief Academic Officer will make a decision and inform all parties in writing in a timely manner. The decision of the Chief Academic Officer on academic appeals is final.

Note: All disciplinary proceedings may be subject to audio tape recording. Any such recordings are property of UA - Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.

## Student Progressive Accountability and Remediation Policy

### Purpose:

This policy is designed to uphold the highest standards of **patient safety, professional ethics, and academic integrity** by establishing a fair and consistent process for addressing performance concerns. It emphasizes student accountability, supports educational growth, and reinforces the **ethical and professional expectations** of the nursing profession.

### Expectations:

Students are responsible for demonstrating **consistent retention and application of nursing knowledge, skills, and professional behavior** in all academic and clinical settings.

Students are expected to consistently demonstrate:

- Competency in applying nursing knowledge and skills
- Ethical behavior and sound clinical judgment
- Academic honesty in all coursework and assessments
- Respectful, professional interactions with patients, faculty, staff, and peers

By enrolling in the Practical Nursing Program, students commit to upholding the **ANA Code of Ethics, the UA-PTC Student Code of Conduct, patient safety standards**, and all policies related to **academic integrity**. This policy provides a structured framework for addressing performance concerns while supporting student accountability and growth.

### Critical Areas for Strict Compliance

There are **several critical areas** of nursing performance in which **strict compliance is** not only expected but **required**. These areas represent core responsibilities directly tied to **patient safety, ethical conduct, academic integrity**, and the **overall credibility of the nursing profession**. Adherence to these standards is essential for fostering trust, ensuring safe and effective care, and maintaining the integrity of both clinical practice and classroom environments.

Violations—whether stemming from negligence, knowledge deficits, or willful misconduct—can result in serious consequences, including patient harm, ethical breaches, or academic misconduct. Any infraction within these essential performance areas must be promptly identified, documented, and addressed through appropriate intervention, remediation, or disciplinary action as outlined in the program’s policies.

### Examples of critical areas requiring strict compliance standards include, but are not limited to:

#### Clinical Safety and Professionalism:

- **Medication administration** errors due to failure to follow the 10 Rights
- **Breaks in aseptic technique** during sterile procedures
- **Failure to verify patient identity** using two identifiers before treatment
- **Inaccurate or falsified documentation** in clinical records
- **Disrespectful, aggressive, or discriminatory behavior** in clinical or classroom settings
- **Failing to adhere to clinical attendance expectations**
  - Throughout the semester, students may not accumulate absences exceeding twice the number of clinical sessions typically scheduled within a one-week period.

### Ethical Standards:

- **Breach of patient confidentiality** or violation of HIPAA regulations
- **Failure to report errors or unsafe practices**, thereby compromising patient safety
- **Dishonest behavior during peer evaluations or group work**, affecting professional integrity
- **Unwillingness to accept constructive feedback** or address unsafe behaviors

### Academic Integrity:

- **Cheating on exams or assignments**, including the use of unauthorized resources
- **Plagiarism**—submitting work that is not one's own without proper citation
- **Falsification of clinical hours or skill validations**
- **Collaborating inappropriately** on individual assignments

## **Progressive Review and Intervention Process**

### **Step 1: Initial Concern Identified**

#### **Description:**

A first-time violation resulting from human error, a gap in knowledge, misunderstanding, or a failure to recognize established safety standards.

#### **Action:**

- A verbal warning is issued, and if deemed necessary, a **Remediation Plan** is developed by faculty to address the concern. This plan is reviewed with the student and placed in the student's file. The plan includes:
  - A description of the behavior or incident
  - Required corrective actions to be taken (e.g., skill return demonstration, ethical reflection paper, counseling )
  - A completion timeline

#### **Student Accountability:**

- If a **verbal warning** is issued, the student is expected to demonstrate accountability by correcting the behavior and maintaining compliance with program standards moving forward.
- If a **Remediation Plan** is developed, the student is responsible for completing all components by the assigned deadline to continue in good standing.
  - Failure to complete the plan will result in additional review.

### **Step 2: Ongoing Pattern or Second Concern**

#### **Description:**

A **second violation** of the **same type or related nature** will result in faculty initiation of a **Formative Documentation**—a formal written record outlining the specific objective, standard or expectation that was not met, indicating a developing pattern of concern. This documentation includes a corresponding remediation plan designed to address the identified issue and support the student's improvement and accountability.

#### **Action:**

- The instructor **reviews all prior documentation related to the incident**, including any **verbal warnings** and **remediation plans** to **assess patterns** of behavior and determine cumulative concerns.
- The instructor initiates a **written narrative** within the **Formative Documentation** record, accompanied by an **initial or revised remediation plan**.
- A performance review meeting is held with the student, the **Program Director** and the **Dean of Student Life and Wellness** to discuss the **Formative Documentation** record detailing the violation, discuss the remediation plan timeline, and provide the student an opportunity to share feedback or ask questions.

**Student Accountability:**

- The student must actively participate in all required remediation.
- The student is expected to demonstrate insight into the professional, safety, ethical or academic standards breached and show improvement in future conduct.

**Step 3: Continued Concerns or Serious Breach****Description:**

- A third violation, or
- **A single incident involving behavior that reflects a disregard for safety protocols, ethical principles, academic integrity, or professional standards.**

**Examples include:**

- Falsifying documentation
- Cheating or plagiarism
- Repeated or willful violation of safety protocols
- Repeated medication errors
- Ignoring critical safety protocols after prior remediation
- Ethical violations (including HIPAA, ANA Code of Ethics, UA-PTC Student Code of Conduct)
- Disruptive, threatening, or disrespectful conduct in clinical or academic setting (classroom)

**Action:**

- Faculty will notify the Program Director of the incident
- The student is immediately removed from the clinical or classroom setting if safety or learning is compromised.
- A **Formative Documentation** report is filed, and a formal **Review Panel Meeting** is scheduled within 3 school days.
  - The review panel includes at least two faculty members and the Program Director. The Dean of Science, Mathematics, and Allied Health and the Dean of Student Life and Wellness may also participate.

**Possible Outcomes:**

- Continuation in the program with a final remediation agreement
- Removal from the course with a final grade of "F"
- Dismissal from the Practical Nursing Program

**Student Accountability:**

- The student is expected to actively participate in the review process, reflect on prior interventions, and take responsibility for outcomes.
- The decision will consider both the nature of the violation and the student's engagement with previous remediation efforts.

**Ongoing Student Responsibilities**

- Remain informed of all ethical guidelines, professional/institutional conduct and safety standards, and academic integrity policies outlined by the Practical Nursing Program and UA-PTC.
- Demonstrate integrity, professionalism, and accountability in all academic and clinical settings.
- Take the initiative to seek clarification or support when needed.

**Faculty Commitment**

Nursing faculty are committed to fostering a safe, respectful, and supportive learning environment. This progressive intervention policy ensures consistent application of expectations, provides opportunities for student growth, and protects the integrity of the nursing profession.

Created 07/2025



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

**UA-Pulaski Technical College Practical Nursing Program Formative Documentation**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical or Classroom Performance:

Objective/Standard/Expectation:

Faculty Input:

Required Remediation:

*Please sign and return the formative documentation to your instructor.  
You will be provided a copy of the formative documentation after signatures are obtained.*

Student Input:

I have read and understand the above written counseling. I do not have any additional questions at this time.

Student's Signature: \_\_\_\_\_ Student ID# \_\_\_\_\_

Faculty Signature: \_\_\_\_\_  
Updated

## **Section F: Program Philosophy and Curriculum**

# Practical Nursing Program

## PN Program Philosophy and Curriculum Model

The faculty of the UAPTC Practical Nursing Program has a common belief about individuals/groups of individuals, health and nursing. These beliefs form the foundational concepts of the Program Outcomes, Program Student Learning Outcomes and curriculum model.

### Individuals and Groups of Individuals

The faculty posits that the primary focus of nursing is the individual or groups of individuals (communities). Throughout the curriculum, bio-physical and psychosocial needs are explored, including oxygenation, fluid and electrolyte balance, equilibrium, nutrition, elimination, rest and activity, sensory function, comfort, safety, human interaction, sexuality, learning, and spirituality. Although numerous developmental theories exist, Erikson's theory serves as a foundation for describing growth and development throughout the practical nursing program.

Furthermore, individuals belong to diverse cultures, and their culture significantly influences how nurses intervene to address human needs. Respect for cultural diversity is fundamental to patient-centered care. Community needs are directly associated with the needs of a specific group of individuals. Recognizing the diversity of healthcare needs is an integral component of healthcare delivery. These needs can be met or unmet through various means. While an individual or group may independently meet certain needs, they may also require interactions with healthcare team members to address needs that impact risk reduction, disease prevention, health promotion, and require health teaching and advocacy. Nursing care primarily focuses on addressing the unmet needs of individuals and groups, with prior authorization based on a logical decision-making model.

### Health

Health is a dynamic state that encompasses the met or unmet biological and psychosocial needs of individuals and groups.

Health promotion encompasses risk reduction, disease prevention and patient/family education.

Health education needs are based on identified risk factors and prevention strategies.

The practical nursing curriculum focuses on commonly recurring health problems and health promotion. These health problems are disorders or diseases that frequently manifest in individuals receiving nursing care in various health care settings.

### Nursing

Nursing is a specialized discipline that integrates **knowledge, skills, and attitudes** to deliver effective care to individuals, groups, communities, and populations. The integration of these core elements supports students in achieving **course-level, program-level, and overall program effectiveness outcomes**, equipping them with the competencies essential for professional nursing practice.

The faculty affirm that nursing practice reflects the **National League for Nursing (NLN) Program Outcomes** for Graduates of Practical/Vocational Nursing Programs—**human flourishing, nursing judgment, professional identity, and the spirit of inquiry**. These core competencies serve as the foundation for the program's outcomes and end-of-program student learning outcomes. They are based on the **Clinical Judgment Model (2006)**, the **Quality and Safety Education for Nurses (QSEN) Initiative**, and models of clinical and ethical decision-making guided by the **American Nurses Association (ANA)**, including the *ANA Code of Ethics for*

*Nurses*, the *ANA Social Policy Statement*, the *Arkansas Nurse Practice Act*, and relevant state and federal regulatory standards, best practices, and safety guidelines.

The **curricular framework** of the UAPTC Practical Nursing Program incorporates both **theory and clinical practice** across the three essential domains—**knowledge, skills, and attitudes**. These are interrelated and facilitate student achievement of learning outcomes and practice competencies.

### **Knowledge**

The knowledge base of practical nurses includes an understanding of the use of the **nursing process, best practices, human needs and culture, growth and development, commonly recurring health problems, pathophysiology, pharmacology, legal guidelines, and standards of practice**.

Practical nurses must be proficient in the application of the **nursing process**, which involves assessment, diagnosis, planning, implementation, and evaluation. This systematic approach ensures effective and patient-centered care. They must also stay informed about **best practices**, which are evidence-based strategies that lead to improved patient outcomes.

Understanding **human needs and cultural differences** is crucial in delivering compassionate and individualized care. Practical nurses are expected to recognize and respect diverse backgrounds and tailor care approaches accordingly.

Knowledge of **growth and development** allows practical nurses to provide age-appropriate care, recognizing the physical, emotional, and cognitive changes that occur throughout the lifespan. In addition, familiarity with **commonly recurring health problems** enables nurses to detect, manage, and provide education on conditions frequently encountered in their practice.

A solid understanding of basic **pathophysiology and pharmacology** is essential. Pathophysiology helps nurses understand the underlying mechanisms of diseases, while pharmacology equips them to safely administer medications and monitor their effects.

Finally, practical nurses must adhere to **legal guidelines** and **standards of practice** to ensure ethical and legal accountability. These standards guide their conduct, decision-making, and professional responsibilities, promoting safety and integrity in nursing care.

### **Skills**

The skill focus of the practical nurse is to provide safe, competent care respecting dignity, integrity, cultural values/traditions for patients/families in contemporary practice environments and the community setting. The nurse uses information technology in knowledge attainment, delivery of care, documentation of nursing care, and communication. Delegation, organization/prioritization, competency in medication administration, psychomotor and clinical decision-making skills are essential components of safe, competent nursing practice.

Practical nurses function as a member of a health care team under the direction of a registered nurse or other health care provider and are responsible for accurate, professional and open communication with patients/families and members of the health care team respecting diversity, human dignity and integrity

### **Attitudes**

The practical nurse demonstrates integrity, professional standards, responsibility, accountability, and ethics, incorporating personal strengths and values into the provision of care. These professional attitudes are also evident in collaborative efforts and communication with members of the health care team. In addition, the practical nurse serves as a patient advocate in care decisions and embraces lifelong learning as an integral part of nursing practice, ensuring continuous growth and improvement in delivering quality care.

## **Educational Theory**

The practical nursing program utilizes a combination of learning theories in the design and implementation of the curriculum. The program utilizes Adult Learning Theory/Andragogy, Cognitivism, and Constructivism.

Cognitivism	<ul style="list-style-type: none"><li>• Student Centered</li><li>• Mental processes such as thinking, memory, knowing and problem solving require active participation.</li><li>• Knowledge seen as mental construction</li><li>• Learning defined as change.</li><li>• Changes in behavior are observable, not just behavior modification.</li><li>• Learning promoted through disciplined inquiry.</li><li>• Information acquired, processed, leading to learning outcomes.</li></ul>
Constructivism	<ul style="list-style-type: none"><li>• Student Centered</li><li>• Learning actively constructed through interactions with environment, reflections and actions.</li><li>• Goals are problem solving, reasoning, critical thinking, and active and reflective use of knowledge.</li><li>• Learning is a search for meaning.</li><li>• Learner constructs meaning.</li><li>• Promotes interactivity among students.</li><li>• Focuses on concepts, not facts and understanding the whole, as well as the parts.</li><li>• Authentic learning in realistic environments.</li><li>• Promotes learning contexts where learner plays an active role.</li><li>• Guided discovery and goal-based scenarios.</li><li>• Educators collaborate and facilitate learning.</li></ul>
Adult Learning Theory/Andragogy	<ul style="list-style-type: none"><li>• Students have multiple life demands.</li><li>• Educators facilitate learning, students are autonomous and self-directed.</li><li>• Integrated life experiences, to bring and share with peers.</li><li>• Goal directed and self-initiated.</li><li>• Authentic interactivity; active processing of experience and internalization of information; personally, meaningful and conceptually coherent.</li><li>• Recognize value in learning.</li><li>• Must translate to practice environment.</li></ul>

## Practical Nursing Program Student Learning Outcomes

The competencies **Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry** form the foundation of the student learning outcomes. Student learning activities in each course focus on the attainment of the Program Student Learning Outcomes.

At the conclusion of the practical nursing program, the student is prepared to:

1. **Promote human dignity, integrity, and self-determination** through the establishment of therapeutic relationships with patients, families, and communities, fostering personal growth and well-being. (**ILOs** 2-Communication & 4 Cultural Awareness; **NLN**: Human Flourishing [HF])
2. **Apply nursing judgment** in delivering safe, high-quality care that supports the health and well-being of patients, families, and communities, contributing to positive health outcomes. (**ILOs** 1-Comprehensive Literacies & 3-Critical Thinking; **NLN**: Nursing Judgment [NJ])
3. **Integrate codes of ethics, regulatory standards, and professional guidelines** into practice, while incorporating personal strengths and values to promote professionalism and ethical nursing care. (**ILOs**: 2-Communication; 4-Cultural Awareness; **NLN**: Professional Identity [PI])
4. **Collaborate effectively within nursing and interprofessional teams**, ensuring open communication, mutual respect, and shared decision-making to enhance patient care and health outcomes. (**ILOs** 2-Communication & 3-Critical Thinking; **NLN**: Professional Identity [PI])
5. **Provide evidence-based nursing care** that utilizes best practices, appropriate technology, and considers patient and family values and preferences to ensure the delivery of optimal patient care. (**ILOs**: 1-Comprehensive Literacies & 4-Cultural Awareness; **NLN**: Spirit of Inquiry [SI])

## 2025-2026 Practical Nursing Curriculum Plan

Semester I Courses (Fall)		Hours
PNUR 11035	Clinical Nursing I	5
PNUR 11212	Nursing Care of Adults I	12
HIMT 10183	Medical Terminology	3
*BIOL 11353 <u>AND</u>	Structure and Function of the Human Body	3
*BIOL 10351	Structure and Function of the Human Body Lab	1

Program Courses	17 Credit Hours
Co-Requisite Courses	7 Credit Hours
<b>Total:</b>	<b>24 Credit Hours</b>

*HIMT 10183 & BIOL 11353/10351 can be taken prior to acceptance into the program*

\*Both [BIOL 24003](#)/[BIOL 24001](#) Anatomy and Physiology I and [BIOL 24103](#)/[BIOL 24101](#) Anatomy and Physiology II may be substituted for this course, and they may be taken prior to acceptance into the nursing program.

Semester II Courses (Spring)		Hours
PNUR 12041	Mental Health Nursing	1
PNUR 12035	Clinical Nursing II	5
PNUR 12038	Nursing Care of Adults II	8

**Total Credit Hours: 14**

Semester III Courses (Summer Session I)		Hours
PNUR 13032	Clinical Nursing III	2
PNUR 13044	<u>Nursing Care of Mothers, Infants and Children</u>	4

**Total Credit Hours: 6**

Semester IV Courses (Summer Session II)		Hours
PNUR 15033	<u>Nursing Process / Course Review</u>	3

**Total Credit Hours: 3**

### **Program Totals:**

PN Program Courses	40 Credit Hours
Co-Requisite Courses	7 Credit Hours
<b>Total:</b>	<b>47 Credit Hours</b>

## Practical Nursing Program Course Descriptions/Curriculum Content Map

### PNUR 11212 Nursing Care of Adults I

Course Description: This course is an introduction to the nurse's role in the delivery of patient centered care as a member of a multidisciplinary team with an emphasis on the growth and development in older adult/geriatric population. The content includes fundamental knowledge, skills, and attitudes needed to give nursing care and prevent spread of disease. Common procedures used in the care of the sick and development of the ability to adapt them to various situations. Development of awareness to report and record observations of the client are part of the course theory. Introduction to cultural considerations, pharmacology, physical and environmental safety, evidence-based practice, legal/ethical principles, quality improvement, and informatics is incorporated through exemplars of chronic health problems and physical changes requiring acute and long-term management. *Credit Hours: 12*

Unit/Week	Content	
<b>Unit 1</b> (Weeks 1-2)	<ul style="list-style-type: none"> <li>• Health/Wellness</li> <li>• Illness/Injury</li> <li>• Assessment</li> <li>• Caring interventions</li> <li>• Clinical Decision Making</li> </ul>	
<b>Unit 2</b> (Week 3)	<ul style="list-style-type: none"> <li>• Infection</li> <li>• Safety</li> <li>• Communication</li> </ul>	
<b>Unit 3</b> (Weeks 4-5)	<ul style="list-style-type: none"> <li>• Dosage Calculations:                             <ul style="list-style-type: none"> <li>✓ Basic calculation skills and introduction to medication administration</li> <li>✓ Systems of measurement</li> <li>✓ Oral and Parenteral Medications</li> <li>✓ Infusions and Pediatric Dosages</li> </ul> </li> </ul>	
<b>Unit 4</b> (Week 6)	<ul style="list-style-type: none"> <li>• Mobility</li> <li>• Perioperative Care</li> </ul>	
<b>Unit 5</b> (Week 7)	<ul style="list-style-type: none"> <li>• Digestion</li> <li>• Elimination</li> <li>• Nutrition</li> </ul>	
<b>Unit 6</b> (Week 8)	<ul style="list-style-type: none"> <li>• Comfort</li> <li>• Tissue Integrity</li> </ul>	
<b>Unit 7</b> (Week 9)	<ul style="list-style-type: none"> <li>• Fluids and Electrolytes</li> </ul>	
<b>Unit 8</b> (Weeks 10-11)	<ul style="list-style-type: none"> <li>• Acid Base Balance</li> </ul>	
<b>Unit 9</b> (Week 12)	<ul style="list-style-type: none"> <li>• Informatics</li> <li>• Legal Issues</li> <li>• Ethics</li> </ul>	
<b>Unit 10</b> (Week 13-14)	<ul style="list-style-type: none"> <li>• Teaching/Learning</li> <li>• Advocacy</li> <li>• Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Care</li> <li>• Professionalism</li> <li>• Accountability</li> </ul>

### **PNUR 11035 Clinical Nursing I**

Course Description: This course is a practical, clinical component with an emphasis on procedural skills, basic nursing principles and the care of the older adult/geriatric client. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered, including basic medication administration. Students will develop the ability to adapt nursing procedures to give individualized patient care. *Credit Hours: 5*

### **PNUR 12038 Nursing Care of Adults II**

Course Description: The course content focuses on care of the Middle-Aged Adult using patient-centered care and the evidence for planning priorities based on the health problems, symptoms, and patient/family beliefs and values. Students are introduced to acute and chronic conditions that require multidisciplinary management. The course content includes the study of common conditions of the medical surgical client using a body systems approach of study. Included in each system's study are the cultural influences on nursing, nutritional needs of the client, pharmacological issues and special needs of the middle aged adult. The course also includes the study of current and emerging infectious disease, bioterrorism disease issues and emergency preparedness for natural and man- made disasters in today's society. *Credit Hours: 8*

### **PNUR 12035 Clinical Nursing II**

Course Description: This course is a practical, clinical component with an emphasis on, clients with mental health disorders and clients with medical and surgical problems. As the student progresses through the clinical areas, patient assignments will pertain to the body system and disease processes being studied in Nursing Care of Adults and Mental Health Nursing. Nursing care is delivered with a focus on specific standards of care for the diagnosis of the patient. Procedures learned in Nursing Care of Adults I continue to be performed with emphasis on adaptations necessary for the medical or surgical client, and the client with mental health disorders. Students administer medications to their assigned patients. *Credit Hours: 5*

### **PNUR 12041 Mental Health Nursing**

Course Description: The course content includes an introduction of mental health/mental illness across the lifespan and communication with patients, families, and the health care team. Principles of conflict management, care/prevention of such conditions, symptom management, and patient advocacy. Students develop knowledge, skills, and attitudes in the competencies of safety and quality improvement through learning experiences. *Credit Hours: 1*

### **PNUR 13044 Nursing Care of Mothers, Infants and Children**

Course Description: This course is an introduction to the nursing of mothers, infants, and children. The Obstetrics portion of the course content includes the principles and practices of nursing care during prenatal, labor, delivery, post-partum and neonatal periods. The content includes modern maternity nursing with emphasis on normal obstetrics. Specific content includes history and trends in family-centered childbearing, prenatal care and adaptations to pregnancy and the nurse's role in reproductive health and nursing care during labor and birth to include care of the newborn. The pediatric portion of the course content includes the principles of growth and development, nursing the infant through adolescence, the behavior of well and sick children and client and family teaching. The course also incorporates the signs and symptoms of child abuse and neglect and the role of the nurse as a mandatory reporter. Common diseases of the child and adolescent are also covered. *Credit Hours: 4*

**PNUR 12032 Clinical Nursing III**

Course Description: This course is a practical, clinical component with an emphasis on care of the mother, infant, and child. Students will deliver individualized nursing care and administer medications under supervision. *Credit Hours: 2*

**PNUR 15033 Nursing Process/Course Review:**

Course Description: The course content provides the student with a review of the nursing process, in preparation for the actual practice of nursing. The course also provides insight into development of a study plan for the NCLEX exam. Completion of a two-day PN NCLEX Review Course is a required component of the course. Also included is a pharmacology review and NLN exam. The role of the practical nurse related to delegation of patient care is covered and a review of patient confidentiality and the role of the nurse as a mandatory reporter are reiterated. Additional content provides the student with information and explanation of the Arkansas Nurse Practice Act and the NCLEX application process. *Credit Hours: 3*

# Core Content According to the NCLEX PN Test Plan

## Pharmacology

**High-Yield Medications to Know** Pharmacology is a significant part of the **NCLEX-PN**, and understanding key drug categories is essential. Focus on high-yield medications such as:

- **Antibiotics** (e.g., penicillin, vancomycin): Know their uses, monitoring for allergic reactions, and potential for nephrotoxicity or ototoxicity.
- **Antihypertensives** (e.g., beta-blockers, ACE inhibitors): Understand their mechanisms, common side effects like hypotension and bradycardia, and patient teaching on adherence.
- Other important categories include diuretics, insulin, anticoagulants, and analgesics.

### **Common Side Effects, Contraindications, and Nursing Interventions**

Recognize common side effects such as nausea, dizziness, or fatigue and be aware of serious effects like hepatotoxicity or bleeding risks with anticoagulants. You should know contraindications (e.g., beta-blockers contraindicated in patients with asthma) and appropriate nursing interventions, such as monitoring for adverse reactions, educating patients on medication adherence, and adjusting care plans based on patient responses to treatment.

## Safety and Infection Control

**Key Principles in Patient Safety:** Patient safety is a cornerstone of nursing practice. Prioritize the prevention of falls, ensure correct identification of patients before administering medications, and maintain proper hand hygiene. You'll need to know how to prevent errors during care transitions, use restraints safely, and educate patients on safety practices, especially in acute care settings.

**Infection Prevention Practices:** Focus on understanding the use of standard precautions (e.g., gloves, gowns) and isolation protocols for infections like MRSA or tuberculosis. Recognize how to prevent hospital-acquired infections (HAIs) through proper catheter care, wound management, and preventing ventilator-associated pneumonia.

## Basic Care and Comfort

### Pain Management

Effective pain management is essential in nursing practice, as it significantly impacts patient comfort and overall well-being. When addressing pain, consider the following key aspects:

- **Assessment:** Utilize standardized pain assessment tools (e.g., numeric rating scale, Wong-Baker FACES pain rating scale) to evaluate the intensity, quality, and location of pain. Assess not only the physical aspects but also the psychological and emotional impacts of pain on the patient.
- **Pharmacologic Interventions:** Understand the different classes of analgesics:
  - **Non-opioid analgesics** (e.g., acetaminophen, NSAIDs) are often used for mild to moderate pain.
  - **Opioid analgesics** (e.g., morphine, hydrocodone) are used for moderate to severe pain but require careful monitoring for side effects such as sedation and respiratory depression.
- **Non-Pharmacologic Interventions:** Implement complementary therapies, such as heat or cold application, relaxation techniques, guided imagery, and music therapy. Educate patients about the importance of these methods in managing pain alongside medications.
- **Patient Education:** Teach patients about pain management strategies, including the importance of reporting pain promptly, medication adherence, and lifestyle modifications (e.g., exercise, hydration) that can help manage chronic pain.

### Nutrition

Proper nutrition plays a vital role in recovery, wound healing, and overall health. Key considerations to be prepared for include:

- **Assessment of Nutritional Status:** Evaluate patients' dietary habits, weight changes, and signs of malnutrition (e.g., muscle wasting, fatigue). Use tools like the Malnutrition Universal Screening Tool (MUST) to assess risk.
- **Dietary Recommendations:** Individualize nutritional plans based on patients' conditions, preferences, and any dietary restrictions
- **Assistance with Eating:** For patients with mobility or cognitive challenges, provide assistance during meals to ensure safety and dignity. Implement strategies such as adaptive utensils or modified food textures as needed.
- **Hydration:** Emphasize the importance of adequate fluid intake, monitoring for signs of dehydration (e.g., dry mucous membranes, decreased urine output), and encouraging patients to drink fluids appropriate for their health status.

## Mobility Considerations

Mobility is crucial for maintaining physical health, preventing complications, and enhancing recovery. Focus on the following core aspects of this sub-category:

- **Assessment of Mobility:** Evaluate patients' current mobility levels, including their ability to ambulate, transfer, and perform activities of daily living (ADLs). Identify any limitations due to pain, surgery, or medical conditions.
- **Encouragement of Early Mobility:** Encourage patients to mobilize as soon as it is safe post-surgery or during hospitalization. Early mobility reduces the risk of complications such as **deep vein thrombosis (DVT)**, **pressure ulcers**, and **muscle atrophy**.
- **Assistive Devices:** Be knowledgeable about the various assistive devices (e.g., walkers, canes, wheelchairs) available to help patients maintain independence and safety. Teach patients how to use these devices correctly.
- **Safety Considerations:** Implement fall prevention strategies, such as keeping the environment clutter-free, ensuring adequate lighting, and using non-slip footwear. Always assist patients as needed and educate them on safe ambulation practices.
- **Rehabilitation and Exercise:** Collaborate with physical and occupational therapists to design rehabilitation plans that promote strength, balance, and flexibility. Encourage regular physical activity appropriate for the patient's condition to improve mobility and overall health.

## **Reduction of Risk Potential**

### Diagnostic Tests and Lab Value Interpretation

Understanding and interpreting diagnostic tests and lab values is essential for reducing risk potential in patient care. Proper interpretation allows for timely interventions and helps prevent complications. Here are key considerations to understand:

- **Common Diagnostic Tests:** Familiarize yourself with commonly performed diagnostic tests, including:
  - **Complete Blood Count (CBC):** Provides information about red blood cells, white blood cells, and platelets. Key indicators include hemoglobin, hematocrit, and white blood cell counts.
  - **Basic Metabolic Panel (BMP):** Assesses electrolytes (sodium, potassium, chloride), blood urea nitrogen (BUN), and creatinine. It helps evaluate kidney function and electrolyte imbalances.
  - **Liver Function Tests (LFTs):** Measure liver enzymes (ALT, AST) and bilirubin levels to assess liver health.
  - **Coagulation Studies:** Includes prothrombin time (PT) and activated partial thromboplastin time (aPTT), which evaluate the blood's ability to clot.
  - **Lab Value Interpretation:** Recognize normal and abnormal ranges for common lab values. For example: for hemoglobin, normal ranges are typically 12-16 g/dL for women and 14-18 g/dL for men. Low levels may indicate anemia, requiring further evaluation. Normal range is 3.5-5.0 mEq/L. Hyperkalemia (high potassium) can lead to cardiac dysrhythmias, while hypokalemia (low potassium) can cause muscle weakness and cramping.
  - **Critical Values:** Be aware of critical lab values that require immediate action. For instance, a potassium level of over 6.0 mEq/L or under 2.5 mEq/L may necessitate urgent intervention.

- **Documentation and Communication:** Ensure accurate documentation of lab results and communicate any abnormal findings promptly to the healthcare team to facilitate timely interventions.

### Recognizing Complications and Early Warning Signs

Proactively recognizing complications and early warning signs can significantly improve patient outcomes and reduce the risk of adverse events. Key aspects to focus on and understand for the exam include:

- **Common Complications:** Be familiar with potential complications associated with various medical conditions and treatments. For example, postoperative complications can include monitoring for signs of infection (e.g., increased redness, swelling, discharge), bleeding, and deep vein thrombosis (DVT). Also, chronic conditions may include patients with diabetes, which requires LPNs to be vigilant for signs of hypoglycemia (e.g., sweating, shakiness, confusion) and hyperglycemia (e.g., excessive thirst, frequent urination).
- **Vital Signs Monitoring:** LPNs must be able to regularly assess vital signs and recognize deviations from baseline. Early detection of changes in temperature, heart rate, respiratory rate, or blood pressure can indicate developing complications. For example, hypotension—a sudden drop in blood pressure can signify shock or hemorrhage, and tachycardia is an increased heart rate that can be an early sign of infection or dehydration.
- **Patient Symptoms:** Pay attention to patients’ subjective complaints and physical symptoms. Early reporting of changes in condition (e.g., increased pain, shortness of breath, altered mental status) is vital for timely intervention.
- **Utilizing Early Warning Systems:** Familiarize yourself with any early warning systems or scoring tools used in your healthcare facility, such as the Modified Early Warning Score (MEWS) or the National Early Warning Score (NEWS), to help identify patients at risk of deterioration.
- **Patient Education:** Educate patients and their families about recognizing warning signs related to their specific conditions, encouraging them to report any concerning changes promptly.

## **Health Promotion and Maintenance**

### Developmental Stages Across the Lifespan

Understanding developmental stages is crucial for providing age-appropriate care and interventions tailored to the unique needs of individuals at various life stages. The lifespan can be broadly categorized into the following stages:

- **Infancy (0-1 year):** Key developmental milestones include motor skills, sensory development, and attachment formation. Health promotion focuses on proper nutrition (breastfeeding or formula), regular pediatric check-ups, and monitoring for growth parameters. Safety education for caregivers is essential to prevent accidents (e.g., safe sleeping practices, preventing choking).
- **Toddlerhood (1-3 years):** Developmental milestones include walking, talking, and increased independence. Promote nutrition with a balanced diet and introduce healthy eating habits. Encourage regular immunizations and monitor developmental milestones to identify any delays.

- **Preschool Age (3-5 years):** Children develop social skills, language, and basic motor skills. Health promotion involves fostering physical activity, imaginative play, and continued nutritional guidance. Emphasize the importance of regular dental check-ups and vaccinations.
- **School Age (6-12 years):** Key milestones include cognitive development, peer relationships, and academic skills. Promote a healthy lifestyle through balanced nutrition, physical activity, and education on the importance of hygiene. Monitor for any behavioral issues and provide resources for mental health support if needed.
- **Adolescence (13-18 years):** This stage involves rapid physical, emotional, and social changes. Health promotion focuses on education regarding sexual health, substance abuse prevention, and mental health awareness. Encourage open communication about peer pressure, self-image, and decision-making.
- **Young Adults (19-40 years):** Key developmental tasks include career establishment, intimate relationships, and family planning. Health promotion should emphasize preventive healthcare (annual exams, screenings) and maintaining a healthy lifestyle through diet and exercise. Discuss mental health resources and stress management techniques.
- **Middle Age (41-65 years):** This stage involves life transitions, including career changes, aging parents, and health concerns. Encourage regular health screenings (e.g., cholesterol, blood pressure, cancer screenings) and lifestyle modifications to prevent chronic diseases. Address issues related to mental health, such as anxiety and depression, and promote work-life balance.
- **Older Adults (65 years and older):** Key focus areas include managing chronic conditions, maintaining independence, and promoting quality of life. Health promotion involves regular health assessments, fall prevention strategies, and social engagement to reduce isolation. Understand medication management and the importance of staying active and engaged mentally and physically.

### Immunizations and Screening Guidelines

Immunizations and screenings are critical components of health promotion and disease prevention across all age groups. Immunization guidelines to understand include:

- **Pediatric Vaccines:** DTaP, MMR, Hib, varicella, and seasonal influenza.
- **Adolescent Vaccines:** Tdap, meningococcal, and HPV (human papillomavirus).
- **Adult Vaccines:** Tdap booster, influenza, shingles (for those 50 and older), and pneumococcal vaccines based on risk factors.
- **Screening Guidelines**

## **Certified Medical Assistant Program**

## **Certified Medication Assistant Program**

The Certified Medication Assistant program is a natural progression of knowledge from the Certified Nursing Assistant to the Licensed Practical Nurse. Medication Assistants are used in the long-term care setting to assist the nurse to administer medications to the large population of patients. Our institution currently offers a Practical Nursing program approved by the Arkansas State Board of Nursing. Our Nursing Assistant program (CNA) is approved by the Arkansas Department of Higher Education and the Office of Long-Term Care. The Certified Medication Assistant program prepares individuals to administer prescribed medications; observe and report patient reactions and side effects; and perform related emergency and recording duties under the supervision of nurses and/or physicians. Includes instruction in basic anatomy and physiology, common medications and their effects, taking vital signs, oxygen administration, medication administration and application, record-keeping, and patient observation. Medication Assistants are required to successfully complete an education program and pass a certification exam before being allowed to function in the role of Certified Medication Assistant in a nursing home.

## **Certified Medication Assistant Vision and Mission**

The UAPTC MA-C Program embraces the mission and vision of the College. The faculty embraces the mission of the College by providing quality instruction in clinical, classroom, skills lab, and online settings; and providing students with knowledge needed to contribute to the profession and health care needs of the community.

## **CMA Program Student Learning Outcomes**

1. Meet the minimum competency standards set forth by the Arkansas State Board of Nursing regarding individuals who provide medication administration.
2. Define the legal and ethical responsibilities associated with the role of a certified medication assistant.
3. Safely demonstrate the basic routes and skills in the provision of medication administration.
4. Identify effects of common medications on body systems

## CMA Curriculum

<b>Course/Requirement</b>	<b>Credits</b>	<b>Course Description</b>
ALHE 20042 <b>Medication Assistant Skills Lab</b>	2	This course provides the skills and clinical experience required by the Arkansas State Board of Nursing for the medication assistant-certified (MA-C) training course. Skills lab practice focuses on elderly clients in the long-term care setting. Supervised progressive clinical experience is provided administering medication in the nursing home setting.
AHLE 20055 <b>Medication Assistant Didactic</b>	5	This course provides the theory required by the Arkansas State Board of Nursing for the Certified Medication Assistant (CMA) training course. Theory content includes the role and responsibilities of the CMA along with concepts necessary for the safe and effective administration of medications.

# **Certified Nursing Assistant Program**

## **Certified Nursing Assistant Program**

The **Certificate of Proficiency in Nursing Assistant** is offered to meet industry demand. The program focuses on safe and effective student performance in a health-care setting. Emphasis is placed on specific knowledge, skills, and attitudes related to the Nursing Assistant duties as well as concepts pertaining to the psychosocial aspects of care giving. Participants engage in classroom theory hours related to the care of the patient, skills lab hours practicing specific skills of bed making, patient bathing, hygiene techniques, body mechanics, etc, and clinical hours in a long-term care setting providing hands-on care to the residents. Graduates are eligible to take the practical and computerized examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA). This program is approved by the Arkansas Division of Higher Education and the Office of Long-Term Care. This program of study includes special program fees beyond current tuition and college fees.

### **Certified Nursing Assistant Program Vision and Mission**

The UAPTC CNA Program embraces the mission and vision of the College. The faculty embraces the mission of the College by providing quality instruction in clinical, classroom, skills lab, and online settings; and providing students with knowledge needed to contribute to the profession and health care needs of the community.

### **Certified Nursing Assistant Program Student Learning Outcomes**

At the conclusion of the certified nursing assistant program, the student is prepared to:

1. Perform uncomplicated nursing procedures and assist licensed practical nurses or registered nurses in direct patient care.
2. Form a relationship, communicate and interact competently on a one-on-one basis with residents as part of the team implementing patient care.
3. Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed interactions.
4. Assist residents in attaining and maintaining functional independence.
5. Exhibit behavior in support and promotion of residents' rights.
6. Demonstrate observational and documentation skills in support of assessment of residents' health, physical condition, and well-being.

## CNA Program Curriculum

<b>Course/Requirement</b>	<b>Credits</b>	<b>Course Description</b>
ALHE 11007 <b>Nursing Assistant</b>	7	This course provides instruction with an emphasis on technical skills, professional relationships and workplace ethics. Permission to enroll is required. Graduates of the program are eligible to complete the Arkansas skills test to become a Certified Nursing Assistant (CNA) and are prepared to work in long-term care, acute care and home-health care settings.

## **Section G: Program Evaluation Processes**

## **Practical Nursing Program Description, Program Effectiveness Outcomes, Evaluation: Procedures, Reporting, Timeline**

### **Program Description**

The 12-month Practical Nursing Program at the University of Arkansas – Pulaski Technical College is committed to empowering a diverse community of learners to become safe, ethical, and career-ready practical nurses. Through a student-centered and evidence-based approach, we prepare graduates for licensure and for success in today's complex, technology-driven healthcare environments.

### **Relationship to College Mission**

Our curriculum emphasizes rigorous training in clinical judgment, interdisciplinary collaboration, and patient-centered care. Aligned with the College's mission and vision, our faculty delivers high-quality education in both classroom and clinical settings, equipping students with the knowledge, skills, and attitudes essential for success in the nursing profession. The program further supports UA-PTC's commitment to community engagement through partnerships and initiatives that embed service-learning opportunities into the curriculum. These experiences emphasize preventative care and chronic disease management, allowing students to apply their knowledge in meaningful, real-world settings. In doing so, the program promotes equity, accountability, and lifelong learning, all while contributing to a stronger healthcare workforce and addressing the evolving needs of the Central Arkansas community.

### **Practical Nursing Program Effectiveness Outcomes**

#### **Outcome #1: Licensure Exam (NCLEX-PN)**

The program's annual NCLEX-PN pass rate for first-time test takers will be at least **75%** within a 12-month period. This standard reflects the ASBN Benchmark and is used to ensure the program maintains an acceptable level of effectiveness in preparing students for licensure.

#### **Outcome #2: Program Completion Rate**

- The on time mean completion rate for all students enrolled in the first nursing course when a student can no longer receive a 100% tuition refund who complete all program requirements to obtain a PN-Certificate program will be greater than the College 5 year mean on time completion rate for students earning a technical certificate during the same time period.
- The mean completion rate for all students enrolled in the first nursing course when a student can no longer receive a 100% tuition refund who complete all program requirements to obtain a PN-Certificate program within 150% time will be greater than the College 5 year mean completion rate in 150% time for students earning a technical certificate for the same time period.

#### **Outcome #3: Job Placement Rate**

90% of all graduates will be employed in a position requiring PN licensure within 6 months of graduation.

## Evaluation Procedures and Reporting

To evaluate and promote achievement of the program's Student Learning Outcomes, and Program Effectiveness Outcomes, faculty will implement the following evaluation and assessment procedures:

### 1. NCLEX-PN Examination Results

- NCLEX-PN results are analyzed annually by the Program Director and faculty to identify opportunities for instructional and critical thinking improvement.
- Results are reported yearly to college administration, nursing faculty, and the College Assessment Committee.

### 2. Graduate Surveys

- Graduate surveys gather information regarding employment status, place of employment, and the relationship between educational experience and workplace success.
- Surveys also assess graduate satisfaction with the quality of instruction related to practical nursing practice. Graduates are encouraged to provide program improvement recommendations.
- Results are reported annually to college administration, nursing faculty, and the College Assessment Committee.
- **Benchmark:** Eighty percent (80%) of graduates will rate their satisfaction with the Practical Nursing Program as **3.5 or higher on a 5-point scale** in surveys administered within six months of program completion.

### 3. Employer Surveys

- Employer surveys collect data on employer satisfaction with graduate performance and solicit recommendations for program improvement.
- Survey results are reported annually to college administration, nursing faculty, and the College Assessment Committee.
- **Benchmark:** Eighty percent (80%) of employers will rate their satisfaction with the job performance of PN graduates as **3.5 or higher on a 5-point scale** in surveys administered within six months of program completion.

### 4. Clinical Facility Evaluations

- Students complete evaluations of each clinical site at the conclusion of each clinical course, providing faculty with feedback on the clinical learning environment.
- Clinical facility evaluations are reviewed during quarterly faculty meetings and shared with each clinical facility.

## **5. Didactic and Clinical Course Evaluations**

- Students evaluate both didactic and clinical courses, providing feedback on course content and quality of instruction.
- Course evaluation results are reviewed at quarterly faculty meetings and forwarded to administration.

## **6. End-of-Program Testing**

- Comprehensive testing assesses individual and cohort performance in areas aligned with the NCLEX test plan (nursing process and client needs categories).
- Results are used to inform changes in policy, curriculum, and instructional practices and are reported annually to nursing faculty and the College Assessment Committee.

## **7. Clinical Competency Assessment**

- Entry-level competencies introduced in PNUR 11212 (Nursing Care of Adults I) are demonstrated in the skills lab and clinical settings.
- Skill competency is evaluated continually throughout the program using grading rubrics aligned with clinical course outcomes.
- Faculty assess strengths and opportunities weekly in each clinical course, with findings reported at quarterly nursing faculty meetings and annually to the College Assessment Committee.

## **8. Program Policies and Procedures Review**

- Program policies and procedures are reviewed and revised annually.
- Faculty actively participate in the update process.
- All revisions are submitted to the Dean of Sciences, Mathematics, and Allied Health for final approval.

## **9. Curriculum Plan and Course Syllabi Review**

- The program's Curriculum Plan and individual course syllabi are reviewed and updated annually.
- Faculty members actively participate in the review and update process.
- Proposed syllabi changes are submitted to the Dean of Sciences, Mathematics, and Allied Health for final approval
- Any curriculum change must receive prior approval from the appropriate UAPTC committees, Provost, the Arkansas State Board of Nursing and the Arkansas Department of Higher Education

## **Evaluation Timeline**

Evaluation by Semester:

### **Fall**

- Retention Rate
- Clinical Facilities Evaluations
- Student Evaluation of Instruction
- Graduate Employer Surveys mailed to employers

### Spring

- Retention Rate
- NCLEX Results from previous year's graduates
- Student Evaluation of Instruction
- Clinical Facilities Evaluations
- Graduate surveys distributed to graduates of previous academic year

### Summer

- Retention rate
- Clinical Facilities Evaluations
- Evaluation of Instruction
- Initial graduate survey to be distributed to students enrolled in PNUR 15033 Nursing Process/Course Review during the last two weeks of the course

### **Use of Evaluation Results**

The Practical Nursing Program Evaluation Plan is aligned with the College Assessment Plan, ensuring that data analysis, reporting, and improvement implementation are systematic and purposeful. This process supports the continuous improvement of the program's objectives and goals.

- **Communication of Results:**

Evaluation results and corresponding improvement plans are shared with the Advisory Committee, Assessment Committee, and Nursing Faculty Committee to ensure transparency and collective input.

- **Systematic Program Evaluation:**

The Evaluation Plan functions as a structured, yearly review of the program's performance.

Documentation of evaluation activities is maintained through:

- Faculty Meeting Minutes
- Advisory Committee Meeting Minutes
- Yearly Assessment Reports

- **Curriculum, Syllabi, and Policy Revisions:**

- The curriculum plan, course syllabi, and program policies and procedures are reviewed and updated annually through collaboration between the Program Director and full- and part-time faculty.
- Revisions to course syllabi and policies/procedures are submitted to the Program Director and/or the Dean of Mathematics, Sciences, and Allied Health for approval.
- All major curriculum changes must be approved by the appropriate UAPTC Committees, the Provost, the Arkansas Department of Higher Education (ADHE), and the Arkansas State Board of Nursing (ASBN) prior to implementation. These changes include but are not limited to:
  - Philosophy, competencies, objectives
  - Reorganization of curriculum; and
  - Increase or decrease in length of program

- **Review of the Evaluation Plan:**

The Practical Nursing Program Evaluation Plan will be reviewed and revised on an annual basis to maintain its effectiveness and relevance.

## Practical Nursing Program Systematic Plan of Evaluation

**Title 17. Professions, Occupations, and Businesses**  
**Chapter XXII. Arkansas State Board of Nursing, Department of Health**  
**Part 125. Standards for Nursing Education Programs**  
**Subpart 2. Program Requirements**

17 CAR § 125-201: Administration and Organization						
Component	Responsible Person(s)	Expected Level of Achievement	PLAN		IMPLEMENTATION	
			Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>(a) Institutional Accreditation</b> – The parent institution shall be approved by the appropriate state body.	College wide	The parent institution, UA-PTC is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and approved by the Arkansas Department of Higher Education (ADHE) to <u>offer</u> and award certificates and associate degrees.	Continuously:  HLC accreditation until the 2029-2030 academic year.  ADHE approval status <u>through 2025</u> .	<a href="#">HLC Statement of Accreditation Status</a>  ADHE approval document	Compliant  Accreditation letter on file in the office of the Provost and Vice-Chancellor for Academic Affairs and on college website.	Continuation of current college wide activities and assessments, update and review progress regarding compliance.  The next Higher Learning Commission Reaffirmation of Accreditation is scheduled for 2029-2030.  The next ADHE review will <u>be</u> 2026.
<b>(b) Institutional Organization:</b> (1) The parent institution shall be a:	College Administration and BOD	College Administration and BOD will maintain part of the University of Arkansas System	Continuously	<a href="#">University of Arkansas Pulaski Technical College Website</a>	Compliant	None
(A) Post-secondary educational <u>institution</u> ; (B) <u>Hospital</u> ; or (C) Consortium of such institutions.		University of Arkansas Pulaski Technical College (UA-PTC) is a two-year technical college based in North Little Rock with a mission to serve its community's education needs through technical programs, university-based transfer programs and specialized programs for business and industry.				

17 CAR § 125-201: Administration and Organization, cont'd						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(2) The institutional organizational chart shall indicate lines of authority and relationships with: (A) Administration; (B) The program; and (C) Other departments.	College Administration Dean of Science, Mathematics and Allied Health	The Institutional Organizational chart indicates lines of authority and relationships with administration, the program and other departments.	Reviewed and revised yearly and as needed by college administration.	College Administration team review  Additional Reviews: Dean of Science, Mathematics and Allied Health  <a href="#">UAPTC Organizational Chart</a>	Compliant	Continuous reviews as needed pending changes to the Organizational Chart
(3) The program shall have at least equal status with comparable departments of the parent institution	College Administration Dean of Science, Mathematics and Allied Health	The PN program has equal status (levels) with comparable departments in the UAPTC Institutional Organizational structure	Continuously	College Administration team review Additional Reviews: Dean of Science, Mathematics and Allied Health <a href="#">UAPTC Organizational Chart</a>	Compliant	Continuous reviews as needed pending changes to the Organizational Chart
<b>(c) Program Organization</b> (1) The program shall have a current organizational chart.	Dean of Science, Mathematics and Allied Health, PN Program Director	The program has an organizational chart reflecting relationships within the <del>SoSMAH</del>	Reviewed and revised yearly by the Dean of <del>SoSMAH and PN</del> Program Director	Nursing Program Organizational Chart  <a href="#">UAPTC Organizational Chart</a>	Compliant	Reviewed and revised annually as needed to maintain currency with the institutional organizational chart.
(2) The program shall have specific current job descriptions for all positions.	UA-PTC Admin, Human Resources, PN Program Director, and Dean of Allied Health	Current job descriptions will be maintained in the Human Resources Department	Reviewed annually with revisions submitted to HR	Review of Job Descriptions • Dean, Allied Health • Program Director • Instructor • *PN Consultant • Adjunct faculty/clinical faculty • Administrative Assistant	Compliant	None

17 CAR § 125-202: Philosophy and Graduate Competencies						
	PLAN			IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
a) <b>The philosophy</b> of the program shall be in writing and consistent with the mission of the parent institution.	Dean of Sciences, Mathematics and Allied Health PN Program Director & nursing faculty	The philosophy of the PN program is consistent with the mission of the parent institution	Reviewed & revised annually	Comparative analysis of program and College mission statements (Comparison Table)  <a href="#">PN Student Handbook</a>  Faculty meeting minutes	Compliant  Program philosophy reviewed (May/2025)	None
b) <b>Graduate competencies</b> shall be derived from the program's philosophy.	PN Program Director & nursing faculty	The End of Program Student Learning Outcomes are derived from the program's Philosophy, the Institutional Student Learning Outcomes the <i>National League for Nursing Program Outcomes for Graduates of Practical/Vocational Nursing Programs: Human Flourishing, Nursing Judgment, Professional Identity and Spirit of Inquiry.</i>	Reviewed & revised annually	Comparative analysis of program philosophy and end of program student learning outcomes	Table	Compliant
(c.) <b>The philosophy and graduate competencies</b> shall serve as the framework for program development and maintenance.	PN Program Director & nursing faculty	The PN Program Philosophy, Institutional Learning Outcomes, and Program Student Learning Outcomes serve as the framework for development and maintenance of individual course Student Learning Outcomes.	Reviewed & revised annually	Comparative analysis of philosophy/PSLOs with Course Student Learning outcomes to reflect progression of difficulty (simple to complex) Comparison Tables: <ul style="list-style-type: none"> <li>Philosophy/PSLO Table</li> <li>ILO, NLN, Program SLOs</li> <li>Program SLOs and Course SLOs</li> </ul> Faculty meeting minutes	Compliant  Updated Fall 2025	None

§ 17 CAR 125-203: Resources

§ 17 CAR 125-203: Resources						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) <b>Financial Resources –</b> (1) There shall be adequate financial support to provide stability, development and effective operation of the program.	Board of Directors, Administration, Dean of Sciences, Mathematics and Allied Health, Program Director	Financial resources for UA-PTC are adequate to support the program through legislative appropriations, student tuition and grants to provide stability, development and effective operations.	Annually:  Yearly budget July 1-June 30 of each fiscal year	<a href="#">UA-PTC Planning and Budget Council 2025-2026</a>  <a href="#">UA-PTC f/y 2025-2026 Annual Operating Budget</a>  Annual Evaluation of budget review at the end of each budget year by Dean & Program Director	Compliant  Program Director submitted proposed budget The budget was adjusted and approved	None
(2) The director of the program shall administer the budget according to parent institutional policies.	Program Director	The program director follows the process set forth by college administration and makes budget recommendations based on input from faculty and staff on an annual basis each year	Program Director reviews trends monthly.	The Dean/Program director reviews budget reports monthly; if adjustments need to be made, this is communicated to faculty/staff	Compliant  Budget reports	None
(3) The director shall make budget recommendations with input from the faculty and staff.	Program Director Dean of Sciences, Mathematics and Allied Health,	The program director makes budget recommendations to the Dean based on input from faculty and staff.	Recommendations are made annually for the budget based on previous trends and future needs of the program by the director and submitted to the Dean and the Chancellor's budget committee for review on an annual basis	Faculty meeting minutes	Compliant <ul style="list-style-type: none"> <li>• May 2025 Faculty/staff meeting minutes</li> <li>• A Perkins grant of \$30,000 was awarded in Summer 2025 to purchase mannequins for the nursing lab.</li> <li>• \$?? Received from a Bridge Grant for testing fees for 2024-2025 PN Cohort</li> <li>• \$5.73 million received from the Department of Labor in 2024</li> <li>• *list additional funding*</li> </ul>	None

§ 17 CAR 125-203: Resources, cont'd

§ 17 CAR 125-203: Resources, cont'd						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<p><b>b) Library and Learning Resource Center</b> Each program and each satellite campus shall have a library or learning resource center with the following:</p> <p>(1) Current holdings to meet:</p> <p>(A) student educational needs,</p> <p>(B) faculty instructional needs, and</p> <p>(C) scholarly activities.</p>	<p>UA-PTC Administration Librarian</p>	<p>Students enrolled in the PN program use the UA-PTC Ottenheimer-North Library as a learning resource center in the heart of the main campus in North Little Rock.</p>	<p>Ongoing</p>	<p>Presence validated by adequate allocation of physical space, presence of holdings/resources, and posted hours of operation.</p> <p>Additional library resources are imbedded into several PN courses in Blackboard.</p> <p><a href="#">UA-PTC Ottenheimer Library</a></p>	<p>Compliant</p> <p>Library hours are posted on college <a href="#">website</a> and entry of physical structure.</p> <p>Library liaisons are available to assist students to access resources when needed.</p> <p>Library resources are posted in all PN Course BB shells</p>	<p>None</p>
<p>(2) Budget plan for acquisitions of printed and <a href="#">multi-media</a> materials.</p>	<p>UA-PTC Librarian</p> <p>UA-PTC Library Committee</p>	<p>Current holdings are reviewed annually by the <a href="#">Library Committee</a> to ensure that student educational needs, faculty instructional needs and scholarly needs are met.</p>	<p>Annually</p>	<p><a href="#">Library Committee Minutes</a></p>	<p>Compliant</p>	<p>Librarian will work to update <a href="#">resources</a>. Databases are being reviewed to ensure adequate access to updated journal resources.</p>
<p>(3) Written process for identifying and deleting outdated holdings.</p>	<p>UA-PTC Librarian</p> <p>UA-PTC Library Committee</p>	<p>The budget plan for acquisitions of printed and multi-media materials will be reviewed by the librarian and UA-PTC Library Committee.</p>	<p>Annually</p>	<p>Library Budget Plan</p>	<p>Compliant</p> <p>The library budget plan is sufficient for PN program students/faculty to have access to printed/online journals and other multimedia materials.</p>	<p>None</p>
<p>(4) Resources and services <a href="#">accessible</a> and conveniently available.</p>	<p>UA-PTC Librarian</p> <p>UA-PTC Library Committee</p> <p>Librarian</p>	<p>Processes for identifying and deleting outdated holdings are present in the committee charter.</p> <p>Library resources and services are accessible to all students and conveniently</p>	<p>Annually</p> <p>Annually</p>	<p><a href="#">UA-PTC Ottenheimer Library</a></p>	<p>Compliant</p> <p>Library resources and services are accessible to all students and conveniently available with hours of operation listed on the <a href="#">website</a>.</p>	<p>None</p>

**17 CAR § 125-204. Facilities**

17 CAR § 125-204. Facilities						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) <b>Classrooms and Laboratories</b> (1) Each program and satellite campus shall have a clinical skills laboratory equipped with necessary educational resources.	Administration, Physical Plant Dean Program Director	The PN Program maintains a clinical skills laboratory and classrooms equipped with the necessary educational resources for effective instruction	Ongoing	Students/Faculty/Staff Surveys  Review of program admission numbers and provide educational supplies and resources based current enrollment  Clinical Lab Inventory Lists	Compliant  Adequate classroom and laboratory spaces <u>present</u> for effective instruction	None
(2) Classrooms and laboratories shall be: A. Available at the scheduled time B. Adequate in size for number of students C. Climate controlled, ventilated, lighted, and	Program <u>Director</u> , Dean Facilities Management, Administration	UA-PTC PN Classrooms/laboratories will be available at scheduled times, adequate in size for numbers of students, climate controlled, ventilated, lighted and equipped with seating, furnishings and equipment conducive to learning and program learning outcomes.	Ongoing  Biannually prior to the start of each academic <u>semester</u> (October & March)	Student/Faculty Surveys  Seating capacity of classrooms/laboratories  Classroom schedules are reviewed by the program director prior to the beginning of each registration cycle, to determine availability and adequacy to accommodate student	Compliant	None
D. Equipped with seating, furnishings and equipment conducive to learning and program goals.				enrollment to include ventilation, lighting, seating, furnishings and equipment.		
a. (3) Adequate storage space shall be available.	Dean of Science, Math, Allied Health and Program Director	UA-PTC PN program will have adequate storage space available for classroom/laboratory/office spaces	Ongoing  Annually in May	Faculty/Staff/Student request  Student/Faculty/Staff Surveys	Compliant Adequate storage space is available on 1 <sup>st</sup> and 2 <sup>nd</sup> floor.	None

17 CAR § 125-204. Facilities, cont'd

17 CAR § 125-204. Facilities, cont'd						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
a. (4) Facilities shall be in compliance with applicable local, state, and federal rules and regulations related to safety and the Americans with Disabilities Act.	Program Director; Facilities Management; Disability Services Administration	UA-PTC facilities will be in compliance with applicable local, state and federal rules and regulations related to safety and the Americans with Disabilities Act	Ongoing monitoring	<p><u>Program Director:</u> Visual Inspections for presence of appropriate desks and other classroom aids. Inclusion of ADA information on course website and all syllabi.</p> <p><u>Facilities Management:</u> Complete and submit survey/documentation tools to appropriate entity based on frequency of mandatory reporting</p> <p><u>IT:</u> Assessment tools re: provision of appropriate resources in LMS</p> <p><u>Disability Services:</u> Incidental communications regarding changes/expansion of services to maintain compliance</p>	<p>Compliant Program director verifies presence of appropriate desks and other classroom aids. ADA information is included on all course syllabi.</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p>	None
<b>(b) Offices</b> (1) The director of the program shall have a private office.	Program Director; Facilities Management; Administration	The PN Program Director will have a private office space.	Ongoing	Visual assessment	Compliant PN Director has allotted private office space in AHEC 1 <sup>st</sup> floor office suite.	None
(b.2) Faculty members shall have adequate space to: (A) complete duties of their positions and (B) provide uninterrupted work and privacy for conferences with students.	Program Director; Dean Facilities Management; Administration	PN Faculty members will have adequate space to complete the duties of their positions and have spaces for uninterrupted work and privacy for conferences with students.	Ongoing	Visual assessment	Compliant Faculty offices located on 1 <sup>st</sup> floor Office Suite in Allied Health Education Complex. Each office space ensures resources to complete their duties uninterrupted, and privacy for conferences with students.	None

17 CAR § 125-204. Facilities, cont'd

Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b.3) There shall also be adequate: A. Office space for clerical staff B. Secure space for: (i) <u>Records</u> ; (ii) Files (iii) <u>Equipment</u> , and (iv) supplies, and C. Office equipment and supplies to meet the needs of faculty and clerical staff.	Program <u>Director</u> ; Dean Facilities Management; Administration	There will be adequate office space for administrative assistants; a secure space for storage of faculty/student records/files and other sensitive information; presence of adequate storage of office equipment and supplies; presence of office equipment and supplies to meet the daily needs of faculty and administrative assistants.	Ongoing	Visual assessment  Budget review to determine possible needed purchases	Compliant The administrative assistant for Allied Health Programs has an office space located at the entry into the <u>second floor</u> suite, and, also an administrative assistant for nursing programs located at the entry into the <u>first floor</u> suite. Both are located in the AHEC building.  A secure space for storage of faculty/student records/files and other sensitive information is present in the first and second floor office suites.	None
(c) <b>Clinical Facilities</b> (c.1) Clinical facilities and sites shall provide adequate learning experiences to meet course objectives.	Program Director	Clinical facilities/sites will provide adequate learning experiences to meet student learning outcomes for each course.	At the end of each semester/term	Clinical site evaluations by students/faculty/adjunct faculty. Program Director <u>visits</u> to clinical sites Communications with clinical facility representatives Email communications	Compliant	None
(c.2) Clinical sites <u>shall</u> be adequately staffed with health professionals	Program Director Full time / Adjunct Faculty Hospital Administration	PN Clinical sites will be adequately staffed with licensed nurses who will be primarily responsible for client care.	Biannually (January/August) and as needed.	Program Director on-site visits, supplemented by email communication	Compliant	None
(c.3) The program <u>shall</u> have a current and appropriate written agreement with each clinical site.  (c.4) Written agreements shall include a termination clause and be reviewed annually.	Program Director Legal Department	The PN Program Director will review all clinical affiliation agreements with clinical sites used by faculty and students to determine currency/appropriateness and contain a termination clause. These agreements will be securely stored in the <u>Sharepoint</u> Drive.	Annually	Affiliation agreements <u>reviewed</u> to determine presence of all required elements.	<b>Compliant</b>  <b>All contracts are current and have a termination clause</b>	None
(c.5) Students shall receive orientation to each clinical site.	Clinical Instructor and/or Hospital Nurse Educator	PN students will attend either a mandatory orientation (online or face to face) prior to each new clinical experience and submit all documents required by the facility/program to validate understanding of critical policies/processes identified by each facility.	Before each rotation as needed.	Attendance Records of Orientation Session  Presence of documentation reflecting student compliance and understanding of critical policies/processes. Nursing Faculty Handbook	Compliant	None

**17 CAR § 125-205. Personnel**

17 CAR § 125-205. Personnel						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) <b>Program Director</b> (1) The program director shall: (A) have a current unencumbered registered nurse license to practice in Arkansas; and (B) be employed full time.	Dean of Science, Math, and Allied Health  Program Director	The PN Program director is a full-time budgeted position and has a current unencumbered registered nurse license to practice in the state of Arkansas.	Biennial (each January)	Program Director Job Description  Current licensure validated and on file.	Compliant	None
(2) (A) The practical nursing program director shall have a minimum of a baccalaureate degree in nursing. (2) (B) Directors appointed prior to January 1, 2004, shall be exempt for the duration of their current position.  (5) The program director shall have previous experience in clinical nursing practice and/or education.	Dean of Science, Math, and Allied Health  Human Resources	The PN Program Director will have a minimum of: <ul style="list-style-type: none"> <li>• a baccalaureate degree in nursing</li> <li>• 3 years of previous experience in clinical nursing practice</li> <li>• Leadership/management experience</li> </ul> *Preferred Qualifications: <ul style="list-style-type: none"> <li>• Three (3) to five (5) years of instructional experience</li> <li>• <u>Master's Degree in Nursing</u></li> </ul>	Upon Hire	PN Program Director Job Description  Official Copy of Transcripts kept in HR  CV/Resume	Compliant	None
(6)(A) The program director's primary responsibility and authority shall be to administer the nursing program.  (6) (B)The program director shall be accountable for program: (i) <u>administration</u> ; (ii) <u>planning</u> ; (iii) implementation; and (iv) evaluation.  (6) (C)Adequate time shall be allowed for relevant administrative duties and responsibilities.	Human Resources  Dean of Science, Math, and Allied Health  College Administration	The Program Director has primary responsibility and authority to administer the PN program. This includes accountability for program administration, planning, implementation and evaluation, with adequate time allowed for relevant administrative duties and responsibilities.	Continuous	PN Program Director Job Description  Faculty Workload Documents (fall/spring/summer)  UA-PTC <a href="#">Faculty Handbook</a>	Compliant	None

17 CAR § 125-205. Personnel, cont'd

17 CAR § 125-205. Personnel, cont'd						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(7) The program director shall verify the applicant has completed the program.	Program Director Registrar	The Program Director will verify that all students who successfully complete the program requirements are eligible to receive a Technical Certificate in Practical Nursing and release of their Affidavit of Graduation to the ASBN.	Annually in August	Faculty Reports  Affidavit of Graduation to ASBN	Compliant:	None
<b>(b) Faculty and assistant clinical instructors</b> (1) Faculty shall hold a current unencumbered registered nurse license to practice in Arkansas.	Program Director Human Resources	The minimum requirements for all full-time faculty for the PN program are: <ul style="list-style-type: none"> <li>Maintain a current unencumbered registered nurse license to practice in the state of Arkansas</li> </ul>	Annually	Position Descriptions: Full time Instructor  Presence/verification of current licensure  Faculty Profile Table  <a href="http://Nursys.com">Nursys.com</a>	Compliant  Present in the Office of Human Resources  Present in the Office of Human Resources	None
(2) Faculty shall have had previous at least two years previous experience in clinical nursing at or above the education program level. (3) Faculty teaching in a practical nursing program shall have a degree or diploma above the type of education program offered. (4) Nurses serving as assistant clinical instructors in a practical nursing program shall have a degree or diploma at or above the type of education program offered.		<ul style="list-style-type: none"> <li>Minimum of an Associate Degree in Nursing</li> <li>Two years of clinical practice as a registered nurse.</li> </ul> <p>The preferred qualifications of these positions are:</p> <ul style="list-style-type: none"> <li>Bachelor of Science in <u>Nursing</u>;</li> <li>(1) one year of nursing education experience.</li> </ul>		Official transcripts from institutions attended  CV/Resume		

**17 CAR § 125-205. Personnel, cont'd**

17 CAR § 125-205. Personnel, cont'd						
	PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b) (5) Assistant clinical instructors shall: A. Be under the direction of faculty B. Hold a current unencumbered license to practice in Arkansas, and, C. Have a minimum of two (2) <u>years experience</u> in the clinical area.	Human Resources  Program Director, Dean	Adjunct Clinical Faculty for the PN program will be under <u>the direction/supervision</u> of a full-time faculty member. Minimum eligibility requirements include: <ul style="list-style-type: none"> <li>• Completion of a PN certificate awarded by an approved institution</li> <li>• Hold a current, unencumbered license to practice nursing in the state of Arkansas (LPN)</li> <li>• A minimum of two (2) years of clinical practice experience as an LPN.</li> </ul>	Annually	Adjunct Faculty Job Description	Compliant	None
			Prior to the beginning of each semester	Review of Clinical Schedules FT Faculty	On file	
			Upon Hire	Official transcripts from institutions attended.	Copies of Clinical Schedules  Verified by HR/Program Director	
			Annually/ upon hire	Verification of current licensure through <u>Nursys</u> annually in July	Verified by Program Director	
			Upon Hire	CV/Resume	Verified by HR & Program Director	
(b) (6) All faculty shall maintain education and clinical competencies in areas of instructional responsibilities.	Program Director	Faculty are responsible for maintaining program and professional currency in their field though professional development <u>activities, and</u> completing 15 continuing nursing education credit hours every two years.	Annually	PN Faculty Performance Review annually in March  Licensure verification through <u>Nursys</u> in July (licensure requires completion of 15 CEUs)	Compliant  Faculty Annual Performance Review documents  <u>UA-PTC Faculty Handbook</u>  Faculty Table	None
(b) (8) Faculty shall be organized with written policies, procedures, and, if appropriate, standing committees.	Board of Directors  Chancellor  Provost  UA-PTC Faculty  Faculty Senate	The current <u>UAPTC Faculty Handbook</u> is available online and provides a review of important policies and procedures for faculty including shared governance, academic policies/ procedures, and related faculty personnel policies and procedures.	Annually	Reviews/revisions annually <u>by</u> : the BOD, Chancellor, Provost and Faculty Senate  <u>UAPTC Faculty Handbook</u>  <u>UA-PTC Shared Governance Committees</u>  Nursing Faculty Handbook	Compliant  Current Faculty Handbook in place.	None

17 CAR § 125-205. Personnel, cont'd

17 CAR § 125-205. Personnel, cont'd						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b) (9) Nursing faculty policies shall be consistent with parent institutional policies.  (b) (10) Program specific policies shall be developed by nursing faculty.	Program Director; Dean of Science, Mathematics and Allied Health; PN Faculty	A current copy of the Nursing Faculty Handbook is developed by the Program Director and Faculty, is available to all PN faculty and is consistent with the UA-PTC Faculty Handbook policies	Annually	PN Faculty meeting minutes  Nursing Faculty Handbook  Practical Nursing Student Handbook	Compliant Nursing Faculty Handbook and Practical Nursing Student Handbook in Place	None
(b) (11) A planned program specific orientation for new faculty shall be in writing and implemented.	Program Director; Dean; Human Resources; Provost	All new faculty and adjunct clinical instructors will be oriented to the College (College orientation) and to the PN program	Upon Hire  Annually	Presence of faculty/adjunct clinical instructor completed orientation documents in personnel files (*located in HR and Program Director's office) Program Orientation  Practical Nursing Faculty Orientation Manual	Compliant Present in HR and Program Director's office. Faculty are mentored by the Program Director and/or the PN Program Consultant All new faculty receive the Practical Nursing Orientation Manual	Compliant / None
(b) (12) (A) Consideration shall be given to safety, patient acuity, and the clinical area in determining the necessary faculty to student ratio for clinical experiences. (B) The faculty to student ratio in clinical experiences shall be: (i) In the acute care setting where students are providing direct patient care the ratio is one faculty to eight students (1:8). (ii) In the non-acute care setting where students are providing direct patient care the ratio is one faculty member to ten students (1:10). (iii) In the community setting where the students have indirect or direct patient care with a community partner the ratio is one faculty member to fifteen students (1:15).	Program Director	Faculty and adjunct clinical instructors will be oriented to all clinical settings/units which they are supervising students.  Faculty to student ratios in clinical courses settings will be determined by the type of clinical facility, safety, and patient acuity, maintaining the following for each area: 1. Acute Care providing direct care: <u>1</u> :8 2. Non-Acute Care providing direct care: 1:10 3. Community Setting providing direct or indirect care: <u>1</u> :15	Upon hire and as needed  Continuous	Verification of orientation through orientation documents on file.  Clinical Rotation Schedules	Compliant	None

17 CAR § 125-205. Personnel, cont'd

17 CAR § 125-205. Personnel, cont'd						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b) (13) The minimum number of faculty shall be one (1) full-time member in addition to the director.	Program Director Dean Human Resources	UA-PTC PN program maintains the following budgeted positions: • 1 Program Director • The equivalent of 2 <u>full time</u> instructors	Continuous	Allied Health Organizational Chart  Workload documents  Department Budget	The UA-PTC PN program's budgeted positions are filled: • 1 Program Director • 1 part time instructor  A search is currently underway for: • 1 full-time instructor • 1 part time instructor	A full-time instructor and one part-time instructor will be secured by the fall 2025 semester.
(b) (14) (A) <u>Faculty</u> meetings shall be regularly scheduled and held. (B) Minutes shall be maintained in writing.	Program Director	The program director schedules a minimum of two faculty committee meetings during each fall and spring semester, with at least one additional meeting during the first summer session. The program director schedules a minimum of one meeting with adjunct clinical instructors per term.	Two during fall and spring semesters, then during the summer term.	Minutes of full-time faculty meetings (January & May)   Minutes of full-time faculty/adjunct clinical instructor meetings (January)	Compliant: Meetings occurred at required intervals	None
(b) (15) Faculty members shall participate in <u>program</u> activities as per policies and procedures.	Program Director  Full time faculty  Adjunct clinical faculty	Full time faculty will participate in program activities including but not limited to teaching duties (course preparation, instruction, evaluating student performance) as well as office hours, advisement and other activities related to instruction, such as community education activities. Faculty may have additional responsibilities related to campus governance and service.	Ongoing	Full time faculty/assistant faculty job descriptions   Faculty schedules posted on office doors and on file in Program Director's office   Event Flyers	Compliant Job descriptions reflect faculty/adjunct <u>instructors</u> participation in program activities.  Faculty schedules <u>posted</u> on doors of all faculty offices and on file in the Program Director's office.  All faculty participated in events promoting the program, department and college.	None
(c) <b>Support Staff</b> – There shall be secretarial designated support staff sufficient to meet the needs of the program.	Dean of Science, Math, and Allied Health	The PN program has a full-time administrative assistant designated to the Nursing Division of Allied Health. The program also has a budgeted part-time advising coordinator shared with other Allied Health Programs	Ongoing	Job Description (Administrative Assistant)   Job description (advisor)	Compliant The full-time administrative assistant for the program is filled.  Currently seeking a full-time advising coordinator.	None

**17 CAR § 125-206. Preceptors.**

17 CAR § 125-206. Preceptors.						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>(a) Preceptor Utilization-</b> (1) (A) Preceptors shall not be considered in clinical faculty–student ratio. (1) (B) The ratio of preceptor to <u>student</u> shall not exceed 1:2.  (2) There shall be written policies for the use of preceptors, that include: (A) Communications between the program director and preceptor concerning <u>students</u> ; (B) Duties, role, and responsibilities of <u>the</u> : (i) <u>Program</u> ; (ii) <u>Preceptor</u> ; and (iii) <u>student</u> ; and (C) An evaluation process	Program Director	Preceptors for the PN program are not considered faculty and will only be utilized in PNUR 15033 Nursing Process/Course Review; an individual preceptor will mentor a maximum of two (2) students per course.	Annually	Course/Clinical Schedule  Summer Faculty workload  Preceptor Handbook	Compliant	None
	Program Director; Faculty	The Preceptor Handbook describes the duties, role and responsibilities related to the course and written policies/processes regarding communication and evaluation of students	Annually	Preceptor Handbook  Faculty Evaluation of Preceptor  Preceptor Evaluations by Students	Compliant Evaluation templates available	None
(3) All preceptors shall be listed on the annual report by: (A) <u>area</u> ; (B) agency; and (C) number of students precepted.	Program Director	Individuals serving as preceptors for PNUR 15033 will be listed in the ASBN annual report by area, agency and number of students precepted.	Annually	ASBN Annual Report  Faculty Table  Summer faculty workload	Compliant	None
<b>(b) Preceptor Criteria</b> (1) (B) Practical nurse program student preceptors shall hold a current unencumbered license to practice as a registered nurse, or licensed practical nurse, in Arkansas.	Program Director; Faculty	Individuals serving as preceptors for PNUR 15033 will hold a current unencumbered license to practice as a registered nurse, licensed practical nurse or licensed psychiatric technician in the state of Arkansas.	Annually/or upon hire	<u>Nursys</u>  Faculty table	Compliant	None
(2) Preceptors shall have a minimum of one year experience <u>in the area of clinical specialty for which the preceptor is utilized</u> .	Program Director; Faculty Human Resources	Individuals serving as preceptors for PNUR 15033 will have a minimum of one year of clinical experience in the specialty area the student is assigned.	Annually	Resume/CV	Compliant  All preceptors met minimum requirements	None

**17 CAR § 125-206. Preceptors, cont'd**

17 CAR § 125-206. Preceptors, cont'd						
Component	Responsible Person(s)	PLAN			IMPLEMENTATION	
		Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(3) Preceptors shall participate in evaluation of the student.	Program Director; Faculty	Preceptors will evaluate student clinical performance at the end of the rotation and submit to course faculty.	Annually	Evaluation of Student Clinical Performance Document Template  Preceptor Handbook	Compliant  Evaluation documents available	None
<b>(c) Student Criteria</b> (1) Precepted students shall be enrolled in courses specific to the preceptor's expertise.	Program Director; Faculty	Precepted students will be enrolled in PNUR 15033, the final course of the PN program. Preceptors will be assigned based on expertise and relevant <a href="#">area</a> of clinical practice.	Annually	Clinical Rotation Schedule  Preceptor CV/resume	Compliant  Documents <a href="#">available</a> ;	None
(2) Precepted students shall have appropriate learning experiences prior to the preceptorship.	Program Director; Faculty	Students enrolled in PNUR 15033 Nursing Process/Course Review must have successfully completed all previous term nursing courses (prerequisites) along with a skills validation checklist with 100% accuracy.	Annually	Student progression records  Skills validation checklists  <a href="#">Platinum Planner</a>	Compliant	None
<b>(d) Faculty Criteria</b> (1) Program faculty shall be responsible for the learning activity.	Program Director; Faculty	Program faculty is responsible for organizing the precepted student learning activity.	Annually	Faculty/preceptor/ student clinical schedules for PNUR 15033  Summer Workload Assignments	Compliant	None
(2) Program faculty shall be available for consultation with <a href="#">student</a> and preceptor.	Program Director; Faculty	Program faculty are available for consultation with student and preceptor during regular operating hours.	Ongoing	PNUR 15033 Clinical Schedules  Faculty Summer Calendar (Office Hours)	Compliant	None
(3) Program faculty shall be responsible for the final evaluation of the experience.	Program Director; Faculty	Program faculty assigned to PNUR 15033 will complete the student evaluation of the clinical experience via input from preceptor; faculty will assign final grades for the rotation at the end of the term.	Annually	Clinical Evaluation Documents  Faculty of Record for PNUR 15033	Compliant	None

**17 CAR § 125-207. Students.**

17 CAR § 125-207. Students.						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<p><b>(a) Admissions, Readmissions, and Transfers –</b>                      (1) There shall be written policies for admission, readmission, transfer, and advanced placement of students.</p>	Program Director; Faculty	Current policies for <u>admission</u> , readmission, transfer and advanced placement are available in various publications	Annually	<a href="#">PN Student Handbook</a>  <a href="#">Application Process for Nursing</a>  <a href="#">College Academic Catalog Application Requirements</a>	Compliant	None
<p>(2) (A) Admission criteria shall reflect consideration of potential to complete the program and meet standards to apply for licensure.                      (B) (See ACA §17-3-102 and §17-87-312)</p>	Program Director; Faculty	Published admission criteria reflects the special requirement of a criminal background check prior to <u>admission</u> and graduation <u>in order to</u> be eligible for admission to the PN program and completion of the NCLEX-PN Examination	Annually	<a href="#">Application for Nursing Programs</a>  <a href="#">PN Student Handbook</a>  <a href="#">Nursing Program Website</a>  <a href="#">About our Programs</a>	Compliant	None
<p>(3) Students who speak English as a second language shall:                      (A) meet the same admission criteria as other students; and                      (B) shall pass an English proficiency examination.</p>	Program Director; Faculty	International students/students speaking English as a second language applying for admission to the PN program must meet the same admission criteria as other students admitted to UA-PTC	Annually	<a href="#">Application for Nursing Programs</a>  <a href="#">UA-PTC 2025-2026 Academic Catalog</a>  <a href="#">F1 New Students Required Documents</a>	Compliant	None
<p><b>(b) Progression and Graduation –</b>                      There shall be written policies for progression and graduation of students.</p>	Program Director	<u>In order to progress</u> in the program, UA-PTC PN students are required to pass all professional course work (Theory and Clinical) with a 77% “C” or above to complete the program and graduate earning a technical certificate. A student may not progress in the program if a grade is lower than 77% (final grade of C) is received as a final grade in a required nursing course and will be dismissed from the program.	Annually	<a href="#">Practical Nursing Student Handbook</a>  Course Syllabi	Compliant	None

**17 CAR § 125-207. Students, cont'd**

17 CAR § 125-207. Students, cont'd						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(c) <b>Student Services</b> (1) Academic and financial aid services shall be accessible to all students.	College administration Financial Aid and Scholarship Office	The Financial Aid and Scholarships Office provides educational opportunities through its administration of student financial aid and to ensure compliance with federal, state, and institutional statutory and/or regulatory requirements associated with the delivery of student financial assistance and financial resources with regularly posted hours of operation.	Ongoing	<a href="#">Financial Aid and Scholarships</a>	Compliant Student Services and Financial aid hold regular office hours that are accessible to both day and evening students.	None
(2) If health services are not available through the parent institution, a plan for emergency care shall be in writing.	Administration; Student Services; Dean of Science, Math, and Allied Health; Program Director]	Community/Campus Emergency Response Team (CERT) is led by a group of certified CERT faculty and staff who have been professionally trained on how to assist victims in a disaster, an incident or an emergency on campus	Ongoing	Review process and procedures  <a href="#">Employee Handbook: Emergency Communications and Procedures</a>  <a href="#">Emergency Preparedness</a>  <a href="#">Campus Emergency Response Team</a>	Currently in contact with other UA schools to set up an agreement.	<a href="#">Needs further discussion and work toward an agreement.</a>
(3) There shall be provision for a counseling and guidance program separate from nursing faculty.	Administration; Student Services; Dean of Science, Math, and Allied Health; Program Director	The Office of Counseling Services provides a confidential, supportive and safe environment where students can share problems, concerns, and issues they are experiencing without the fear of judgment. Our licensed mental health professional is available to help students with emotional, social and personal development. Office hours and location are posted on the website	Ongoing	<a href="#">Counseling and Disability Services</a>	Compliant: Counseling services are currently available to students on campus	None
(d) <b>Appeal Policies:</b> Appeal policies shall: (1) be in writing; and (2) provide for academic and non-academic grievances.	Administration  <a href="#">Student Services;</a>  Dean of Science, Math, and Allied Health;  Program Director	Academic Appeals Processes are outlined in the Student Handbook. Additional policies/processes regarding Non-Academic Appeals, and Sexual Misconduct are also found in the Student Handbook. Policies regarding academic appeals, non-academic appeals and sexual misconduct are reviewed by administration, student services, and the student handbook committee	Ongoing	<a href="#">UA-PTC Student Handbook</a> • <a href="#">Academic Appeals</a>  Academic Hearing Committee  <a href="#">Student Complaint Policy and Process</a> • <a href="#">Report a Complaint</a>	Compliant	None

**17 CAR § 125-207. Students, cont'd**

<b>17 CAR § 125-207. Students, cont'd</b>						
<b>Component</b>	<b>PLAN</b>				<b>IMPLEMENTATION</b>	
	<b>Responsible Person(s)</b>	<b>Expected Level of Achievement</b>	<b>Frequency of Assessment</b>	<b>Assessment Method(s)</b>	<b>Results of Data Collection and Analysis</b>	<b>Actions for Program, Development, Maintenance, or Revision</b>
<b>(e) Program Governance:</b> Students shall participate in program governance as appropriate.	Program Director	Students enrolled in the PN program will have representation in faculty meetings in which changes in curriculum, PN student handbook, or other issues of importance directly impacting the students. This representative is elected by each cohort and is invited to participate as needed.	New	Faculty Meeting Minutes	Compliant	None

17 CAR § 125-208. Student publications.

17 CAR § 125-208. Student publications.						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) Publications shall be: (1) <u>current</u> ; (2) dated; and (3) internally consistent with parent institution and program materials.	Program Director	The UA-PTC PN program provides student publications that are current, dated and internally consistent with the program materials published by UA-PTC.	Annually	Program Pamphlets Flyers <u>Practical Nursing Student Handbook</u> UA-PTC Nursing <a href="#">website</a>	Some publications are dated (program flyers)	Currently working to revise publications
(b) The following minimum information shall be available in writing for prospective and current students: (1) Approval status of the program granted by the Arkansas State Board of <u>Nursing</u> ; (2) Admission <u>criteria</u> ; (3) Advanced placement <u>policies</u> ; (4) Curriculum <u>plan</u> ; (5) Program <u>costs</u> ; (6) Refund <u>policy</u> .	Program Director; Dean of Science, Math, and Allied Health; College Administration	UA-PTC PN program will provide the following information for current and prospective students: a. Approval status of the program granted by the board b. Admission criteria c. Advanced placement policies d. Curriculum plan e. Program costs f. Refund policy g. Financial aid information	Annually Continuously	<a href="#">UA-PTC About Our Nursing Programs</a>  <a href="#">UA-PTC Nursing Application Process</a>  <a href="#">PN Technical Certificate Graduation Map</a>  <a href="#">UA-PTC College Catalog</a>  <u>Practical Nursing Student Handbook</u>	Compliant Approval status present on program website  Admission criteria found within the UA-PTC "About Our Nursing Programs" website.  Advanced placement policies, curriculum <u>plan</u> , refund policy, financial aid information are current and present in the UA-PTC College Catalog. There is no advanced placement in the PN program.	None
(7) Financial aid information; and (8) Information on meeting eligibility standards for licensure, including: (A) information on ACA §17-3-102 and §17-87-312; and (B) that graduating from a nursing program does not <u>assure</u> ASBN's approval to take the licensure exam.		h. Information on meeting eligibility standards for licensure, including information on ACA §17-3-102 and §17-87-312 and that graduating from a nursing program does not <u>assure</u> ASBN's approval to take the licensure exam			Program Costs are documented in the Practical Nursing Student Handbook.  Eligibility standard for licensure is found on the UA-PTC website "Nursing"	

17 CAR § 125-208. Student publications, cont'd

17 CAR § 125-208. Student publications, cont'd						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(c) The student handbook shall include the following minimum information: (1) Philosophy and graduate <a href="#">competencies</a> ; (2) Policies related to substance abuse, processes for: (A) <a href="#">grievances and appeal</a> ; (B) <a href="#">Grading</a> ; (C) <a href="#">Progression</a> ; and (D) <a href="#">Graduation</a> ; and (3) Student rights and responsibilities.	Program Director and Faculty	The UA-PTC PN Student Handbook <a href="#">will contain</a> the following information: A. Philosophy and graduate competencies. B. Policies related to substance abuse, processes for grievances and appeal, grading, progression, and graduation and Student rights and responsibilities.	Annually	<a href="#">UA-PTC Student Handbook</a>  <a href="#">Practical Nursing Student Handbook</a>  Course Syllabi (PN Progression)	Compliant:  Philosophy, graduate competencies, policies related to substance abuse are found in the Practical Nursing Student Handbook.  Progression policies are found in the UA-PTC Practical Nursing Student Handbook as well as readmission policies. Processes for <a href="#">grievances, appeals, grading, graduation and student rights and responsibilities</a> are found in the UA-PTC Student Handbook.  Graduation information is found in the <a href="#">2025-2026 College Academic Catalog</a>	Compliant

**17 CAR § 125-209. Educational program.**

Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) (1) The education program shall include curriculum and learning experiences essential for the expected entry level and scope of practice. (2) Curriculum development shall be the responsibility of the nursing faculty.	Program Director and Nursing Faculty	The faculty develops the curriculum and learning experiences essential for the expected entry level scope of practice for practical nursing graduates in the state of Arkansas	Biannually	Curriculum Plan: <a href="#">2025-2026 UAPTC Academic Catalog</a>  Course syllabi  Faculty meeting minutes	Compliant	None
(3) Curriculum plan shall be organized to reflect the philosophy and graduate competencies.	Program Director and Nursing Faculty	The curriculum plan is organized to reflect the UAPTC Mission, program philosophy and graduate competencies through course student learning outcomes and program outcomes.	Annually	<a href="#">UAPTC Mission, Vision and Values</a>  <a href="#">Practical Nursing Student Handbook</a>  Nursing Faculty Handbook  National League for Nursing (NLN) Program Outcomes for Graduates of Practical/Vocational Nursing Programs  Comparison Tables: • NLN PN Competencies, PN Program Graduate and ILO Student Learning Outcomes • PN Program Graduate and Course Student Learning Outcomes • Program Philosophy and Student Learning Outcomes  Course syllabi	Compliant	None
(4) Courses shall be placed in a logical order and sequential manner showing progression of knowledge and learning experiences.	Program Director and Nursing Faculty	PN courses are structured in a logical and sequential manner showing progression of knowledge and learning experiences.	Ongoing	Didactic Course Content Maps	Compliant	None
(5) Courses shall have written syllabi indicating learning experiences and requirements.	Program Director and Nursing Faculty	All courses have written syllabi which contain course and program student learning outcomes, learning activities and requirements for successful completion.	Ongoing	College Syllabus template  Course Syllabi  Unit Objectives	Compliant All syllabi contain essential elements reflecting student learning outcomes, learning activities and requirements for successful completion.  Unit Objectives reflect course student learning outcomes	None

17 CAR § 125-209. Educational program, cont'd.

Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(6) Theory content shall be taught concurrently or prior to related clinical experience.	Program Director and Nursing Faculty	Students will enroll in a theory course and a clinical course each semester. Planned clinical experiences reflect the content taught in theory courses.	Annually	Curriculum Plan: <a href="#">2025-2026 UAPTC Academic Catalog</a>  Course Syllabi	Compliant	None
(7) Clinical experiences shall include expectations of professional conduct by students.	Program Director and Nursing Faculty	Guidelines for professionalism <u>are included</u> the Practical Nursing Student Handbook as well as in all clinical and didactic course syllabi documents.	Annually	<a href="#">Practical Nursing Student Handbook</a>  Course Syllabi  Student Progressive Accountability and Remediation Policy	Compliant	None
(8) Curriculum plans for all programs shall include appropriate content in: (A) Introduction to current federal and state patient care guidelines. (B) Current and emerging infectious diseases. (C) Emergency preparedness for natural and man-made disasters. (D) Impact of genetic research (E) End of life care, and (F) Legal and ethical aspects of nursing, including the <i>Arkansas Nurse Practice Act</i> .	Program Director and Nursing Faculty	The PN curriculum plan will have content consisting of current federal and state patient care guidelines, current and emerging infectious diseases, emergency preparedness for natural and man-made disasters, impact of genetic research, end of life care, and legal/ethical aspects of nursing including the Arkansas Nurse Practice Act.	Annually	Course Content Map  Selected Course Syllabi	Compliant	None

17 CAR § 125-209. Educational program, cont'd

17 CAR § 125-209. Educational program, cont'd						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b) The curriculum plan for practical nurse programs shall include (1) Theoretical content and clinical experiences that focus on: (A) Care for <u>persons</u> throughout the life span including cultural <u>sensitivity</u> ; (B) Restoration, promotion, and maintenance of physical and mental health; and (C) Prevention of illness for individuals and groups;	Program Director and Nursing Faculty	The PN curriculum plan includes content theoretical content and clinical experiences that focus on: 1) Care for <u>persons</u> throughout <u>the</u> life span including cultural sensitivity. 2) Restoration, promotion, and maintenance of physical and mental health 3) Prevention of illness for individuals and groups.	Annually	Content Map  Selected Course syllabi	Compliant	None
(b) (2) The length of the practical nurse curriculum shall be no less than ten (10) calendar months which includes a minimum of thirty-five (35) credit hours in nursing content;	Program Director and Nursing Faculty	The length of the PN curriculum is twelve (12) calendar months of study (47 credit hours) beginning each fall semester, then extending into the spring, summer I and summer II semesters	Yearly	Curriculum Plan in <a href="#">UA-PTC College Catalog</a>	Compliant	None

17 CAR § 125-209. Educational program, cont'd

17 CAR § 125-209. Educational program, cont'd						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(b) (3) Theory content may be in separate courses or integrated and shall include at least the following: (A) Anatomy and physiology (B) Nutrition (C) Pharmacology and intravenous therapy; (D) Growth and development throughout the lifespan; (E) Fundamentals of nursing; (F) Gerontological nursing; (G) Nursing of adults; (H) Pediatric nursing; (I) Maternal/infant nursing; (J) Mental health nursing; and (K) Principles of management in long-term care, including delegation; and	Program Director and Nursing Faculty	The following content is either integrated or in separate theory courses in the UA-PTC PN Program:  1. Anatomy and physiology 2. Nutrition 3. Pharmacology and intravenous therapy 4. Growth and development throughout the lifespan 5. Fundamentals of nursing 6. Gerontological nursing 7. Nursing of adults 8. Pediatric nursing 9. Maternal/infant nursing 10. Mental health nursing 11. Principles of management in long-term care, including delegation.	Annually	Course Content Map  Course Descriptions in <a href="#">UA-PTC College Catalog</a>  Course syllabi	Compliant	None
(b) (4) Clinical experiences shall be in the areas of: (A) Fundamentals of nursing; (B) Nursing of adults; (C) Pediatric nursing; (D) Gerontological nursing; (E) Maternal/infant nursing; (F) Mental health; (G) Administration of medications, including intravenous therapy; and (H) Management in long-term care, including delegation.	Program Director and Nursing Faculty	Clinical experiences in the UA-PTC PN Program will contain the following: 1. Fundamentals of nursing, 2. Nursing of adults, 3. Pediatric nursing 4. Gerontological nursing, 5. Maternal/infant nursing, 6. Mental health, 7. Administration of medications, including intravenous therapy, 8. Management in long-term care, including delegation.	Yearly	Clinical course Content Maps  Course Descriptions in <a href="#">UA-PTC College Catalog</a>  Clinical course syllabi	Compliant	None

17 CAR § 125-209. Educational program, cont'd

17 CAR § 125-209. Educational program, cont'd						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(d) (1) The curriculum plan for practical nursing education programs may include the use of simulation as a substitute for traditional clinical experiences, not to exceed fifty percent (50%) of its clinical hours in each course.	Clinical and Simulation Lab Coordinator Program Director Faculty	The curriculum plan for practical nursing education programs may include the use of simulation as a substitute for traditional clinical experiences, not to exceed fifty percent (50%) of its clinical hours in each course using current standards of best practice for simulation.	Annually	Clinical Course Syllabi  Simulation scenarios for clinical courses, pre/post work, debriefing.  UA-PTC Simulation Manual  UA-PTC Practical Nursing Student Handbook	Compliant	None
(d) (2) A program that uses simulation shall demonstrate the use of current standards of best practice for simulation and provide evidence of compliance that shall include: (A) An organizing framework that provides adequate fiscal, human, and material resources to support the simulation activities.	Clinical and Simulation Lab Coordinator Program Director Faculty	The organizing framework provides adequate fiscal, human, and material resources to support the simulation activities.	Annually	UA-PTC Simulation Lab Policy and Procedure Manual   Allied Health Budget	Compliant	None
(B) (i) Management by an individual who is academically and experientially qualified. (ii) The individual shall demonstrate continued expertise and competence in the use of simulation while managing the program.	Clinical and Simulation Lab Coordinator Program Director Faculty	The simulation activities are managed by the Clinical and Simulation Lab Coordinator who is experientially qualified, demonstrates continued expertise and competence in the use of simulation while managing the program.	Ongoing	Clinical and Simulation Lab Coordinator JD  CE Activities: • Clinical and Simulation Lab Coordinator • Program Director • Designated Faculty	The Clinical and Simulation Lab Coordinator Position is presently vacant. This person will serve as a resource for the nursing program while actual simulation activities are managed by the program director who is experientially qualified, demonstrates continued expertise and competence in the use of simulation.	A search for a Clinical and Simulation Lab Coordinator is currently underway.

17 CAR § 125-209. Educational program, cont'd

17 CAR § 125-209. Educational program, cont'd						
	PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(C) A budget that will sustain the simulation activities and training of the faculty.	Clinical and Simulation Lab Coordinator Program Director Dean of Science, Math, and Allied Health	The simulation experiences are supported by a budget that sustains simulation activities and training of the faculty.	Annually	Allied Health Budget Plan	Compliant	None
(D)(i) Appropriate facilities for conducting simulation. (ii) This shall include educational and technological resources and equipment to meet the intended objectives of the simulation	Clinical and Simulation Lab Coordinator Program Director Dean of Science, Math, and Allied Health	Appropriate facilities are secured for conducting simulation activities including educational /technological resources and equipment to meet the intended objectives of the simulation.	Ongoing	Simulation activities take place in the Practical Nursing Laboratory on the 2 <sup>nd</sup> Floor of the AHEC building  Practical Nursing Laboratory Inventory List	Compliant	None
(E) Training for faculty involved in the use of simulation, both didactic and clinical;	Clinical and Simulation Lab Coordinator Program Director Dean of Science, Math, and Allied Health	Both didactic and clinical training for faculty involved in simulations is provided.	Ongoing	CE Activities: The program director and selected full-time faculty participated in the INASCL Simulation Course (2025)	Compliant	None
(F) On-going professional development in the use of simulation, for faculty involved in simulations, both didactic and clinical.	Clinical and Simulation Lab Coordinator Program Director Dean of Science, Math, and Allied Health	Faculty involved in clinical <u>simulation activities are provided</u> opportunities for ongoing professional development	Ongoing	CE Activities: All program faculty have access to <u>NurseTim</u> , a platform offering professional development resources on simulation and a variety of other nursing education topics	Compliant	None
(G) Programmatic outcomes that are linked to simulation activities;	Program Director Faculty	Program outcomes are linked to simulation activities	Annually	Clinical Syllabi  Clinical Schedule  Simulation scenarios: fall, spring, summer	Compliant	None

17 CAR § 125-209. Educational program, cont'd

17 CAR § 125-209. Educational program, cont'd						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(H) Written policies and procedures on the following: (i) short-term and long-term plans for integrating simulation into the curriculum (ii) method of debriefing each simulated activity; and (iii) plan for orienting faculty to simulation	Clinical and Simulation Lab Coordinator Program Director Faculty	Written policies and procedures are present on the following: (1) Short term and long term plans for integrating simulation into the curriculum, (2) method of debriefing each simulated activity; and (3) plan for orienting faculty to simulation.	Annually	UA-PTC Simulation Lab Policy and Procedure Manual  Grading Rubrics for Simulation Activities  Practical Nursing Faculty Orientation Manual  Email communications  Faculty Orientation Checklist	Compliant	
(I) Criteria to evaluate the simulation activities.	Program Director Faculty	Criteria to evaluate simulation activities are present in clinical courses using simulation.	Ongoing	Grading Rubrics	Compliant	None
(J) Student evaluations of simulation experiences on an ongoing basis; and	Program Director Faculty	Students are provided an ongoing opportunity to evaluate simulation experiences	Ongoing	Simulation Evaluations	Compliant	None
(K) Information about the use of simulation, as requested by the Board of Nursing, on the annual report.	Program Director	Simulation activities will be reported to the Board of Nursing on the annual report.	Annually	ASBN Annual Reports	Compliant	None

17 CAR § 125-210. Earn to Learn Program *we do not participate at this time*						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
A registered nurse or practical nurse program may allow a student seeking initial licensure to earn direct patient care clinical credit hours while working in a healthcare facility as a certified nursing assistant, patient care technician, or other job with a similar title under the following conditions:						
(1) The student may not work more than twenty (20) hours per week in any of the above-listed roles;						
(2) The direct patient clinical credit hours earned shall not exceed fifty percent (50%) of the direct patient care clinical hours for each course outlined in the foundational or the senior-level curricula of the nursing program;						
(3) A senior-level nursing student may work under the following conditions: (A) The student shall work with at least one (1) nurse but not more than two (2) nurses; and (B) The nursing program and the healthcare facility shall establish boundaries and expectations of the senior-level student based on accreditation standards and the rules of the Arkansas State Nursing Board;						

17 CAR § 125-210. Earn to Learn Program, cont'd *we do not participate at this time*						
PLAN				IMPLEMENTATION		
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(4) The nursing program and healthcare facility shall collaborate to establish a standardized student evaluation process; and						
(5) The healthcare facility participating in the program shall identify at least one (1) nurse supervisor or clinical nurse educator to oversee the nursing students.						



17 CAR § 125-211. Program evaluation, cont'd

17 CAR § 125-211. Program evaluation, cont'd						
Component	PLAN			IMPLEMENTATION		
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(d) Appropriate records shall be maintained to assist in overall evaluation of the program after graduation.	Program Director and Nursing Faculty	Program completion rates, job placement rates and NCLEX pass rates will be maintained for five (5) years by the Program Director. The Program Director will maintain student End of Program Evaluations for five (5) years.	Ongoing	Annual Reports to ASBN  Documented program completion, job placement and NCLEX pass rates  Graduate Survey	Compliant ASBN Annual Report submitted  Program completion and NCLEX pass rates available  Job placement rate data is available.  Graduate Survey Completion rate: <span style="background-color: yellow;">    </span>	None
(e) The systematic program evaluation plan shall be periodically reviewed.	Program Director and nursing faculty	The Systematic Program evaluation will be reviewed/revised annually by the Program Director and faculty based on accrediting body requirements.	Annually	2025SEP Document  Faculty meeting minutes	Compliant.	None
(f) Students shall evaluate the: (1) Courses, instructors, preceptors, and clinical experiences throughout the program, and  (2) Overall program after graduation.	Program Director and nursing faculty  UA-PTC Student Learning Assessment Committee	At the end of each semester, students will be given the opportunity to evaluate courses (including clinical experiences), full time/adjunct faculty.  Students will be given the opportunity to evaluate the program after graduation.  Additional opportunities for student evaluations of UAPTC facilities/resources and clinical sites are distributed annually	At the end of each semester    Annually	Student Course Evaluation Document  Student Instructor Evaluation Document  Student End of Program Evaluations: <u>initial</u> distribution at the end of the last semester of the program; then 6 months after graduation  Clinical Site Evaluations  UA/PTC Facilities/Resources Survey	Compliant  Evaluations of instructors were reviewed by the program director and the Dean  Completed: Initial distribution: <u>95%</u> return <u>6 month</u> distribution: <span style="background-color: yellow;">??%</span>  Clinical site evaluations completed at the end of the fall and spring semesters and shared with the Program Advisory Council during the fall and spring meetings.	None       The End of Program Evaluation will be distributed again at six (6) months after graduation.

17 CAR § 125-212. Records

17 CAR § 125-212. Records						
Component	PLAN				IMPLEMENTATION	
	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(a) Transcripts of all students enrolled in the program shall be maintained according to policies of the parent institution.	Registrar	Official student transcripts are maintained by the <a href="#">Office of Records</a> , and are safely stored and secured to prevent loss, destruction, or unauthorized use.	Ongoing	<a href="#">Office of Records</a>	Compliant	None
(b) Transcripts shall reflect courses taken.	Program Director; Records; Registrar	Transcripts are <u>current, and</u> reflect courses in progress as well as courses completed with the semester enrolled and final grade.	Ongoing	<a href="#">Office of Records</a>	Compliant	None
(c) The final transcript shall include: 1. Dates of <u>admission</u> ; 2. Date of separation or graduation from the program; 3. Hours/credits/units earned, degree, diploma, or certificate <u>awarded</u> ; 4. The signature of the program director, registrar, or official electronic signature; and 5. The seal of the school or be printed on security paper or an official electronic document.	Program Director  Registrar  <a href="#">Office of Records</a>	The student's final transcript includes the data of admission to UA-PTC, date of separation or graduation from the program, hours/credits/unit <u>earned</u> and certificate awarded. The final transcript <u>includes</u> the signature of the Registrar and school seal. Official transcripts can be accessed by students via secured hard copy document or electronically.	Ongoing	Samples of official <u>transcripts</u> —hard copy and electronic  Registrar review of resources available to provide official transcripts to the student.	Compliant	None

17 CAR § 125-212. Records, cont'd

17 CAR § 125-212. Records, cont'd						
PLAN			IMPLEMENTATION			
Component	Responsible Person(s)	Expected Level of Achievement	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
(d) Current program records shall be safely stored in a secure area.	<a href="#">Program Director;</a>	Current program records will be <u>be stored</u> in a locked file cabinet in the Nursing Office suite until the students separate/graduate from the program. Student records are maintained for a minimum of five years after the student graduates or separates from the program and subsequently shredded.	Ongoing	Visual Assessment	Compliant	None
(e) Permanent student records shall be safely stored to prevent loss by destruction and unauthorized use.	<a href="#">Office of Records Registrar</a>	Permanent student records are safely stored and secured by the <a href="#">Office of Records</a> to prevent loss, destruction, or unauthorized use.	Ongoing	<a href="#">Office of Records</a>	Compliant	None



**UNIVERSITY OF ARKANSAS**  
**PULASKI TECHNICAL COLLEGE**

**ASBN Approval Survey Report:**  
**Practical Nursing Program June 2024**

## 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 and approved by the Arkansas Department of Higher Education (ADHE) to offer and award certificates and associate degrees. UA-PTC is also approved by the Arkansas State Approving Agency for Veterans Training through the Arkansas Department of Education (ADE) Division of Career and Technical Education.

The last Reaffirmation of Accreditation visit by HLC was 2020-2021, which resulted in continued accreditation until the 2029-2030 academic year. A Comprehensive Mid-Cycle Review was conducted on March 11-12, 2024. Recommendations have been reviewed and institutional implementation is in progress. University of Arkansas-Pulaski Technical College is also approved by the Arkansas Division of Higher Education (ADHE) to offer and award certificates and associate degrees. All accreditation and approval documents are housed in the office of the Provost and Vice-Chancellor of Academic Affairs. ([Reaffirmation of Accreditation](#))([ADHE Approved Degree Programs](#))

### Parent Institution

University of Arkansas Pulaski Technical College (UA-PTC) is a two-year technical college based in North Little Rock with a mission to serve its community's education needs through technical programs, university-based transfer programs and specialized programs for business and industry. Originally founded in 1945 as a vocational-technical school, it has evolved through the years to meet the varying education needs of the citizens of Central Arkansas. In 2017, the college joined the [University of Arkansas System](#) governed by the University of Arkansas System Board of Trustees. The board is comprised of 10 trustees representing each of the state's four congressional districts. The president is the chief executive officer of the UA System and reports to the Board of Trustees. Each campus has a chancellor as its chief executive officer reporting directly to the president. In addition to its main campus in North Little Rock, UA-PTC has locations across Pulaski and Saline Counties.

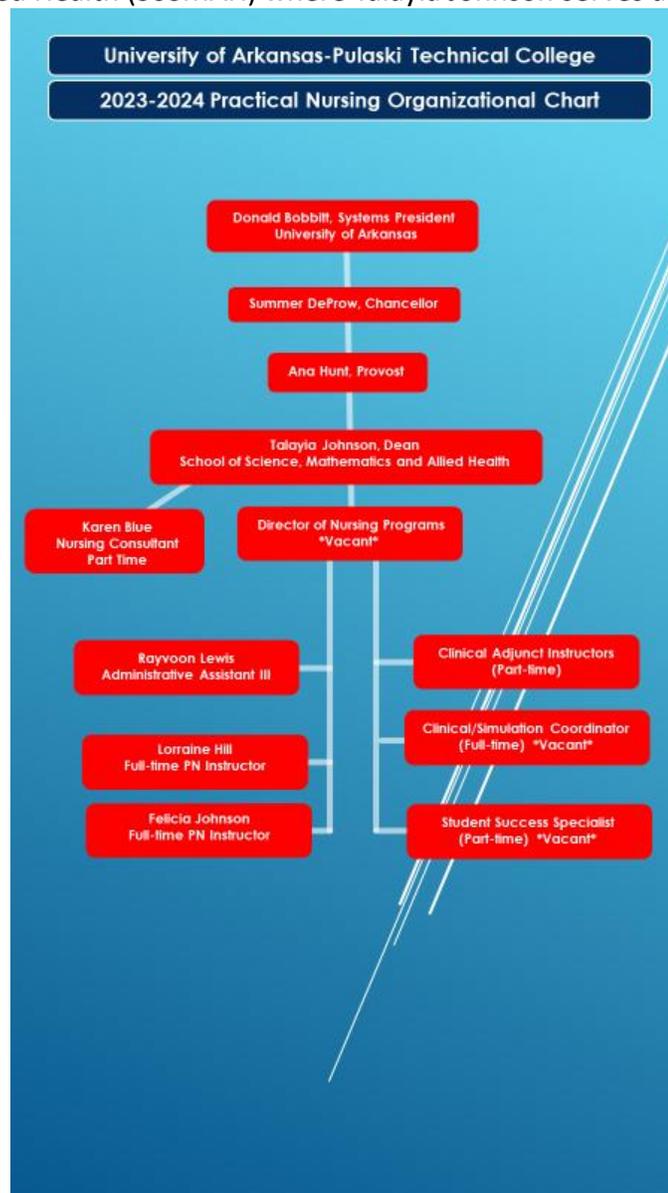
**To date, UA-PTC contains more than 80 accredited programs with online, day, evening and weekend classes available. These programs are organized into three Schools identified in the table below:**

<b><u>School</u></b>	<b><u>Programs Offered</u></b>
<b>School of Fine Arts, Humanities, and Social Sciences</b>	Fine Arts and Humanities Education and Reading Language and Communication Social and Behavioral Sciences.
<b>The School of Technical and Professional Studies</b>	Technical Sciences Business and Information Technology Culinary Arts and Hospitality
<b>School of Sciences, Math, and Allied Health (SoSMAH)</b>	Natural and Physical Sciences Mathematics Allied Health Programs

The School of Sciences, Mathematics and Allied Health offers associate degree and certificate programs that prepare students for careers in a variety of areas through the departments of Natural and Physical Sciences, Mathematics, and Allied Health. The department of Allied Health offers programs in Dental Assisting, Respiratory Therapy, Emergency Medical Sciences, Surgical Technology, Pre-Health Care Studies, Radiography, Occupational Therapy Assistant, Health Information Technology and Nursing. Nursing program options include a Technical Certificate (TC) in Practical Nursing as well as Certificates of Proficiency in Certified Nursing Assistant (CNA), and Medication Assistant (MA-C).

### Institutional Organization/Program Organization

The [UA-PTC Organizational Chart](#) delineates the lines of authority and relationships with administration, school, the program, and other departments (p.2). The practical nursing program is housed in the School of Sciences, Mathematics, and Allied Health (SoSMAH) where Talayia Johnson serves as the Dean of the School.



Institutional decision-making at UA-Pulaski Technical College is supported by a system of shared governance composed of councils and committees that function as recommending bodies with respect to those matters that fall under their purview of responsibility. The [UA-PTC Governance](#) structure is made up of the following groups: **College Council** – Primary recommending body to the Chancellor on all college-wide administrative and operational items. **Standing Councils** – Perennial groups that have a broad, well-defined purpose dealing with the college-wide matters outlined in their charters. There are three college-wide standing councils that represent all College constituents and most major institutional areas. *Student and Academic Affairs Council, Planning and Budget Council, and Valuing Stakeholders Council.* **Committees** deal with issues narrower in focus than those issues addressed by standing councils, report to their supervising standing council and are not empowered to establish other committees. The committees are: Academic Assessment, Academic Program Planning and Viability, Campus Technology, Cultural Diversity and Community Involvement, Facilities and Environmental Impact. General Education Curriculum and Alliances, Library, Recruitment and Retention, and Technology Supported Learning.

Each full-time faculty member is eligible for membership on the UA-PTC Shared Governance standing committees by election and/or appointment.

### Program Organization: Job Descriptions

Current job descriptions are maintained in the Human Resources Department and are reviewed/revise annually. The Director of Nursing Programs (Program Director) serves as chief administrator of the Practical Nursing Program, the Certified Nursing Assistant Program (CNA), and the Medication Assistant-Certified Program (MA-C). The job descriptions for the Dean, Director, Full Time PN Instructors, Program Consultant, Adjunct Clinical Faculty and Administrative Specialists can be reviewed onsite.

## B. Philosophy and Graduate Competencies

### Program Philosophy

As indicated in the table below, the philosophy of the PN program is consistent with the [Mission](#) of UA-PTC. The program further embraces the College’s Values of Empowering, Success, Integrity, Belonging and Community through the incorporation of service-learning activities across the curriculum which have provided opportunities to improve the health care needs of the community. The Nursing Philosophy Statement is reviewed annually to ensure consistency with the Mission, Vision, and Values of the College.

UAPTC Mission Statement	Excerpts from PN Philosophy
Pulaski Technical College provides access to high- <b>quality education</b> that promotes <b>student learning</b> and enables individuals to <b>develop to their fullest potential.</b>	The faculty believes the primary focus of nursing is individuals or groups of individuals who have biophysical and psychosocial human needs that can be identified by nurses as being met or unmet (health); nursing is a <b>specialized discipline</b> that integrates <b>knowledge, skills and attitudes</b> in the provision of care to individuals, groups of individuals, communities and populations.

## **PN Program Outcomes Derived from Philosophy**

The End of Program Student Learning Outcomes are derived from the program's Philosophy, the Institutional Student Learning Outcomes and [QSEN competencies](#) (Evidence Based Practice, Teamwork Collaboration, Patient Centered Care, Quality Improvement, Safety and Informatics). The table found in the Appendix demonstrates the relationship between each QSEN competency, Elements from the PN Philosophy, and Program Student Learning outcomes. The End of Program Student Learning Outcomes are published in the [UA-PTC 2023-2024 Academic Catalog](#), and all course syllabi.

## **Philosophy and Graduate Competencies as Framework for Program Development and Maintenance**

The PN Program Philosophy, Institutional Learning Outcomes, QSEN Competencies, and Program Student Learning Outcomes serve as the framework for development and maintenance of individual course Student Learning Outcomes. These are structured in a logical sequential manner showing development of increased knowledge and learning experiences as the student progresses through the curriculum.

The Program Director and Faculty review the philosophy/EPsLO/Course Student Learning Outcomes every other year to determine relevancy, currency and consistency with the College mission, philosophy/values and best practices in nursing education.

Student learning activities focus on the attainment of student learning outcomes in each course and also increase in complexity as the student progresses through the curriculum.

## **C: Resources**

### **Financial Resources**

Financial resources for UA-PTC are adequate to support the program through legislative appropriations, student tuition and grants to provide stability, development and effective operations. The 2023-2024 PN Budget is listed on page 12 of the [UA-PTC f/y 2024 Annual Operating Budget](#) and is based on a twelve-month fiscal year, which operates from July 1 to June 30. The program director follows the process set forth by college administration as explained in the SEP attachment (Standard C) and makes budget recommendations based on input from faculty and staff on an annual basis. All schools and programs adhere to budgetary policies unless program requirements, such as nursing, mandate some differences such as faculty salaries and large equipment purchases needed to ensure adequate education for the students in each program. When the budget is defined, it is presented to the Board of Trustees for approval. University of Arkansas-Pulaski Technical College has recently been notified of grant approval from the Department of Labor that will greatly benefit the practical nursing program. The grant will pay for some additional faculty member positions and support students as they matriculate through the program and take the National Council Licensure Exam-Practical Nursing (NCLEX-PN®). A second grant was awarded to the practical nursing program from the Windgate Foundation that will be used to purchase additional equipment with the intent to expand the practical nursing program to the south site campus.

## Library and Learning Resources

Students enrolled in the PN program use the UA-PTC Ottenheimer-North Library as a learning resource center 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 **\*\*Does this need updating? \*\***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. Current holdings are reviewed annually by the [Library Committee](#) to ensure that student educational needs, faculty instructional needs and scholarly needs are met. Duties of the Library Committee include (but not limited to): review/make recommendations regarding standards, policies, and procedures within the library area to support the college mission and institutional strategic objectives, prepare regular reports concerning shared governance repository for the College Council, review/make recommendations regarding library assessment plan and review/make recommendations regarding appropriate technologies for student use.

The budget plan for acquisitions of printed and multimedia materials is reviewed by the librarian and the UA-PTC Library Committee. Processes for identifying and deleting outdated holdings are present in the committee charter and posted on the [Ottenheimer Library website](#). Library resources and services are accessible to all students and conveniently available online and in-person with hours of operation listed on the [website](#). The library is supervised by a professional librarian with an appropriate Masters in Library and Information Science and has a liaison dedicated to Allied Health.

## D. Facilities

### Classrooms and Laboratories

The PN Program maintains clinical skills laboratories and classrooms equipped with the necessary educational resources for effective instruction. 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. There are a total of three (3) skills labs available: two (2) labs are located in the Allied Health Education Center (AHEC) building; one (1) is located in the Administration A building.

There are a total of thirteen (13) 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 urinary catheterization. There is a total of four (4) Laerdal mid-fidelity adult simulators (VitalSim), one (1) Laerdal mid-fidelity pediatric simulator, one (1) low/mid-fidelity geriatric manikin, and seven (7) low-fidelity standard manikins. The laboratories contain a defibrillator, three (3) medication carts, and Pyxis machine for medication administration. Nursing and Respiratory share an EKG machine for training purposes.

Classroom and laboratory spaces are available at scheduled times, adequate in size for numbers of students, climate controlled, ventilated, lighted and equipped with seating, furnishings and equipment conducive to learning and achievement of program learning outcomes. The primary classroom is 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 an easily operated system. The lecture hall also contains a portable white board that can be used to write notes and draw images during class time. Laptops can be requested and reserved for students through the campus library via email request from the instructor. The AHEC building contains a computer lab on the second floor that may be used by submitting a request by the instructor. The computer lab in the AHEC building is used for testing, classroom instruction, or for students to work individually as needed. 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.

Classroom schedules are reviewed by the program director prior to the beginning of each registration cycle, to determine availability and adequacy to accommodate student enrollment. If the program director determines additional classroom space is needed, the program director may contact the registrar's office to request additional space on campus.

Student/Faculty surveys are distributed annually during the last course in the program (NURS 1503) to determine adequacy of classroom and laboratory spaces. Data is collected and reviewed by the Provost, Dean, and Program Director. Needs identified by the surveys are ranked in importance and addressed within each fiscal year as the budget allows. Additional requests related to maintenance are reported in writing to the Director of Physical Plant and Facilities.

### **Storage Space**

The PN program has adequate storage space available for classroom, laboratory and office spaces. There is a storage closet within the classroom spaces, two storage closets located in the Allied Health Education Complex (AHEC) within the laboratory 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 in a locked closet on the second floor of the AHEC Building. 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 various sundry items.

In addition to nursing, the AHEC building also houses the Emergency Medical Sciences, Pre-Health Care Studies, Respiratory Therapy, Surgical Technology, Dental Assisting, and the Health Information Technology Programs. Each above-listed program has corresponding classrooms, laboratories for instruction, and faculty offices. All facilities are in compliance with local, state, and federal regulations related to safety and the Americans with Disabilities Act.

## **Offices**

The PN Program Director and faculty members have private office spaces to allow completion of the duties of their positions, including time for uninterrupted work and privacy for conferences with students. These offices are located on the second floor in a suite of the Allied Health Education Complex. Each faculty is assigned their own office spaces which easily accommodates the occupant and one student. All office spaces are adequate for privacy, student counseling, and housing program (and student) records. Each office is equipped with a computer, telephone, internet capabilities, and printer access.

The PN Program provides adequate office space for the administrative specialist, a secure space for storage of faculty/student records/files and other sensitive information. The program also provides office equipment and supplies to meet the daily needs of faculty and the administrative specialist. The administrative specialist for nursing has an office space at the entry into the second-floor suite, with ample room for visitors.

Office equipment/supplies are available to meet the needs for the faculty and administrative specialist and stored in the faculty workroom located on the first and second floors of the AHEC Building. These supplies are monitored by the administrative specialist and restocked when appropriate. Faculty/student records are stored in secure locked file cabinets in a locked storage space within the office suite on the second floor of AHEC. Additionally, all faculty offices are equipped with locked filing cabinets for storage of sensitive program/student information.

## **Clinical Facilities**

The practical nursing program has a variety of clinical sites available for adequate learning experiences to meet the student learning outcomes for each course. PN students participate in long-term care, acute care, special needs, pediatric, maternal/newborn, and other clinical experiences throughout the course of the program. Although each facility offers a somewhat different student experience, the faculty and director believe that the facilities are satisfactory in number, are adequately and appropriately staffed with licensed nurses who are primarily responsible for patient care. Students are assigned to the clinical facilities through communications between the clinical coordinator of the program/program director and representatives of the facilities prior to the semester of the clinical experience based on the type of clinical and didactic course offered during the term. Clinical sites are evaluated by students/faculty/adjunct clinical faculty each semester and reviewed by the program director. The program director presents feedback to the faculty biannually in the nursing faculty meetings.

Clinical Affiliation Agreements (contracts) are in place for each facility that the PN program utilizes. The clinical coordinator/program director conducts an annual review of all clinical affiliation agreements with sites used by faculty and students to determine currency/appropriateness and contain a termination clause. These contracts are securely stored in the Sharepoint Drive. The clinical coordinator/program director is also responsible for acting as the liaison between the institution and the clinical agency in negotiating clinical contracts, maintaining, and updating memorandums of understanding/affiliation agreements with healthcare facilities, and securing clinical slots for students prior to the semester of the specific clinical experience.

PN students will attend a mandatory orientation (online or face to face) prior to each new clinical experience and submit all documents required by the facility/program to validate understanding of critical policies/processes identified by each facility. Student records are housed on Blackboard and monitored by the clinical coordinator/administrative specialist/program director validating attendance to orientation session(s), compliance and understanding of critical policies/processes and forwarded to the representative of each facility if needed.

Clinical facilities utilized by the PN program are listed in the table below:

Name of Clinical Facility	Location	Type of Facility/Areas Used
St. Vincent Infirmiry	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 Little Rock	North Little Rock, AR	Hospital/Obstetrics& Medical Surgical
Baptist Health Little Rock	Little Rock, AR	Hospital/ Medical Surgical
Pediatric Complex Care of Arkansas	North Little Rock, AR	Pediatric Long-Term Care
Jacksonville Lighthouse Schools	Jacksonville, AR	Pediatric
Saline Memorial Hospital	Benton, AR	Obstetrics/Medical Surgical
University of Arkansas for Medical Sciences	Little Rock, AR	Medical Surgical/Mental Health
Cottage Lane Health and Rehab	Little Rock, AR	Long-Term Care
Woodland Hills Healthcare and Rehab	Jacksonville, AR	Long-Term Care
Ortho Arkansas	Little Rock, AR	Out-Patient/Orthopedics

## E Personnel

### Program Director

The Program Director is a full-time budgeted position with primary responsibility and authority to administer the Practical Nursing Program. The program director is also responsible for the management/oversight of all educational and approval/accreditation activities of the other Nursing Programs at UA-PTC: Certified Nursing Assistant (CNA) and Medication Assistant (MA-C).

Minimum qualifications of the PN Program Director at UA-PTC are: a baccalaureate degree in nursing, three (3) years of previous experience in clinical nursing practice, and previous leadership/management experience. Preferred qualifications include three (3) to five (5) years of instructional experience and a master of science degree in nursing (Document Room: Job Description; Office of Human Resources: Transcript, CV/Resume).

UA-PTC Administration has allowed all program directors to have a 6- hour release each semester/term to perform relevant administrative duties and responsibilities (Job Description, [UAPTC Faculty Handbook](#), p 9, Faculty Workload).

The Program Director also verifies that all students who successfully complete the program requirements are eligible to receive a Technical Certificate in Practical Nursing and release their Affidavit of Graduation to the ASBN annually in August (Document Room: Progression Table)

This position is currently vacant, and the Dean of Sciences, Mathematics and Allied Health, Dr. Talayia Johnson, EdD, MSN, RN is temporarily serving in this capacity until the position is filled.

### Faculty/Assistant Clinical Instructors:

The minimum requirements for all full-time faculty for the PN Program are: to maintain a current, unencumbered registered nurse license to practice in the state of Arkansas, to hold a minimum of an associate degree in nursing and have completed two years of clinical practice as a registered nurse. The preferred qualifications of this position are a Bachelor of Science in nursing and one year of nursing education experience (Document Room: Faculty JD, Faculty Profile Table). Verification of education is through submission of official transcripts to Human Resources upon hire; work experience is validated through a CV/Resume submitted during the application process. License requirements are reviewed upon hire and annually by the program director.

Adjunct clinical faculty for the PN program will be under the direction/supervision of a full-time faculty member. Minimum requirements for this position include: completion of a PN certificate awarded by an approved institution, a current, unencumbered license to practice nursing in the state of Arkansas (LPN), and one year of clinical practice experience as an LPN (Document Room: JD Adjunct Faculty, HR have transcripts available, Nursing to have CV/Resume available in file, Onboarding documents, Clinical Schedules available).

Following HLC guidelines, all faculty and academic administrative staff are required to have appropriate credentials for their position, and to have official transcripts of all appropriate academic work and/or accreditor approved professional certifications on file in the office of Human Resources. Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education, CHEA, or from institutions with comparable status, or recognition in other countries. All PN faculty are responsible for maintaining program and professional currency in their field through professional development activities and completing 15 continuing nursing education credit hours every two years (UAPTC Faculty Handbook pg. 12, and ASBN requirements for licensure). Documentation of credentials for the PN faculty is maintained by the

Program Director; employee files are located in the Program Director's office. Items in the employee file include the PN Faculty Performance review along with verification of licensure (completed by the program director).

The current UAPTC Faculty Handbook is available online and provides a review of important policies and procedures for all faculty including shared governance, academic policies/procedures and related faculty personnel policies and procedures. The Faculty Handbook is reviewed/revised annually by the Committee for Faculty Involvement (CFI). If revisions are needed based on recommendations from accreditation bodies/best practices, the CFI committee forwards these revisions to the Faculty Senate for review and vote, then on to College Council for approval. The Employee Handbook details overarching policies, such as general employment policies, onboarding, employee responsibilities/conduct, and benefits.

A current copy of the PN Faculty Handbook is available to all faculty and is consistent with the UA-PTC Faculty Handbook policies (Document Room \*\* Faculty Handbook, Appendix: Table comparing School HB vs Institution HB). The PN Faculty Handbook was developed and approved by faculty, is reviewed/revised each year, and changes/updates are proposed and approved by the entire faculty. Program policies are developed and approved by the faculty and are published in a variety of areas (Document Room: course syllabi; Nursing Programs [Website](#)).

### **Faculty/Adjunct Clinical Instructor Orientation**

All new faculty and adjunct clinical instructors will be oriented to the College (HR Orientation Checklist) and to the PN program (Faculty Orientation Checklist). All full-time faculty will attend New Faculty Academy, a yearlong orientation that focuses on learning about the campus, its resources, along with tips/tools to succeed in the classroom, and other faculty roles (shared governance, advising, etc..) In year two, the faculty will attend a program through the Association of College and University Educators (ACUE). Their comprehensive **courses** address the evidence-based approaches that increase student engagement, learning, persistence to graduation, and career readiness. This program is also offered by the college for all faculty. Department specific orientation will be included in the newly implemented orientation plan.

Each academic year, all returning faculty members (full and part-time) attend a series of mandatory training activities related to FERPA, Mandatory Reporting, Title IV and Title IX which is managed through HR and [Workday](#).

All full-time PN faculty are mentored by the Nursing Consultant who provides support regarding teaching/learning pedagogy, assessment construction, and technology.

### **Clinical Instruction/Ratios**

The faculty and adjunct clinical instructors are oriented to all clinical setting/units which they are supervising students (Document Room: Orientation Documents \*sign/in sheets, presence of docs in personnel files, clinical schedules).

Faculty to student ratios in clinical course settings will be determined by safety, the type of clinical facility, and patient acuity. For acute care settings in which the PN students provide direct care, the faculty to student ratio is 1:8; in non-acute care settings which the PN students provide direct care is 1:10; in community settings in which the PN students are providing direct or indirect care is 1:15. (Document Room: clinical rotation schedules with faculty)

### **Full time Personnel**

The UA-PTC PN Program maintains the following budgeted positions: 1 Full-Time Program Director, 2 Full-Time Instructors, and 1 Part-Time Consultant (Document Room--Allied Health Organizational Chart, Workload Documents, Department Budget).

### **Faculty Meetings**

The program faculty is known as the Practical Nursing Faculty Committee (Document Room: PN Faculty Committee: Purpose, Functions, Membership, Active/Associate Members, Officers). The program director schedules a minimum of two faculty committee meetings during each fall and spring semester, with at least one additional meeting during the first summer session. The purpose of these meetings is to communicate relevant information to faculty from College Administration, Shared Governance Committees, and the Dean in addition to program specific agenda items solicited from the faculty. The Program Director/Full time faculty will meet with adjunct clinical instructors a minimum of once per semester to review student progress in achieving the outcomes for the clinical course. (Document Room: Faculty Meeting Minutes, full time/adjunct faculty minutes, Faculty Schedule to include office hours or meeting hours as appropriate)

### **PN Program Activities**

All full-time faculty participate in program activities including but not limited to teaching duties (course preparation, instruction, evaluation of student performance) as well as maintaining office hours, student advisement and other related activities such as community education. Full time faculty may have additional responsibilities related to campus governance, service and national organizations. Part time faculty also participate in program faculty meetings related to teaching duties (clinical instruction) and community education. (Document Room: JDs, Advisee listing, Workload, Flyers r/t community service/organization events)

### **PN Support Staff**

The PN program has a full-time administrative specialist that is shared with two additional Allied Health programs. The program also has a part time advising coordinator shared with other Allied Health Programs. The Dean is currently working to secure an additional full-time advising coordinator due to increased numbers of students interested in practical nursing.

## **F Preceptors**

Preceptors for the PN program are not considered faculty and are utilized in *NURS 1503 Nursing Process/Course Review*. Each preceptor is assigned a maximum of two (2) students to mentor during this course. The Preceptor Handbook describes the duties, role and responsibilities related to the course and written policies/processes regarding communication and evaluation of students. Each Preceptor must complete required documents contained in this Handbook prior to this clinical course and are kept in their personnel file

located in the Dean's/Program Director's office (Document Room: Preceptor Handbook, preceptor evaluation of student, student evaluation of preceptor/clinical site)

Individuals serving as preceptors for NURS 1503 will be listed in the ASBN annual report (Document Room: \*\* Annual Report. Document Room: Faculty table, Faculty Workload) by area, agency and number of students precepted. Preceptors will hold a current unencumbered license to practice as a registered nurse, licensed practical nurse or licensed psychiatric technician in the state of Arkansas and will have a minimum of one year of clinical experience in the specialty area that the student is assigned to ([NURSYS](#), Document Room: Faculty Tables, Office of Human Resources: Resume/CV)). Students enrolled in NURS 1503 (the final course of the program) are provided with a review of the nursing process incorporating clinical experiences in preparation for practice as a licensed practical nurse. Preceptors utilized in this course will be assigned to students based on expertise and relevant area of clinical practice (Document Room: NURS 1503 Clinical Rotation Schedule). This individual will evaluate student clinical performance at the end of the rotation and submit it to course faculty (Document Room: Faculty Evaluation of Student Clinical Performance Document Template NURS 1503, Sample Student Evaluations (good bad evals)).

Students enrolled in NURS 1503 must have successfully completed all previous term nursing courses (prerequisites) along with a skills validation checklist with 100% accuracy, and do not receive monetary compensation/reimbursement for participating in the precepted clinical experiences of NURS 1503. (Document Room: Student Progression Records, NURS 1503 Syllabus, Skills validation Checklists; [PN Student Handbook](#))

Program faculty are responsible for organizing the precepted student learning activities, and are available for questions and consultation with the student and preceptor during regular operating hours and as needed based on the shift and time-frame of the preceptor. All preceptors are equipped with email and cell-phone contact information for the faculty of record. Faculty also complete the student evaluation of the clinical experience via input from the preceptor and assign final grades for the course at the end of the term. (Document Room: Faculty/preceptor/student clinical schedules for NURS 1503, Student clinical evaluation documents completed by preceptor, class schedule reflecting full time faculty as instructor)

## **G Students**

### **Admission**

The PN Program is a three (3) semester certificate program beginning in August and ending in August of each year. Required program courses consist of classroom instruction and clinical experiences; the clinical experiences occur in a variety of healthcare facilities throughout the Central Arkansas Area.

The [2023-2024 UA PTC Academic Catalog](#) outlines criteria for admission, Graduate Student Learning Outcomes and the program curriculum. The application process for the UA-PTC Practical Nursing Program is highly competitive with only 70 positions available each year. After successful completion of twelve (12) months of intensive instruction and completion of the certificate program, students are eligible to apply for the licensure examination for practical nurses (NCLEX-PN).

Current policies for admission, readmission, transfer and advanced placement are available in various publications ([2023-2024 UA-PTC Academic Catalog](#), [PN Student Handbook \(p.8\)](#), [Application Process for Nursing](#)). These policies are reviewed/revised annually during the year-end faculty meeting (Document Room: Faculty Meeting Minutes)

Special program admission criteria includes completion of a criminal background check (ACA 17-87-312) along with a drug screen through Castlebranch.com, in compliance with the Arkansas State Board of nursing requirements for licensure and eligibility to complete the NCLEX-PN Examination. Additional criteria include completion of selected vaccinations identified below:

- Two (2) MMR vaccinations
- Varicella vaccination/Titer
- Tetanus (Tdap) (within 10 years)
- Two (2) 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.

All admission and special admission criteria are published in the following areas: [Application Process for Nursing](#), [Nursing Program Website](#), [About our Programs](#), [2023-2024 UA-PTC Academic Catalog](#) and the [PN Student Handbook](#) (pgs 8 and 10).

International students/students speaking English as a second language applying for admission to the PN program must meet the same admission criteria as other students admitted to UA-PTC by submitting proof of English language proficiency by one of the following in the table below:

<b><u>The Test of English as a Foreign Language (TOEFL)</u></b>	<i><u>Paper Exam</u></i>	<u>Score report of 560</u>
	<i><u>Computerized Exam</u></i>	<u>Score report 220</u>
	<i><u>Internet Based Test – (iBT)</u></i>	<u>Score report of 83 (minimum speaking score of 26)</u>
<b><u>The International English Language Testing System (IELTS)</u></b>	<i><u>Overall Band</u></i>	<u>Score of 6.5 (minimum of 6.0 in any one module)</u>
<b><u>Pearson Test of English (PTE)</u></b>	<i><u>Overall</u></i>	<u>Score of 55 (no subscore less than 50)</u>
<b><u>Occupational English Test (OET)</u></b>	<i><u>Overall</u></i>	<u>C+ or above in each subset and overall score of 300 or more on a single test.</u> <u>*No ‘at home’ or remotely proctored tests accepted*</u>

Additional admission criteria for ESL (English as a Second Language) students listed by the College is published online in the [Application for Nursing Programs](#), [UA-PTC 2023-2024 Academic Catalog](#), and [F1 New Students Required Documents](#): Proof of graduation from an Intensive Language Program in the U.S., ACT score of 19 on the English Language portion of the exam and proof of completion of English Composition I with a C or better from an accredited U.S. College of University.

Students applying for admission into the PN program must first be accepted as a student at UA-PTC in order to be considered.

- Students must be 18 years old with a high school diploma or GED.
- Students must make a minimum score of 22 on the math section of the ACT, or 97 on the Elementary Algebra section of the Accuplacer, or 50 on the Algebra section of the COMPASS, or complete the necessary zero-level coursework.
- Students must make a minimum score of 19 on the reading section of the ACT, or 83 on the reading section of the Accuplacer, or 83 on the reading section of the COMPASS, or complete the necessary zero-level coursework.
- Students must make a minimum score of 19 on the English section of the ACT, or 83 on the sentence skills section of the Accuplacer, or 80 on the writing section of the COMPASS, or complete the necessary zero-level coursework.
- Students must complete Mathematical Reasoning or College Algebra with a grade of “C” or better.

Nursing students will be selected for enrollment based on a point system, containing the following criteria: *a completed application, advanced coursework, medical certifications, and the entrance exam results.* Students eligible to be enrolled will be conditionally admitted to the program pending results of the required drug screen and background check.

### **Readmission Criteria**

Students who are unsuccessful in the first semester of the Practical Nursing program must reapply for readmission to restart the program. Students requesting readmission will then be ranked in the group of applicants using the same point system as all other new applicants.

Students who are unsuccessful in the second semester or later in the program will be offered the opportunity to re-enter the program at the level where they were unsuccessful. These students will not be required to go back through the admission process and they will not be required to repeat any courses where they earned a passing score of 77% (C or above). Upon returning to the program, they will be required to take re-entry exams to ensure that they have retained the knowledge required from the Fundamentals course (NURS 1112), Med/Surg course (NURS 1208) and/or the Mental Health course (NURS 1201). A passing score on these exams is set at 80%. If the student does not make a passing score on the reentry exams, the student will be required to reapply to begin the program from the beginning. The student will be given three (3) opportunities to achieve a passing score on the re-admission exams before being eligible to progress to the next semester.

If the student is unsuccessful in the semester in which they were readmitted, the student must wait a minimum of three years to apply for admission into the program as a ‘fresh start.’

### **Transfer Criteria and Advanced Placement**

UA-PTC may accept transfer work for students earning college credit from other institution(s). Transfer and Transfer credit policies are listed in the [2023-2024 UA-PTC Academic Catalog](#). However, UA-Pulaski Technical College Practical Nursing Program does not accept *nursing courses* from other institutions as part of our curriculum. There is *no advanced placement* into the Practical Nursing Program at UA-Pulaski Technical College.

## **Progression and Graduation**

In order to **progress** in the program, UA-PTC PN students are required to pass all professional course work (Theory and Clinical) with a 77% “C” or above to complete the program and graduate earning a technical certificate. A student may not progress in the program if a grade is lower than 77% (final grade of C) is received as a final grade in a required nursing course and will be dismissed from the program.

Grading Scale:

A = 92-100%

B = 85-91%

C = 77-84%

D = 70-76%

F = 69-0%

Specific Assessments, learning activities and criteria are included in all course syllabi that determine final grading (Document Room: Course Syllabi).

## **Academic and Financial Aid**

Various Academic resources are available to students at UA-PTC. The [Academic Advising and Career Services](#) office provides academic advising for first-semester, undeclared, and readmit students, works with all students to develop their academic and career goals. The UA-PTC [Learning Assistance Center](#) provides students the support/services needed to achieve their educational goals through free tutoring assistance for online and in person classes. The [Disability Services](#) office provides equal and integrated educational and programmatic access for individuals with documented disabilities. Disability Counselors work one on one with students before classes begin to develop a customized accommodation plan for each student who applies for services. Services provided by Disability Services include accommodations associated with classroom instruction, testing, and assistive technology for completing coursework.

The [Financial Aid and Scholarships](#) office provides educational opportunities through its administration for student financial aid to ensure compliance with federal, state and institutional statutory and/or regulatory requirements associated with the delivery of student financial assistance and financial resources with regularly posted hours of operation.

## **Health Services**

The Community/[Campus Emergency Response Team](#) (CERT) is led by a group of certified CERT faculty and staff who have been professionally trained in how to assist victims in a disaster, an incident or an emergency on campus. These individuals will respond to a health emergency on campus and will initiate/activate other health services in the area when needed. Currently, UA-PTC does not have an affiliation agreement with an agency to provide health services to students at this time. Future plans include contracting with other UA Colleges/Universities in the area to formulate an agreement to provide these services to students.

## **Counseling and Guidance**

The Office of [Counseling and Disability Services](#) provides a confidential, supportive and safe environment where students can share problems, concerns, and issues they are experiencing without the fear of judgment. Our licensed mental health professional is available to help students with emotional, social and personal development. Office hours and location are posted on the website.

## **Appeal Policies**

UA-PTC Students are provided an overview of the processes of initiating complaints or grievances related to academic or nonacademic issues on the [Student Complaint Policy and Processes](#) website. Additional information regarding the Academic Appeals processes are outlined on pages 44-46 in the UA-PTC Student Handbook. Additional policies/processes regarding Non-Academic Appeals found on pages 41-43 of the [UA-PTC Student Handbook](#).

## **Program Governance**

Students enrolled in the PN program will have representation in faculty meetings in which changes in curriculum, PN student handbook, or other issues of importance directly impacting the students. This representative is elected by each cohort and is invited to participate as needed (Document Room: Faculty meeting minutes).

## **H Student Publications**

### **Publications Consistent with Parent Institution**

The UA-PTC PN program provides student publications that are current, dated and internally consistent with the program materials published by UA-PTC. Student publications such as the [2023-2024 Practical Nursing Student Handbook](#), [2023-2024 UA-PTC Academic Catalog](#), along with recruitment materials are reviewed for internal consistency (Document Room: samples of recruitment materials) on an annual basis. The Nursing [website](#) provides an avenue for dissemination of current program information for current and prospective students. Changes in the UA-PTC and Practical Nursing policies are communicated to students through numerous methods such as email, [2023-2024 Practical Nursing Student Handbook](#), announcements through the Blackboard Learning Management System, and the classroom or clinical setting. The PN webpage is reviewed periodically for accuracy and is updated as needed. The following table identifies the information provided for prospective and current students along with the location of each:

## Information for Prospective and Current Students

Information Provided	Location
Approval status of the program granted by the board	<a href="#">2023-2024 College Academic Catalog</a>
Admission Criteria	<a href="#">2023-2024 College Academic Catalog</a> , <a href="#">UA-PTC Nursing Application Process</a>
Advanced Placement Policies	PN Faculty Handbook Section B: No advanced placement in the PN program
Curriculum Plan	<a href="#">PN Technical Certificate Graduation Map</a>
Program Costs	Could not find specifics for nursing in the handbook. <a href="#">2023-2024 College Academic Catalog</a>
Refund Policy	<a href="#">2023-2024 College Academic Catalog</a>
Financial Aid Information	<a href="#">2023-2024 College Academic Catalog</a>
Information on ACA 17-87-312 and completion of a program does not assure the ASBNs approval to take the licensure exam	<a href="#">Nursing Programs</a> , <a href="#">About our Programs</a>

## Student Handbook

The UA-PTC PN Student Handbooks contain the following essential elements:

Elements	Location
Philosophy/Mission	<a href="#">2023-2024 Practical Nursing Student Handbook</a> pg. 3
Graduate Competencies	<a href="#">2023-2024 Practical Nursing Student Handbook</a> pg 6
Substance Abuse Policy	<a href="#">UA PTC Student Handbook</a> , pg. 26
Grievance/Appeal Process	<a href="#">2023-2024 Practical Nursing Student Handbook</a> , pg. 8 <a href="#">UA-PTC Student Handbook:</a> <a href="#">Academic: pg 44-46</a> <a href="#">Non-Academic: pg 41-43</a>
Grading Criteria	<a href="#">2023-2024 Practical Nursing Student Handbook</a> pg 7 and 19
Progression	<a href="#">2023-2024 Practical Nursing Student Handbook</a> pg 28
Graduation	<a href="#">2023-2024 College Academic Catalog</a>
Student Rights and Responsibilities	<a href="#">2023-2024 Practical Nursing Student Handbook</a> Page 9

Student progression and graduation information will be incorporated into the 2024-2025 Practical Nursing Handbook for distribution in the fall 2024 semester.

## I Educational Program

The faculty, in collaboration with the program director, develops the curriculum and learning experiences essential for the expected entry level and scope of practice for practical nursing graduates entering the workforce in the state of Arkansas.

All courses in practical nursing program are web-enhanced, and supported by the Blackboard Learn Learning Management System (LMS) to enhance student learning and are accessed by each student using their UA-PTC student e-mail. Recommended operating systems, hardware, internet speed, equipment and other information is available to students (and faculty) on the [Recommended Technology for Blackboard](#) page and in each course syllabus.

### Curriculum Plan

The PN curriculum plan is developed by faculty and organized to reflect the UA-PTC Institutional Learning Outcomes and PN Program Philosophy through the Program Student Learning Outcomes (graduate competencies) and Course Student Learning Outcomes (SLO). These Program Student Learning Outcomes (SLO) were developed using professional standards from [Quality and Safety Education for Nursing Education \(QSEN\)](#): Informatics, Teamwork and Collaboration, Quality Improvement, Patient Centered Care, Safety, and Evidenced Based Practice. Additionally, the ANA Code of Ethics for Nurses, and the Arkansas Nurse Practice Act along with other state and federal regulatory guidelines also serve as a foundation for the development of the program mission and program SLOs. These program SLOs are published in the [UA-PTC Student Handbook](#), the [2023-2024 Academic Catalog](#), and course syllabi (Document Room).

### Sequential Ordering of Courses

Practical nursing courses in the UA-PTC curriculum are structured in a logical and sequential manner showing progression of knowledge and learning experiences. Please refer to the appendix containing the table entitled "*Sequential Ordering of Courses*"

### Course Syllabi

All courses have written syllabi which contain course and program student learning outcomes, learning activities, and requirements for successful completion of the UA-PTC Practical Nursing program. Syllabi are published for all courses in the Blackboard Learning Management System (Document Room: Course Syllabi).

### Concurrent/Prior Teaching of Theory

Students enroll in a theory course (or courses) and a clinical course each semester with clinical experiences reflecting content taught in the theory courses. The PN Course Descriptions are available in the [2023-2024 Academic Catalog](#) and in each course syllabus.

## Clinical Experiences

Guidelines for professionalism are included in the [PN Student Handbook](#), and all clinical/didactic course syllabi documents (Document Room: course syllabi). These guidelines are based on professional nursing standards (QSEN, ANA Code of Ethics for Nurses, ANA Social Policy Statement, Arkansas Nurse Practice Act) are strictly enforced in every clinical and didactic course.

Clinical experiences are designed to meet the PN program outcomes, and selection of these experiences is based on individual course outcomes, availability of clinical sites, and faculty/student evaluations. Our clinical partners provide the students with experiences in long-term care, acute care, out-patient clinics, obstetrics, pediatric, and psychiatric nursing facilities. Best practice standards are used to guide the student in achieving the course outcomes, with clinical experiences structured sequentially throughout the program to provide an opportunity for students to acquire and master the knowledge, skills and attitudes to care for selected patient populations. Simulated learning opportunities are utilized to augment those clinical experiences which are limited in availability; scenarios are selected based on content and student learning outcomes for the clinical course. (Document Room: Clinical syllabi, clinical schedules).

## Curriculum Plan Content

The content of the PN curriculum plan contains an introduction to current federal and state patient care guidelines, current and emerging infectious diseases, emergency preparedness for natural and man-made disasters, impact of genetic research and cloning, end of life care, and legal/ethical aspects of nursing including the Arkansas Nurse Practice Act. (Document Room: Course Content Map)

ASBN Required Content for All Nursing Programs	UA-PTC Program Curriculum Content
<i>Introduction to current federal and state patient care guidelines.</i>	<a href="#">NURS 1112 Nursing Care of Adults I</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>
<i>Current and emerging infectious diseases</i>	<a href="#">NURS 1112 Nursing Care of Adults I</a> <a href="#">NURS 1208 Nursing Care of Adults II</a> <a href="#">NURS 1304 Nursing Care of Mothers, Infants, and Children</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>
<i>Emergency preparedness for natural and man-made disasters.</i>	<a href="#">NURS 1208 Nursing Care of Adults II;</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>
<i>Impact of genetic research and cloning.</i>	<a href="#">NURS 1112 Nursing Care of Adults I</a> <a href="#">NURS 1208 Nursing Care of Adults II</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>
<i>End of life care</i>	<a href="#">NURS 1112 Nursing Care of Adults I</a> <a href="#">NURS 1208 Nursing Care of Adults II</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>
<i>Legal and ethical aspects of nursing, including the <a href="#">Arkansas Nurse Practice Act</a>.</i>	<a href="#">NURS 1112 Nursing Care of Adults I</a> <a href="#">NURS 1503 Nursing Process/Course Review</a>

The PN curriculum plan includes content didactic/clinical courses focusing on caring for persons throughout the life span including cultural sensitivity; restoration, promotion and maintenance of physical and mental health; and prevention of illness for individuals and groups.

<i>Care for persons throughout the life span including cultural sensitivity.</i>	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1503 Nursing Process/Course Review</u>
<i>Restoration, promotion, and maintenance of physical and mental health</i>	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1201 Mental Health Nursing</u> <u>NURS 1503 Nursing Process/Course Review</u>
<i>Prevention of illness for individuals and groups.</i>	<u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1503 Nursing Process/Course Review</u>

### Length of Program

The length of the PN curriculum is twelve (12) calendar months of study (49 credit hours) beginning each fall semester, then extending into the spring, summer I and summer II semesters ([2023-2024 Academic Catalog](#)).

## Theory Courses

Pharmacology and IV therapy, Growth and Development through the Lifespan, Fundamentals of Nursing, Gerontological Nursing and Principles of Management in Long-term Care including Delegation are integrated into the nursing theory courses. Anatomy and Physiology, Nutrition, Nursing of Adults, Pediatric Nursing, Maternal/Infant Nursing, Mental Health Nursing are identified with the name of the course and specialty. (Document Room: Course Content Map)

Anatomy and Physiology	<u>NURS 1704 Body Structure and Function*</u> <i>*BIOL 1303/ BIOL 1103 Structure and Function of the Body or both BIOL 1304/ BIOL 1104 Anatomy and Physiology I and BIOL 1305/ BIOL 1105 Anatomy and Physiology II may be substituted for this course, and they may be taken prior to acceptance into the nursing program.</i>
Nutrition	<u>NURS 1702 - Nutrition in Health and Illness</u> <i>*HLSC 2300 Nutrition may also be substituted for this course, and it may be taken prior to acceptance into the nursing program.</i>
Pharmacology and Intravenous Therapy*	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1201 Mental Health Nursing</u> <u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1503 Nursing Process/Course Review</u>
Growth and Development Throughout the Lifespan*	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1503 Nursing Process/Course Review</u>
Fundamentals of Nursing*	<u>NURS 1112 Nursing Care of Adults I;</u> <u>NURS 1503 Nursing Process/Course Review</u>
Gerontological Nursing*	<u>NURS 1112 Nursing Care of Adults I;</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1503 Nursing Process/Course Review</u>
Nursing of Adults	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1503 Nursing Process/Course Review</u>
Pediatric Nursing	<u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1503 Nursing Process/Course Review</u>
Maternal/Infant Nursing	<u>NURS 1304 Nursing of Mothers, Infants, and Children</u> <u>NURS 1503 Nursing Process/Course Review</u>
Principles of Management in Long-Term Care, including Delegation*	<u>NURS 1112 Nursing Care of Adults I</u> <u>NURS 1208 Nursing of Adults II</u> <u>NURS 1503 Nursing Process/Course Review</u>

## Clinical Experience Areas

PN clinical experiences are varied and progressive throughout the program. Students enrolled in the UA-PTC PN program attend clinical experiences in the areas of Fundamentals of 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. This is accomplished by providing experiences in our clinical partner facilities which provide long term care, acute care, acute care specialty areas/units, community and out-patient services.

## **Simulation as a Substitute for Traditional Clinical Experiences**

Simulation scenarios are used in clinical courses as a substitution for clinical hours and include pre/post work, debriefing, etc. High quality simulation following best practices may be used in lieu of undergraduate clinical hours in NURS 1105, NURS 1205, and NURS 1302. No more than 50% of clinical hours in a course will be simulation. One hour of simulation = 2 hours of clinical. (Ratio 1:2). The college supports or helps to support simulation labs on the main campus and the south site. Funding is available for personnel, travel, and supplies. The program has a position description for the Clinical and Simulation Director which stipulates that the person be academically and experientially qualified and continue to seek professional development in simulation and associated technology. Currently, the Dean oversees the use of simulation in the program. The Dean is academically and experientially qualified. She has multiple years of simulation experience as well as has participated in several SUN conferences and an INACSL conference while teaching at a previous institution. The new simulation instructor has been trained in basic Laerdal mannequin and simulation education in December 2023 with additional plans for further education.

The program receives an annual budget for supplies and travel. The Dean/Director may request additional funds as needed. The college supports or assists in supporting simulation labs in all locations noted above. Requests for resources and equipment are made as needed and plans are made to accommodate in the budget as available. The program has funds in the budget for professional development. Simulation staff have opportunities to attend state, national, and international simulation conferences. Other faculty will receive annual training as needed on site at the college. Simulation is currently only used in clinical courses. Ongoing professional development in the use of simulation and associated technologies is valued in the practical nursing program. The Dean/Director shall plan for professional development annually. Professional development in simulation is ongoing utilizing online and onsite training methods. Current programmatic outcomes are based on the six competencies of Quality and Safety Education for Nurses (QSEN). The competencies are patient-centered care, teamwork and collaboration, informatics, evidence-based practice, safety, and quality improvement. All simulation scenarios and activities incorporate multiple competencies.

Currently, the practical nursing program's plan for simulation includes plans for debriefing, faculty and student orientation, and interprofessional involvement is being developed. Students from the drama courses on campus have been used in previous scenarios as standardized patients. Current faculty have been introduced to INACSL with plans to attend some continuing education.

The practical nursing program is developing evaluation tools for assessing student performance. A plan for regular evaluation of the tools' effectiveness in measuring performance is being developed. Practical nursing students will complete evaluation tools related to their satisfaction following the simulation experience and after each semester in which simulation is used. Outcome data will be reviewed regularly by the faculty/simulation team and presented on a regular basis. Interventions will be determined through collaboration with the dean/director, faculty, and the simulation team based on the outcome data presented.

Simulation is an evolving part of the curriculum in the practical nursing program. The dean/program director shall report on the use of simulation program's annual report and shall be reported in Advisory Committee meetings. Information on interprofessional involvement in simulation shall also be reported annually in the School of Sciences, Mathematics, and Allied Health Executive Meetings.

## J. Program Evaluation

The PN program director and faculty are responsible for program evaluation. Historically, all aspects of the PN program evaluation were developed by the Program Director, then reviewed and revised by the nursing faculty during regularly scheduled discussions as a standing item on the faculty meeting agenda (Document Room: Faculty Agenda and Minutes) to assure quality standards were consistently followed. An ongoing systematic evaluation plan (SPE) was used for the development, maintenance, and revision of all aspects of the program, including curriculum and outcomes. The Program Director and PN faculty developed a detailed and comprehensive system to review each course which included 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. This process was maintained through spring of 2023, but it was discovered that many aspects of program evaluation were not completed during the fall semester of 2023 ([Course Level Reports 2022-2023](#)). A consultant for the PN program was hired in late January 2024, when the previous program director vacated her position, and is currently revising the SPE document to include more detail and is educating new faculty about this process.

### Systematic Evaluation Plan

The systematic plan for evaluation of the PN program incorporates all aspects of the program including the philosophy, graduate competencies, curriculum, policies, resources, facilities, faculty, students, graduates, and employer evaluation of graduates (Attachment: SEP Document) The Systematic Evaluation Plan has been used by the Dean/Program Director to ensure that ongoing evaluation processes and reporting are initiated/submitted in a timely manner. The SEP document is also reviewed in the May faculty meeting each year to determine needed revisions/updates to the document (Document Room: Faculty Minutes). Upon review, the Nursing Consultant found the SEP Document lacked clarity and specificity to fully assess all aspects of program evaluation, and was revised and approved by faculty and the Dean in spring 2024.

### SEP Outcomes

The outcomes of the SEP are used for maintenance and development of the program. Outcomes data is collected by the program director, reviewed during faculty meetings and submitted to the college assessment committee as appropriate. During the fall 2023 semester the dean was made aware of the lack of program oversight by the nursing director. There were no recorded faculty meeting minutes to support the review of the outcomes of the SEP from July 2021 to December 2023. The Dean communicated these findings to the Provost and Chancellor, resulting in the creation of a temporary part-time position for a Nursing Consultant for the PN program. This individual was selected in late January 2024 and was tasked with completing a review of the PN program. To date, recommendations include the need to rebuild the SPE document and follow the processes for review in spring 2024.

## **Post-Graduation Evaluation**

Program completion, job placement, NCLEX pass rates and achievement of program student outcomes are evaluated on an annual basis. This data will be maintained by the Program Director for a minimum of five (5) years. (Document Room: Program Completion NCLEX-pass rates, GSLOs/job placement survey/results). Upon review, a method of documenting job placement rates was not found from 2021 to 2023. A graduate survey that includes this information was submitted to the consultant by the Dean, and it will be distributed to graduates beginning Fall 2024.

## **SEP Review**

The SEP is scheduled to be reviewed/revised annually by the program director and faculty based on ASBN and accrediting body requirements. Faculty meeting minutes were not available to determine if this review was completed during the 2021-2023 academic year(s)? The consultant conducted a review of the 2019 SEP document and determined that it needed to be updated to include more detail. The document draft was shared in the March 2024 Nursing faculty meeting (Document Room: minutes) with plans to share the final draft in the May 2024 faculty meeting.

## **Student Evaluation**

All UA-PTC students are given the opportunity to evaluate courses (including clinical experiences), and faculty near the end of each semester; preceptor evaluations are distributed to the students by the program director at the end of NURS 1503 (Document Room: course/faculty and preceptor evaluations). Results of the faculty/course evaluations are disseminated to the campus portal account for each instructor. The program director receives results for all faculty in the nursing programs. The instructor and the program director should review the evaluation together and develop plans for changes or improvement based on the needs of the program. The program director reviews the instructor evaluations at the end of each semester and includes those results in the annual faculty performance review (Document Room: Faculty Performance Review). The program director also reviews the preceptor evaluations and keeps the results on file in a secure area for five (5) years.

PN graduates have the opportunity to evaluate the overall effectiveness of the program through a survey distributed six (6) months after program completion. These surveys evaluate the degree to which students felt they achieved the program student learning outcomes, and status of employment as a licensed practical nurse (Document Room: Survey). The program director includes this information in the "End of Semester Report" along with program completion data (Document Room: Student Progression Table). Unfortunately, the last record of distribution of the graduate survey was December 2020, and historically has had low response rates. To improve response rates, these surveys will be distributed to students two weeks prior the end of NURS 1503 and then again in six (6) months beginning in the summer of 2024. This evaluation data is normally maintained by the program director at the end of each semester as an "end of semester report" which also includes attrition and program completion data (Document room: Student Progression Table, Course Evaluations).

Additionally, employers of the graduates had the opportunity to complete a follow-up survey evaluating the performance of the PN graduates six (6) months post-graduation (Document Room: Survey), with 2% response rate. To increase the response rates for these surveys, they will be distributed at the annual Nursing Advisory Council meeting whose membership is comprises many employers of the PN graduates. These employers also have the opportunity to express their needs/expectations informally to faculty during visits to

clinical facilities and/or during student clinical experiences. All data is reviewed and incorporated into the curriculum if warranted.

Additional opportunities for student evaluations of UAPTC facilities/resources and clinical sites are distributed annually (Attachments: UAPTC Facilities/Resources and Clinical Site Evaluations).

## **K Student Records**

Official student transcripts are maintained by the [Office of Records](#), and are safely stored and secured to prevent loss, destruction, or unauthorized use. Transcripts are current, and reflect courses in progress as well as courses completed with the semester enrolled and final grade.

The student's final transcript includes the date of admission to UA-PTC, date of separation or graduation from the program, credit hours earned, and certificate awarded. The official transcript is issued with the embossed seal of the College and stamped signature of the Registrar. Official copies of transcripts of the student's complete permanent record can be access/requested by the student as a secured hard copy document or electronically through an [online ordering option](#). Permanent student records are safely stored and secured by the [Office of Records](#) to prevent loss, destruction, or unauthorized use

Current program records are maintained securely according to UA-PTC policies in compliance with federal and state guidelines. UA-PTC adheres to the Family Educational Rights and Privacy Act (FERPA) and requires faculty and staff with direct access to student records to attend annual mandatory FERPA training to ensure strict compliance in handling of confidential student information.

Official transcripts are received from the student as part of the application to the program, and records are scanned and maintained in AppXtender until the selection process is completed. If the student is selected and accepts a position in the program, these files continue to be maintained until the student either completes or separates from the program. Files for students who were not selected or students who did not enroll after acceptance are shredded/destroyed. Files for students currently admitted to the program contain application documents, copies of transcripts, personal correspondence, admission correspondence, clinical and didactic progress, and personal consultation/conference notes. These files/ records are located in locked file 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 or separates from the program and subsequently shredded.

**Table 1**

**Comparison of Program Student Learning Outcomes, PN Philosophy, QSEN Competencies and Institutional Student Learning Outcomes**

Program Student Learning Outcomes	PN Philosophy	QSEN Competencies	Institutional Student Learning Outcomes
<p>Incorporate <b>best practices based on current evidence</b>, patient/ family preferences, and <b>values</b> into delivery of optimal care.</p>	<p>Nursing care focuses on unmet needs of individuals and groups with the prioritization of needs based on a <b>logical decision-making model</b>. Although a variety of developmental theories exist, <b>Erikson’s theory</b> is used as a basis for describing growth and development throughout the practical nursing program. The practical nurse demonstrates integrity, professionalism, responsibility, accountability, ethics, and professional <b>values</b> in the provision of care.</p>	<p><b>Evidence Based Practice</b></p>	<p>3. communicate effectively with diverse audiences in multiple contexts. <b>(Communication)</b> 4. Apply critical thinking skills to achieve a desired goal. <b>(Critical Thinking)</b> 5. Use quantitative methods to solve problems. (Quantitative Reasoning) 6. Demonstrate awareness of cultural differences (Cultural Awareness)</p>
<p><b>Collaborate</b> within nursing and <b>healthcare teams with open communication, mutual respect, and shared decision-making</b> in delivery of optimal care.</p>	<p>An individual can meet some needs independently, but may require <b>interactions with health team members</b> in order to meet needs that affect risk reduction, disease prevention, health promotion, and require health teaching and advocacy. Practical nurses function as a member of a health care team and are responsible for accurate and professional <b>communication with all members of the health care team</b>.</p>	<p><b>Teamwork Collaboration</b></p>	<p>7 Demonstrate career readiness skills. <b>(Professionalism)</b></p>
<p>Provide compassionate and coordinated care based on <b>respect for</b> patient/ family preferences, <b>values</b> and needs.</p>	<p>Individuals are also members of various <b>cultures</b>. An individual’s <b>culture</b> affects all aspects of how nurses intervene to address human needs. Respect for culture and diversity are fundamental to <b>patient centered care</b>. The practical nurse demonstrates integrity, professionalism, responsibility, accountability, ethics, and professional <b>values</b> in the provision of care.</p>	<p><b>Patient Centered Care</b></p>	<p>6. Demonstrate awareness of cultural differences. <b>(Cultural Awareness)</b></p>

Use <b>data</b> to monitor and improve the <b>quality</b> and safety of patient care.	The focus on health within the practical nursing curriculum is on <b>commonly recurring health problems</b> and health promotion. Commonly recurring health problems are disorders or diseases frequently evident in individuals receiving nursing care. <b>Health teaching needs are based on identified risk factors and prevention.</b>	<b>Quality Improvement</b>	2. Appropriately apply a variety of technology tools within one's discipline. <b>(Technology Literacy)</b>
Use <b>safety</b> standards to minimize risk of harm to patients and providers.	The faculty believe that nursing practice centers on the following competencies: Informatics, Teamwork and Collaboration, Quality Improvement, Patient-Centered Care, <b>Safety</b> , and Evidence-Based Practice. These competencies form the foundation of the student learning outcomes. <b>Safety</b> and competency in medication administration, psychomotor, and clinical decision-making skills are required components of practice.	<b>Safety</b>	1. Analyze information from credible sources. <b>(Information Literacy)</b> 4. Apply critical thinking skills to achieve a desired goal (Critical Thinking) 5. Use quantitative methods to solve problems (Quantitative Reasoning)
Demonstrate understanding of <b>information</b> and <b>technology</b> to communicate and support decision making in delivery of optimal health care.	The nurse uses <b>technology</b> in knowledge attainment, delivery of care, documentation of nursing care, and communication.	<b>Informatics</b>	1. Analyze information from credible sources. <b>(Information Literacy)</b> 3. Communicate effectively with diverse audiences in multiple contexts. <b>(Communication)</b>

**Table 2**

**Selected Policy Comparison of the UA-PTC Faculty Handbook and Practical Nursing Faculty Handbook**

<b>UA-PTC Faculty Handbook</b>	<b>Practical Nursing Faculty Handbook</b>
Mission, Values, Vision (pg 1.10)	PN Program Philosophy Section F
Faculty Workload (pg 2.30)	Faculty/Student Ratio Section D
Faculty Campus Presence (pg 2.36)	Faculty Attendance Section D

**Table 3**  
**Selected Policy Comparison of the UA-PTC Student Handbook**  
**and PN Program Student Handbook**

UA-PTC Student Handbook	PN Program Student Handbook
Academic Appeals (pg 44-46)	Academic Due Process (pg 10)
Dishonesty, Plagiarism, Cheating (pg 31-32)	Academic Integrity (pg 11)
Disability Services (pg 9)	Accommodation Policy (pg 12)
Attendance (pg 47-48)	Online/In-person Class Attendance (pg 18)

**Table 4**  
**Sequential Ordering of Courses Table**  
*Clinical Credit Hours: 1-hour credit = 37.5 clock hours*

Semester I Fall	Credit Hours	Course Content
HIMT 1301 Medical Terminology	1	Provides an introduction to the language of medicine. Emphasis is on terminology of all anatomical body systems, roots of words, suffixes, prefixes, and correlation with basic anatomy and physiology classes.
NURS 1105 Clinical Nursing I	5	Clinical component introducing practical procedural skills, basic nursing principles and the care of the older adult/geriatric client. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered, including basic medication administration.
NURS 1112 Nursing Care of Adults I	12	Theory course introducing the nurse's role in the delivery of patient centered care as a member of a multidisciplinary team with an emphasis on the growth and development in older adult/geriatric population. The content includes fundamental knowledge, skills, and attitudes needed to provide safe and effective nursing care, and prevention of disease in patients suffering from chronic health problems/physical changes requiring acute and long-term management. The student is also provided with an introduction to cultural considerations, pharmacology, physical and environmental safety, evidence-based practice, legal/ethical principles, quality improvement, and informatics.
NURS 1704 Body Structure and Function  ** BIOL 1303/1103 OR BIOL 1304/1104 AND BIOL 1305/1105 may be substituted for NURS 1704*	4	This course includes anatomy and physiology of the human body and its systems. It provides the student with a foundation for understanding the principles of maintaining positive health as well as understanding deviations from normal within a healthcare context.

Semester II Spring	Credit Hours	Course Content
NURS 1201 Mental Health Nursing	1	Provides an introduction of mental health/mental illness across the lifespan and communication with patients, families, and the health care team. Principles of conflict management, care/prevention of such conditions, symptom management, and patient advocacy are discussed.
NURS 1205 Clinical Nursing II	5	Clinical component with an emphasis on clients with mental health disorders and clients with medical and surgical problems. As the student progresses through the clinical areas, patient assignments will pertain to the body system and disease processes being studied in Nursing Care of Adults and Mental Health Nursing. Nursing care is delivered with a focus on specific standards of care for the diagnosis of the patient. Procedures learned in Nursing Care of Adults I continue to be performed with emphasis on adaptations necessary for the medical or surgical client, and the client with mental health disorders.
NURS 1208 Nursing Care of Adults II	8	Theory course with content focusing on care of the Middle-Aged Adult using patient-centered care and the evidence for planning priorities based on the health problems, symptoms, and patient/family beliefs and values. Students are introduced to acute and chronic conditions that require multidisciplinary management. The course content includes the study of common conditions of the medical surgical client using a body systems approach of study. Included in each system's study are the cultural influences on nursing, nutritional needs of the client, pharmacological issues and special needs of the middle-aged adult. The course also includes the study of current and emerging infectious disease, bioterrorism disease issues and emergency preparedness for natural and man-made disasters in today's society.
NURS 1702 Nutrition in Health and Illness  **HLSC 2300 may be substituted for NURS 1702**	2	Includes the principles of good nutrition for all age groups and the principles of modifications for therapeutic purposes. The nutritional concepts are integrated throughout the entire curriculum.

<b>Semester III Summer Session I</b>	<b>Credit Hours</b>	<b>Course Content</b>
NURS 1302 Clinical Nursing III	2	Clinical component providing an emphasis on care of the mother, infant, and child. Students will deliver individualized nursing care and administer medications under supervision.
NURS 1304 Nursing Care of Mothers, Infants and Children	4	Provides an introduction to the nursing of mothers, infants, and children. The obstetrics portion of the course content includes the principles and practices of nursing care during prenatal, labor, delivery, post-partum and neonatal periods emphasizing normal obstetrics. Specific content includes history and trends in family-centered childbearing, prenatal care and adaptations to pregnancy and the nurse's role in reproductive health and nursing care during labor and birth to include care of the newborn. The pediatric portion includes the principles of growth and development, nursing the infant through adolescence, the behavior of well and sick children, common diseases of children/adolescents and client/family teaching. The course also incorporates the signs and symptoms of child abuse and neglect and the role of the nurse as a mandatory reporter.

<b>Semester IV Summer Session II</b>	<b>Credit Hours</b>	<b>Course Content</b>
NURS 1503 Nursing Process/Course Review	3	Provides the student with a review of the nursing process in preparation for the actual practice of practical nursing. The course also provides insight into development of a study plan for the NCLEX exam. Completion of a two-day PN NCLEX Review Course is a required component of the course. Also included is a pharmacology review and NLN exam. The role of the practical nurse related to delegation of patient care, patient confidentiality and the role of the nurse as a mandatory reporter are reiterated. Additional content provides the student with information and explanation of the Arkansas Nurse Practice Act and the NCLEX application process.



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

**Medication Assistant Certified (MA-C) Training Program**

**ASBN Survey Report**

**December 2022**

## 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 2020. The next scheduled accreditation visit by HLC will occur during the year 2029-2030.

[Accreditation Verification](#)

### 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 supports 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 the 14<sup>th</sup> 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 in February 2017 and became University of Arkansas- Pulaski Technical College.

The [College Organizational Chart](#) indicates the lines of authority and relationships with administration; School of Math, Science, and Allied Health; the Medication Assistant- Certified program, and other schools within the college. The Medication Assistant-Certified 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 services, and practical nursing. Some of the allied health programs grant an associate degree: however, the medication assistant program grants a certificate of completion. This is justified by the educational track for medication assistant 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 medication assistant-certified, mandate some differences. Opportunities for representation on college committees and shared governance are distributed equally based on the shared governance structure.

The Dean of the School of Math, Science, and Allied Health is Talayia Johnson. The Program Director reports to the Dean and serves as chief administrator and Primary Instructor of the medication assistant

program. The MA-C program will have a dedicated part-time instructor that will be assigned to both classroom and clinical sections of the program.

## Financial Resources

Financial resources for the medication assistant-certified program are sufficient and allow for effective operation of the program. The 2022 MA-C budget is based on a twelve-month fiscal year. Resources needed for the program are discussed with faculty on an ongoing basis. The program director follows the process set forth by college administration. When the budget is defined, it is presented to the Board of Trustees for approval.

### Estimated Start Up Costs

\$0 Classroom - Space currently available in Allied Health Bldg

\$8,000 Lab - Convert current computer lab to MAC Lab. Cost is for sink and installation

Equip & Supplies - Beds, mannequins, medication carts, practice/demo meds, infection control supplies, etc

\$50,000

\$0 Accreditation Fee - None at this time

\$58,000 Estimated Total Start Up Costs

\$47,250 Salary - 1 Faculty @ 11 months

\$16,065 Benefits - Estimated @ 34%

\$7,000 M&O

\$900 Student Insurance

\$700 MISC - Contingency based on unknown costs of new program

\$12,300 Student Exams - To be covered by the proposed \$205 MAC Testing Fee

\$71,915 Estimated Yearly Operating Costs

## **Facilities**

### **Classrooms and Laboratories**

Instructional and non-instructional spaces are adequate to support the achievement of MA-C education learning outcomes and meet the needs of faculty, staff, and students. The Allied Health Education Complex (AHEC) building and the Administration A building provides physical resources such as faculty offices, computer labs, classrooms, and skills laboratories to meet the needs of students, faculty, and staff. Classrooms and laboratory spaces are designed and appropriately equipped for effective instruction of the MA-C program. The skills labs contains 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 has measuring liquid medications, administering ear and eye drops, and identifying various forms of oral medications. The simulation laboratory has a defibrillator and medication carts. A Pyxis machine is located in AHEC 200 for practice with real world technology related to medication administration.

The climate-controlled, well-lit classroom in the Administration A building can accommodate up to 25 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 Administration A Building and the AHEC building have wireless capability and the AHEC building has a computer lab that is available for student use. The on campus Ottenheimer library has a computer lab on the first floor and the second floor to accommodate medication assistant-certified 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. Current classrooms are sufficient to accommodate medication assistant-certified students. Facilities are in compliance with applicable local, state, and federal rules and regulations related to safety and the Americans with Disabilities Act. 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 as the budget allows.

### **Offices**

The Medication Assistance-Certified 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 a minimum of one student and is adequate for privacy, student counseling, and has a 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 medication assistant-certified program has a designated clinical site for the MA-C student learning experiences. The faculty and director believe that the facility is adequate in variety to meet the course learning objectives, are adequately and appropriately staffed, and provide excellent professional preparation opportunities for students. MA-Cs participate in long-term care clinical experiences during the course of the program.

Written Agreements (contracts) will be in place for the facility that the MA-C program utilizes. This will be a newly executed contract 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. MA-C students are oriented to the long-term care facility for clinical experience. The facility the students attend is listed in the table below. In the facility, MA-C students are oriented to the unit or areas in which they will be assigned. MA-C 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
Cottage Lane Health & Rehab	Little Rock, AR	Long-Term Care/Medical, & Geriatrics

## Personnel

### Program Director

Christa Jones, MSN, RN, is the program director of the University of Arkansas-Pulaski Technical College Medication Assistant-Certified program. She is a registered nurse in the State of Arkansas with a current unencumbered license (AR# R104931). Christa is experientially qualified for the position bringing six (6) years of experience including multiple years of clinical practice in critical care, out-patient care, and four (4) years of education experience which includes gerontology and long-term care. Christa holds a baccalaureate degree in nursing from University of Arkansas in Little Rock and a master's in nursing education from Chamberlain University. The college (UAPTC) provides Christa with adequate time to fulfill her role. Christa is authorized to complete all aspects of the role and accomplish the mission, goals, and expected student and faculty outcomes.

### Instructor

All instructors for the MA-C program are expected to follow all requirements stated in the College and Nursing Faculty Handbook. All MA-C instructors will hold a current unencumbered registered nurse license in the state of Arkansas. Instructors will have at least two (2) years of clinical experience and/or education experience in long-term care. Documentation of credentials for the MA-C 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. The instructor will be onsite and available at all times during the student's clinical experience.

### **Faculty Orientation**

The Faculty Orientation checklist has been newly formed and new faculty are working through the process. 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 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 long-term care setting where students are providing direct patient care, the ratio is one faculty member to six students (1:6).

### **MA-C Support Staff**

The Medication Assistant-Certified program shares a full-time administrative assistant and an advising coordinator available to meet the needs of the MA-C program and four (4) additional programs. Effort is being made to provide additional support that is scheduled and more consistent.

## **Students**

The Medication Assistant-Certified Program at University of Arkansas-Pulaski Technical College is seeking approval by the Arkansas State Board of Nursing. The MA-C program is an eight (8) week certificate of completion program beginning in January and ending in March, and so on and so forth every eight (8) weeks throughout the fall and spring semesters.

After completion. Students are eligible to apply for the state certification examination. Classroom instruction is supplemented with clinical experiences in areas of long-term care. Specified course requirements may be found in the UA-PTC catalog. A MA-C student handbook will be available and accessible on the UAPTC website and Blackboard. Acceptance into the UA-PTC Medication Assistant-Certified Program is highly competitive with 12 positions each eight (8) weeks.

A student must be 18 years of age and a high school graduate or have passed the GED test to apply. Student 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.

In order to be certified as a medication assistant- certified, the student must submit to the Arkansas State Board of Nursing written evidence that the applicant is:

1. Is currently listed in good standing on the state's certified nurse aide registry;

2. Has maintained registration on the state's certified nurse aide registry continuously for a minimum of one (1) year;
3. Has completed at least one (1) continuous year of full-time experience as a certified nurse aide in this state;
4. Is currently employed at a designated facility;
5. Has a high school diploma or the equivalent;
6. Has successfully completed a literacy and reading comprehension screening process approved by the Board;
7. Has successfully completed a medication assistant-certified training course approved by the Board, and;
8. Has successfully passed a Board approved certification examination on subjects the Board determined; or
9. Has completed a portion of a nursing education program equivalent to the medication assistant person training course and passed the Board's medication assistant certification and is otherwise qualified.

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination. **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.**

#### **MA-C Admissions Criteria**

To be considered for admission into this program, you must meet the following criteria:

- Be a current student at UA-PTC
- Be at least 18 years of age
- Submit a high school transcript or GED certificate with graduation/completion date
- Submit ACT/COMPASS/Accuplacer scores
- Submit immunization records providing proof of 2 MMR vaccinations
- Submit transcripts from all institutions of higher learning that you have attended
- If you are offered acceptance into the MA-C program, you must pass a criminal background check and drug screen.
- Must have successfully completed all developmental courses.

## **MA-C Readmission Criteria**

Students who fail or drop the program, may request readmission the following eight (8) week course by completing the Request for Medication Assistant-Certified Admission for the term. 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 course will be made by the Program Director.

## **Training Program**

The MA-C curriculum development is the responsibility of the Program Director and faculty. MA-C Program Director and faculty collaborate their responsibilities for the evaluation of courses in the MA-C program. 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 MA-C curriculum plan is organized to reflect the philosophies of UA-PTC, the Medication Assistant-Certified Program and the Medication Assistant- Certified program outcomes. The MA-C program outcomes are aligned to course learning outcomes, keeping in mind the program philosophy in order to achieve the end product. Professional medication assistant standards, such as American Association of Medical Assistants, AAMA, serve as a foundation for the program mission and program student learning outcomes. The completion competencies and course outcomes are listed in the MA-C Student Handbook. The training program includes a curriculum and learning experiences essential for the expected entry level and scope of work of the MA-C.

The MA-C program would have a minimum of one hundred (100) hours to include forty-five (45) hours of didactic study, fifteen (15) hours of skills lab practice, and forty (40) hours of supervised progressive clinical.

## **Didactic Content**

The role and scope of work of the MA-C includes but is not limited to administered prescribed medications; observe and report patient reactions and side effects; perform related emergency and recording duties under the supervision of nurses and/or physicians. MA-Cs are legally and ethically obligated to comply with the rules set forth by the Arkansas State of Board of Nursing Chapter Eight (8) Rules. MA-Cs are taught basic principles of medication properties that include but is not limited to implications of administration, and therapeutic effects, along with patient reactions, side effects, adverse reactions, and precautions. MA-Cs are also taught basic principles of medication administrations including but not limited to safety, infection control, communication with nursing supervisors, medication administration documenting skills. MA-C students are educated on appropriate reporting of changes in clients' condition at appropriate nursing supervisor.

## **Clinical Content**

The skills laboratory will include activities that focus on elderly clients in nursing home. These skills included but are not limited to checking vital signs prior to medication administration; documentation on paper and electronic medication administration records; measuring appropriate doses of liquid and semiliquid medications; proper instillation of eye/ear/vaginal/rectal/sublingual medications; and cardiopulmonary resuscitation.

There will be considerations given to safety, patient acuity, and the clinical area when determining the necessary faculty to student ratio for each clinical experience. The faculty to student ratio will be no greater than 1 faculty member to six (6) students per each skills lab and clinical experience. A clinical instructor will provide direct supervision of MA-C students during the first twenty-four (24) hours of progressive clinical experience. A preceptor may supervise the remaining clinical hours.

## **Course Syllabi**

Written syllabi for the MA-C course show progression of the curriculum throughout the program with course learning outcomes consistent with those of the UA-PTC Medication-Assistant Certified program. Please refer to the attached Lesson Plans.

## **Grading Scale**

The student is required to pass all course work with a 77% "C" or above to complete the program and receive a certificate of completion. This includes the theory and clinical course. Failure to pass the theory or clinical course with a 77% or higher will result in failing the course and dismissal from the program.

Grades are as follows:

A = 92-100%

B = 85-91%

C = 77-84%

D = 70-76%

F = 69-0%

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, and time management. Documentation may include but is not limited to: medication information sheets, medication administration sheets, observation notes, and case studies as assigned. The student is required to maintain a 77% "C" in 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 an Unsatisfactory (U) or Satisfactory (S) for 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.

### **Preceptors**

The UA-PTC Medication Assistant-Certified Program will implement the use of one (1) preceptor for the eight (8) week academic course. Those willing to serve as preceptors for the medication assistant student shall be licensed to practice nursing in Arkansas and will have a minimum of 1-year recent experience in a nursing home. Preceptors may be used for the last 16 hours of the clinical experience. The ratio of preceptor to student shall not exceed a 1:1 ratio at any time. A preceptor agreement will be in place prior to the start of the preceptorship. The agreement will outline expected duties, roles, responsibilities of the student and the preceptor. The preceptor will communicate with the instructor and the Program Director. Preceptors will be provided an avenue to participate in the evaluation process. All preceptors will be listed in the annual report.

### **Program Evaluation**

The MA-C Program Director and faculty are responsible for program evaluation. The nursing curriculum is developed, implemented, and evaluated by the Program Director and MA-C faculty. The faculty will regularly review 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. MA-C 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, content, assignments, learning tools, and consistency between course and clinical outcomes and course and clinical evaluations.

Students are encouraged to evaluate courses, instructors, preceptors, 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, clinical, and program evaluations. Students exiting the MA-C program are encouraged to meet with the Program Director to discuss reasons for discontinuing their education and plans for program reentry. (See Program Evaluations)

## **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 MA-C 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 completes the program and subsequently shredded. Transcripts of all students enrolled in the MA-C 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 third 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.

**Medication Certification Assistant**  
**Systematic Plan of Evaluation**

**Standard A: Administration and Organization**

**Expected Level of Achievement:**

- **100% of Minimum Standards met and agreed on by MA-C faculty committee when appropriate.**

PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>A.1</b> Institutional Accreditation – The parent institution shall be approved by the appropriate state body.	College wide	Continuously	The next Higher Learning Commission Reaffirmation of Accreditation is scheduled for 2029-2030.	Accreditation letter on file and on college website.	Continuation of current college wide activities and assessments
<b>A.2a</b> The parent institution shall be a post-secondary educational institution, hospital, or consortium of such institutions.	College Administration	Continuously	The next Higher Learning Commission Reaffirmation of Accreditation is scheduled for 2029-2030.	Accreditation letter on file and on college website.	The Higher Learning Commission is an accreditation body for post-secondary education.
<b>A.2b</b> Institutional Organization – The institutional organizational chart shall indicate lines of authority and relationships with administration, the program, and other departments.	College Administration	Reviewed and revised yearly and as needed by college administration	College Administration team review	Updated September 2022	None
<b>A.3a</b> Program Organization – The program shall have a current organizational chart.	PN Program Director	Reviewed and revised yearly By PN Program Director	Reviewed December 2022	Organizational Chart in PN Policy Manual and Workday	None
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<b>A.3b</b> Program Organization – The program shall have specific current job descriptions for all positions.	PTC Admin, PN Program Director and Human Resources	Reviewed with recommended updates to HR yearly	Reviewed December 2022	Last reviewed in December 2022	None
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**Standard B: Resources**

**Expected Level of Achievement:**

- 100% of Minimum Standards met and agreed on by MA-C faculty committee when appropriate.

PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>B.1a</b> Financial Resources – There shall be adequate financial support to provide stability, development and effective operation of the program.	Board of Directors, Administration, Dean, Program Director	Yearly budget July 1- June 30 of each fiscal year	Chancellor’s budget committee meets to review requests submitted by each School/Department/Program  Evaluation of budget effectiveness at the end of each budget year by Dean & Program Director	Program Director submitted proposed budget for the 2022-2023 fiscal year. The budget was adjusted and approved	None
<b>B.1b</b> Financial Resources – The director of the program shall administer the budget according to parent institutional policies.	The program director administers budget via administrative budget policy	Budget recommendation is made each spring by program director and submitted to Dean for review by the Chancellor’s budget committee	Evaluation of budget effectiveness at the end of each budget year by Dean & Program Director	Program Director submitted proposed budget for the 2022-2023 fiscal year. The budget was adjusted and approved	None
<b>B.1c</b> Financial Resources – The director shall	The program director administers	Nursing Faculty involvement in budgeting	Administrative Policy, departmental/program	MA-C Faculty minutes	None

make budget recommendations with input from the faculty and staff.	budget via admin budget policy	process is documented via MA-C Faculty Committee minutes	budget done each Spring by Program Director	address budgeting and departmental purchases	
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**Standard C: Facilities**

**Expected Level of Achievement:**

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PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>C.1a</b> Classrooms and Laboratories – Each program and satellite campus shall have a clinical skills laboratory equipped with necessary educational resources.	Administration, Physical Plant Program Director	Ongoing	Accreditation surveys and nursing faculty recommendations  The next Higher Learning Commission Reaffirmation of Accreditation is scheduled for 2029-2030.	Current accreditation; Adequate Classroom and Laboratory space. Classroom space was expanded to accommodate the growing program.	None
<b>C.1b</b> Classrooms and laboratories shall be: 1. Available at the scheduled time 2. Adequate in size and number of students 3. Climate controlled, ventilated, lighted, and 4. Equipped with seating, furnishings and equipment conducive to learning and program goals.	Program Director; Facilities Management; Administration	Ongoing	Class schedule Reviewed and scheduled prior to the beginning of each academic semester.	Adequate Classroom and Laboratory space	None
<b>C.1c</b> Adequate storage space shall be available.	Dean of Science, Math, Allied Health and Program Director	Ongoing	Visual assessments	Adequate Space is available for storage	None

<b>C.1d</b> Facilities shall be in compliance with applicable local, state, and federal rules and regulations related to safety and the Americans with Disabilities Act.	Program Director; Facilities Management; Administration	Ongoing	Visual assessment; Maintenance schedules	In compliance	None
<b>C. 2a</b> The director of the program shall have a private office.	Program Director; Facilities Management; Administration	Ongoing	Visual assessments	In compliance	None
<b>C. 2b</b> Faculty members shall have adequate space to complete duties of their positions and provide uninterrupted work and privacy for conferences with students.	Program Director; Facilities Management; Administration	Ongoing	Visual assessments	In compliance	None
<b>C. 2c</b> There shall also be adequate: 1. Office space for clerical staff 2. Secure space for records, files, equipment, and supplies, and 3. Office equipment and supplies to meet the needs of faculty and clerical staff.	Program Director; Facilities Management; Administration	Ongoing	Visual assessments	In compliance	None
<b>C. 3a</b> Clinical facilities and sites shall provide adequate learning experiences to meet course objectives.	Program Director	Ongoing	Clinical evaluations, student feedback, faculty feedback; Program Director visits to clinical sites	In compliance	None
<b>C. 3b</b> Clinical sites shall be adequately staffed with health professionals	Program Director and Hospital Administration	Ongoing	Visits, Faculty and Student Feedback, Clinical Evaluations	In compliance	None

<b>C.3c</b> Clinical Facilities – The program shall have a current and appropriate written agreement with each clinical site.	Program Director; Legal Department	Yearly	All clinical affiliations updated and renewed each year	Done and on file	Renewed for Fall 2022
<b>C. 3d</b> Written agreements shall include a termination clause and be reviewed annually.	Program Director; Legal Department	Yearly	All clinical affiliations updated and renewed each year	Done and on file	Renewed for Fall 2022
<b>C.3e</b> Clinical Facilities – Students shall receive orientation to each clinical site.	Clinical Instructor and/or Hospital Nurse Educator	Before each rotation	Clinical Facilities Orientation Policy reviewed December 2022	Yearly policy review	None

Standard D: Personnel					
Expected Level of Achievement:					
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PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>D.1a</b> Program Director – The program director shall have a current unencumbered registered nurse license to practice in Arkansas and be employed full time.	Dean of Science, Math, and Allied Health	Every two years	Current licensure renewed and forwarded to Dean and HR every two years	Current	None
<b>D.1b</b> Program Director – The practical nursing program director shall have a minimum of a baccalaureate degree in nursing. Directors appointed prior to January 1, 2004, shall be exempt for the duration of their current position.	Dean of Science, Math, and Allied Health, Human Resources	Upon Hire	Copy of Transcripts kept in HR	Met	None
<b>D. 1c</b>		Upon Hire	Resume and Interview Process	Met	None <b>24</b>

Updated

The program director shall have previous experience in clinical nursing practice and/or education.	Human Resources; Dean of Science, Math, and Allied Health				
<b>D. 1d</b> The program director's primary responsibility and authority shall be to administer the nursing program. 1. The program director shall be accountable for program administration, planning, implementation, and evaluation. 2. Adequate time shall be allowed for relevant administrative duties and responsibilities.	Human Resources, Dean of Science, Math, and Allied Health, College Administration	Continuous	Job Descriptions; Job Expectations	In compliance	None
<b>D. 1e</b> The program director shall verify the applicant has completed the program.	Program Director; Records	March, May, October, and December of every year	Policies and Procedures Review	In compliance	None
<b>D.2a</b> Faculty and Assistant/Adjunct Clinical Instructors – Faculty shall hold a current unencumbered registered nurse license to practice in Arkansas.	Program Director	Every two years	Current licensure renewed and forwarded to Program Director every two years	Current	None
<b>D. 2b</b> Faculty shall have had previous at least two years previous experience in clinical nursing at or above the education program level.	Human Resources; Program Director	Upon Hire	Transcripts and Resumes, Interview process	Met	None
<b>D. 2c</b> Faculty and assistant clinical instructors in the MA-C program shall hold a current unencumbered registered nursing license in the state of Arkansas and at least two (2) years of clinical	Human Resources; Program Director	Upon Hire	Transcripts and Resumes on File	Met	None

or education experience in long-term care.					

**Standard E: Personnel**

**Expected Level of Achievement:**

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PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>D.2d</b> Faculty and Assistant Clinical Instructors – All faculty shall maintain education and clinical competencies in areas of instructional responsibilities.	Program Director	Yearly	Instructor Profiles to Program Director for review each year	All Profiles are up to date	None
<b>D.2e</b> Faculty shall be organized with written policies, procedures, and, if appropriate, standing committees.	Program Director; Faculty	Yearly	Yearly Policy Review	Ongoing updating and review	Ongoing updating and review
<b>D.2f</b> Faculty policies shall be consistent with parent institutional policies.	Program Director; Dean of Science, Math, and Allied Health; Faculty	Yearly	Yearly Policy Review	In compliance	None
<b>D.2g</b> Program specific policies shall be developed by MA-C faculty.	Program Director; Dean of Science, Math, and Allied Health; Faculty	Yearly	Yearly Policy Review	In compliance	None
<b>D.2h</b> Faculty and Assistant Clinical Instructors – A planned program specific orientation for new faculty shall be in writing and implemented.	Program Director	Yearly policy review	Policy review in December 2022	Policy consistent with minimum standard-each new faculty will complete nursing faculty orientation	Working to improve orientation to better meet needs of the new faculty who have little teaching experience.
<b>D.2i</b> Faculty and Assistant Clinical Instructors – Consideration shall be given to safety, patient acuity, and the clinical area in determining the appropriate nurse-to-patient ratio necessary faculty to student ratio for clinical experiences. The faculty to student	Program Director	Yearly policy review	Policy review in December 2022	Policy consistent with minimum standard Ratio 1:6 long-term care	None

ratio in clinical experiences shall be: In the non-acute care setting where students are providing direct patient care the ratio is one faculty member to ten students (1:6).					
<b>D.3a</b> Support Staff – There shall be secretarial designated support staff sufficient to meet the needs of the program.	Dean of Science, Math, and Allied Health	Ongoing to maintain FTE	Ongoing reassessment	Allied Health Administrative Assistant III is used throughout all allied health programs.	None
<b>D.4a</b> Admission and readmission criteria shall reflect the program policy and requirements of state board of nursing and meet standards to apply for licensure.	Program Director; Faculty	Yearly	Policy Review and Arkansas State Board of Nursing Chapter 8 Rules	Policy reviewed December 2022	None
<b>D.4b</b> Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination.	Program Director; Faculty	Yearly	Policy Review	Policy reviewed December 2022	None
<b>D.4c</b> Documentation of high school graduation or an equivalent, as determined by the appropriate educational agency, shall be an admission requirement.	Program Director; Faculty	Yearly	Policy Review	Policy reviewed December 2022	None
<b>D.4e</b> Progression and Graduation – There shall be written policies for progression and graduation of students.	Program Director	Yearly	Policy Review	Policy reviewed December 2022	None
<b>D.4f</b> Student Services – Academic and financial aid services shall be accessible to all students.	College administration	Ongoing	The next Higher Learning Commission Reaffirmation of Accreditation is scheduled for 2029-2030.	Student Services and Financial aid hold regular office hours that are accessible to both day and evening students.	None
<b>D.4g</b> If health services are not available through the parent institution, a plan	Administration; Student Services; Dean of Science, Math, and Allied	Ongoing	Review process and procedures	Currently in contact with other UA schools to set up an agreement.	Needs further discussion and work toward an agreement.

for emergency care shall be in writing.	Health; Program Director				
<b>D.4h</b> If health services are not available through the parent institution, a plan for emergency care shall be in writing.	Administration; Student Services; Dean of Science, Math, and Allied Health; Program Director	Ongoing	Review process and procedures	Currently in contact with other UA schools to set up an agreement.	Needs further discussion and work toward an agreement.
<b>D.4i</b> There shall be provision for a counseling and guidance program separate from nursing faculty.	Administration; Student Services; Dean of Science, Math, and Allied Health; Program Director	Ongoing	Review of available student services	On campus Counseling services currently sees students.	None
<b>D.4j</b> Appeal Policies: Appeal policies shall be in writing and provide for academic and non-academic grievances.	Administration; Student Services; Dean of Science, Math, and Allied Health; Program Director	Ongoing	Review policies and procedures	Appeal policies are located in the Academic Catalog	None

Standard E: Training Program					
Expected Level of Achievement:					
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PLAN				IMPLEMENTATION	
Component	Responsible Person(s)	Frequency of Assessment	Assessment Method(s)	Results of Data Collection and Analysis	Actions for Program, Development, Maintenance, or Revision
<b>E.1a</b> The education program shall include curriculum and learning experiences essential for the expected entry level and scope of practice – a. Curriculum development shall be the responsibility of the program director and nursing faculty.	Program Director and Nursing Faculty	Yearly	Curriculum Plan review by faculty in faculty meeting	Updated Fall 2022; ongoing Review	None
<b>E.1b</b> Curriculum plan shall be organized to reflect the philosophy and graduate competencies.	Program Director and Nursing Faculty	Yearly	Student Evaluations; Faculty feedback; changes in standards	Updated Fall 2022; ongoing Review	None
<b>E.1c</b> The length of the medication assistant-certified curriculum shall be eight (8) weeks in length including forty-five (45) hours of didactic content, fifteen (15) hours skills lab,	Program Director and Nursing Faculty	Yearly	Student Evaluations; Faculty feedback; changes in standards. Curriculum Plan reviewed by faculty in faculty meetings	Updated Fall 2022; ongoing Review	None

and forty (40) hours clinical					
<b>E.2a</b> Didactic content aligns with the requirements set forth by the Arkansas State Board of Nursing for Medication Assistant-Certified candidates	Program Director and Nursing Faculty	Yearly	Curriculum Plan reviewed by faculty in faculty meetings	Reviewed December 2022	None
<b>E.3a</b> Clinical content includes skills focusing on appropriate setting focused on long-term care	Program Director and Nursing Faculty	Yearly	Curriculum Plan review by faculty in faculty meeting	Reviewed December 2022	None
<b>E.3b</b> Faculty to student ratio shall not exceed one (1) faculty member to six (6) students	Program Director and Nursing Faculty	Ongoing	Policy Review	Reviewed December 2022	None
<b>E.3c</b> Clinical instructor will provide direct supervision during the first twenty-four (24) hours of clinical experience. Preceptor may supervise remaining clinical hours	Program Director and Nursing Faculty	Yearly	Policy Review	Reviewed December 2022	None
<b>E.4a</b> Courses shall have written syllabi indicating learning experiences and requirements.	Program Director and Nursing Faculty	Each Semester	College level standard syllabi used as a base. Changes are made based on policies and procedures review-refer to Lesson Plan	Syllabi are available for all courses. New information added as needed.	None
<b>E.5a</b> Grading scale utilized for both didactic and clinical will be in writing.	Program Director and Nursing Faculty	Each Semester	Policy Review	Reviewed December 2022	None
<b>E.5b</b> Both didactic and clinical course must be passed with required grade to successfully complete program.	Program Director and Nursing Faculty	Each Semester	Policy Review	Reviewed December 2022	None
<b>E.6a</b> Preceptor Utilization-One (1) preceptor shall be utilized for the eight (8) week course-last sixteen (16) hours	Program Director	Yearly when used	Policy Review	Reviewed December 2022	None
<b>E.6b</b> Preceptors shall not be considered in faculty-student ratio. The ratio of preceptor to student shall not exceed 1:1	Program Director; Faculty	Yearly when used	Policy Review	Reviewed December 2022	None
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<b>E.6c</b> There shall be written policies for the use of preceptors, that include: 1. Communications between the program director and preceptor concerning students; 2. Duties, role, and responsibilities of the program, preceptor, and student; and evaluation process.	Program Director; Faculty	Yearly when used	Policy Review	Faculty/Director review and approval	None
<b>E.6d</b> All preceptors shall be listed on the annual report by area, agency, and number of students precepted.	Program Director	Yearly when used	Accurate report completion	Review prior to submission	Updated each semester as needed
<b>E.6e Preceptor Criteria</b> Medication assistant-certified program student preceptors shall hold a current unencumbered license to practice as a practical nurse in Arkansas.	Program Director; Faculty	Yearly and As Needed	Online verification	Online verification	None
<b>E.6f</b> Preceptors shall have a minimum of one year experience in a nursing home.	Program Director; Faculty	Yearly and As Needed	Preceptor paperwork; visits	All preceptors met minimum requirements when utilized	None
<b>E.6g</b> Preceptors shall participate in evaluation of the student.	Program Director; Faculty	Yearly	Preceptor policies and paperwork	Met upon use	None
<b>F.1a</b> Faculty and program director shall be responsible for program evaluation	Program Director and Nursing Faculty	Ongoing	Student Evaluations; Faculty feedback; changes in standards. Curriculum Plan reviewed by faculty in faculty meetings	Updated Fall 2022; ongoing Review	None
<b>F.1b</b> A systematic evaluation plan of all program aspects shall be in writing, implemented, and include: philosophy and graduate competencies, curriculum, policies, resources, facilities, faculty, students, graduates, and employer evaluation of graduates.	Program Director and nursing faculty	Ongoing	Systematic Plan reviewed during faculty meetings each quarter and submitted to college assessment committee	Updated Fall 2022; ongoing Review	Ongoing systematic program evaluations
<b>F.1c</b> The outcomes of the systematic evaluations shall be used for ongoing maintenance and development of the program.	Program Director and Nursing Faculty	Ongoing	Systematic Plan reviewed during faculty meetings each quarter and submitted to college assessment committee	Updated Fall 2022; ongoing Review	Ongoing systematic program evaluations

<b>F.1d</b> The systematic program evaluation plan shall be periodically reviewed.	Program Director and nursing faculty	Quarterly	Systematic Plan reviewed during faculty meetings each quarter and submitted to college assessment committee	Updated Fall 2022; ongoing review	Ongoing systematic program evaluations
<b>F.1e</b> Students shall evaluate the courses, instructors, preceptors, and clinical experiences throughout the program, and the overall program after graduation.	Program Director and nursing faculty	Quarterly	Systematic Plan reviewed during faculty meetings each quarter and submitted to college assessment committee	Updated Fall 2022; ongoing review	Ongoing systematic program evaluations
<b>G.1a</b> Appropriate records shall be maintained to assist in overall evaluation of the program after graduation.	Program Director and Nursing Faculty	Ongoing	Student Evaluations; Faculty feedback; changes in standards. Curriculum Plan reviewed by faculty in faculty meetings	Updated Fall 2022; ongoing Review	None
<b>H.1a</b> Transcripts of all students enrolled in the program shall be maintained according to policies of the parent institution. a. Transcripts shall reflect courses taken.	Program Director; Records; Registrar	Ongoing	Records are maintained as paper files while the student is enrolled. Once student cohort has graduated, files are scanned into electronic format.	Reviewed during the admission process and throughout program	None
<b>H.1b</b> The final transcript shall include: 1. Dates of admission; 2. Date of separation or graduation from the program; 3. Hours/credits/units earned, degree, diploma, or certificate awarded; 4. The signature of the program director, registrar, or official electronic signature; and 5. The seal of the school or be printed on security paper or an official electronic document.	Program Director; Records; Registrar	Ongoing	Records are maintained as paper files while the student is enrolled. Once student cohort has graduated, files are scanned into electronic format.	Reviewed during the admission process and throughout program	None
<b>H.1c</b> Current program records shall be safely stored in a secure area.	Program Director; Records; Registrar	Ongoing	Records are maintained as paper files while the student is enrolled. Once student cohort has graduated, files are scanned into electronic format.	Reviewed during the admission process and throughout program	None
<b>H.1d</b> Permanent student records shall be safely stored to prevent loss by destruction and unauthorized use.	Program Director; Records; Registrar	Ongoing	Records are maintained as paper files while the student is enrolled. Once student cohort has graduated, files are scanned into electronic format.	Reviewed during the admission process and throughout program	None

## Section H: Preceptors



UNIVERSITY OF ARKANSAS  
**PULASKI TECH**

**Preceptor Handbook**



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

Dear Preceptor,

Thank you so much for agreeing to act as a preceptor for our practical nursing program. I appreciate you allowing the student to shadow you and learn the nursing role in your area.

The student has a set of written objectives that he or she should work to meet during the clinical experience. This clinical rotation consists of a total of 72 hours over a specified period. The student should give you a copy of an evaluation form that should be completed at the end of the clinical experience. Please fill this out and return both pages of the form to the clinical instructor as soon as possible once the preceptor experience is completed. The evaluation is the basis for the student's grade for the rotation.

There is a preceptor approval and agreement form that needs to be completed by you prior to the student's clinical rotation (pages 4 & 5 of this document). The information in this agreement is required by the Arkansas State Board of Nursing. This information is confidential and will not be shared with anyone other than the Arkansas State Board of Nursing.

Once again, thank you for giving students the opportunity to work with you. If there is anything I can do to assist in ensuring the success of this clinical experience, do not hesitate to contact me. I can be reached at [akeathley@uaptc.edu](mailto:akeathley@uaptc.edu), or 501-812-2201 (office).

Thank you,

*Ashley Keathley*

Ashley Keathley, BSN, RN  
Director of Nursing Programs  
University of Arkansas Pulaski Technical College

## Preceptor Agreement and Approval Statement

I agree to serve as a preceptor to the assigned student in accordance with the guidelines established by the University of Arkansas – Pulaski Technical College (UAPTC) Nursing Faculty. I understand that the purpose of this clinical experience is to provide the student with additional learning opportunities in an area of special interest.

I acknowledge that the student will not have a clinical instructor physically present on site and will participate in nursing activities at my discretion. The clinical instructor will be available by phone during all clinical hours. Now, therefore, in consideration of the mutual obligations contained in this agreement, and with no expectation of monetary compensation, the parties agree to the following:

- a. The Facility agrees to accept nursing students from UAPTC for clinical experiences, under the conditions outlined in this Agreement.
- b. Prior to the start of any clinical rotation, the College and the Facility will agree upon the scope and content of the clinical experience. These may be modified as needed based on the student’s skills and emerging opportunities in the clinical setting.
- c. The Facility may request the withdrawal of a student or Faculty member if:
  - The Facility identifies a lack of competency
  - The student or Faculty fails to follow Facility or College rules or policies
  - The student or Faculty fails to comply with applicable laws or regulations
  - The college retains the right to withdraw any student for any lawful reason
- d. The College will maintain and, upon request, provide proof of professional liability insurance for students and Faculty. Insurance coverage is obtained at the expense of the student or Faculty member.
- e. The College will, upon request, provide documentation of students’ current immunizations, TB skin test, and any additional health requirements as determined by the Facility.
- f. While on duty at the Facility, nursing students will be under the supervision of the Facility’s Registered Nursing staff.
- g. The Facility will permit student nurses to observe and participate in patient care, in accordance with the agreed-upon scope of the clinical rotation.
- h. In the event of injury or exposure to illness, the Facility will provide emergency care where possible, at the expense of the student or Faculty. The Facility assumes no responsibility for any injury or illness, including those resulting from infectious or contagious diseases.
- i. The Facility will not use student nurses or Faculty as substitutes for its own employees or contractors.

Preceptor Signature:	Date:
Student signature:	Date:
UAPTC-Nursing Director Signature:	Date:

<b>Name:</b>	<b>Year of Birth:</b>
<b>Race:</b> <i>(*not required, used for statistical data))</i>	<b>Gender*</b> <i>(*not required, used for statistical data))</i>
<b>License #:</b>	<b>Expiration Date:</b>
<b>Highest Degree Held in Nursing:</b>	<b>Month/Year of Graduation:</b>
<b>Area of Experience:</b>	<b>Years Worked in that Area:</b>
<b>Employer:</b>	<b>Number of Hours per Shift:</b>
<b>Number of Students Precepted at One Time:</b>	<b>Number of Times Precepting per Month:</b>

## Time Sheet Proposed by Student

Student Name:	Preceptor Name/Credentials:
Name of Facility:	Location (Area/Unit):
Clinical rotation phone number where you can be reached:	

**Proposed Schedule:**

Day of the Week (circle)	Date:	Times: (ex 0700-1500)
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		
Mon. Tues. Wed. Thur. Fri. Sat. Sun.		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Faculty Initials: \_\_\_\_\_

University of Arkansas Pulaski Technical College  
Practical Nursing Program  
Preceptorship Rotation Information

**Preceptor Criteria and Responsibilities**

- Must be a permanent, full-time employee of the clinical site and demonstrate proficiency in technical, intellectual, and interpersonal skills.
- Must hold a current, unencumbered license as an LPN or higher and possess at least **one year** of relevant work experience.
- Must express a clear desire to serve as a preceptor, as outlined in the preceptor agreement.
- Will support the student in **decision-making and problem-solving** at the practical nursing level.
- Will evaluate the student based on **established clinical student learning outcomes**.
- Will communicate and collaborate with faculty **before and during** the student's clinical rotation, as needed.
- Will provide a clinical **site orientation** to the student.
- Must complete and submit the **Preceptor Agreement Forms**.

**Student Objectives and Responsibilities**

- Must submit signed Preceptor Agreement Forms to nursing faculty **prior** to the start of the clinical rotation.
- Will work under the **direct supervision** of the assigned preceptor only.
- Will actively participate in the **planning of learning activities** with the preceptor.
- Will meet **course outcomes** and adhere to all terms in the preceptor agreement.
- Will work the **preceptor's scheduled hours** during the clinical rotation.

**Faculty Responsibilities**

- Will collaborate with the preceptor as needed to **plan student learning experiences**.
- Will remain **available at all times** during the student's clinical hours for consultation or support.
- Will assist both the preceptor and student in identifying problems and provide **additional instruction** as needed.
- Will assign the **final clinical grade**, based on **feedback and evaluation** provided by the preceptor.

## Preceptorship Rotation Student Pre-Evaluation

<b>Name:</b>	<b>Date:</b>
<b>Preceptor:</b>	<b>Facility/Unit:</b>

**Provide a concise description of the unit in which you will be completing your rotation on:**

**List at least five (5) goals you have for this rotation:**

1.
2.
3.
4.
5.

**Please provide a comprehensive list of four (4) personal strengths and four (4) personal weaknesses that you possess in the field of nursing:**

*Strengths:*

1.
2.
3.
4.

*Weaknesses:*

1.
2.

3.
4.

**Preceptorship Rotation  
Student Post-Evaluation**

<b>Name:</b>	<b>Date:</b>
<b>Preceptor:</b>	<b>Facility/Unit:</b>

**Provide a concise summary of one adverse and one favorable experience you encountered during your rotation:**

*Adverse experience:*

*Favorable experience:*

**Describe the types of skills, procedures, and cases that you were able to observe:**

**Identify any knowledge gained from this rotation that will be beneficial to you as a nurse in the future:**

**Reflect on the goals you previously identified for this rotation in your Pre-Evaluation document. Did you make progress towards meeting those goals? If so, how? If not, provide a rationale for this.**

**Re-assess your strengths and weaknesses identified in the previous evaluation document. Would you modify your previous assessment? If so, how?**

**Evaluate whether this clinical rotation aligned with your expectations. Identify any areas where the rotation could be enhanced to better meet your needs.**



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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised August 2025

# Section I: Advisory Committee



UNIVERSITY OF ARKANSAS  
**PULASKI TECH**

**Advisory Committee Handbook**

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## Nursing Advisory Committee

Each Allied Health Advisory Committee is a group of individuals representing a specific area in business and industry. Committee members are interested in assisting the program faculty to develop and maintain an effective program which supports the mission statement of the College. The committee offers advice on:

- Program Improvement and Development
- Student Support
- Career Information
- Public Relations

### **Purpose**

These committees are advisory and work through the College structure for planning, recommending changes in curriculum, and other activities for improvement and development.

### **Membership**

Advisory committees should consist of five to seven members; however, certain programs may require additional committee members. College personnel serve as ex-officio members. Members are appointed for a specific term, i.e., one year, two years, or three years. Members are eligible for reappointment at the end of their term.

### **Meetings**

The committee should meet a minimum of twice a year. Each meeting should follow an agenda agreed upon by the program instructor and the committee chairperson. An agenda and detailed minutes should always be filed with the division chair and the program instructor following each meeting.

### **Recommendations**

All recommendations should be included in the minutes of the meeting. Recommendations will be addressed and discussed for possible action in follow-up sessions among program faculty and the division chair.

## Role of the Nursing Advisory Committees

An effective, well-organized advisory committee is crucial to the development, maintenance, and improvement of our nursing programs. The committees can assist educators in many ways. Some of their major functions may include:

### **Program Development and Improvement**

#### **Assess and provide recommendations on:**

- Program content
- Course content
- Facilities and equipment
- Current and emerging job requirements
- Workforce trends and changes
- External influences affecting the program (e.g., regulatory, technological, or economic factors)

#### **Additional contributions include:**

- Assisting in identifying or acquiring instructional equipment and materials
- Serving as consultants and professional resources for faculty
- Identifying healthcare needs locally and regionally

### **Student Support**

#### **Enhance student experiences by:**

- Assisting in student recruitment and enrollment efforts
- Supporting and advising student organizations
- Coordinating opportunities for apprenticeships, cooperative work, and clinical experiences (as applicable)
- Organizing guest speakers and industry-related tours
- Assisting with job placement for graduates
- Supporting special events (e.g., career fairs, health expos)
- Sponsoring scholarships and other student recognition initiatives

### **Career Information and Public Relations**

#### **To promote program visibility and community engagement, committees may:**

- Evaluate and advise on the program's public relations strategies
- Encourage community involvement in program events and initiatives
- Inform industry personnel about the availability and benefits of the program
- Facilitate clinical experiences for students
- Support the college and program's promotional and outreach activities

# Advisory Committee Membership

## Committee Size and Approval

- The recommended size for each advisory committee is **five to seven members**.
- Committee size is determined by the **program director** and must be **approved by the Dean of Sciences, Mathematics and Allied Health**.

## Membership Composition

- Membership is subject to **annual review** and may change when terms expire.
- Representation should include a **diverse range of nursing professionals**, including:
  - Employers
  - Employees
  - Program graduates

## Selection Criteria for Committee Members

Potential members may be recommended by:

- Faculty
- Current advisory committee members
- Chancellor
- Provost
- Dean of Sciences, Mathematics and Allied Health
- Program Director

Selection should be based on:

- Subject matter expertise
- A broad range of work-related experience and education
- Recognized leadership qualities
- Demonstrated commitment to their career field
- Willingness to dedicate time to committee responsibilities
- Interest in the College and its allied health program

## Nomination and Appointment Process

### 1. **Nomination and Review:**

- The **program director** compiles a list of recommended members.
- The list is reviewed collaboratively with the dean and other appropriate administrators.

### 2. **Required Information for Each Nominee:**

- Full name
- Home and business addresses
- Contact phone numbers
- Current position and allied health level
- Brief background summary (including education and professional experience)

### 3. **Member Contact and Confirmation:**

- Program director **contacts each nominee** to confirm their willingness to serve.

### 4. **Appointment:**

- Once the list is finalized, an **official letter of appointment** is signed by the **Provost, Dean and the Program Director** and sent to each new member.

## Selection and Duties of Officers

Each allied health program's advisory committee shall elect **two officers** to lead and support the committee's activities:

- **Chair**
- **Recording Secretary**

Officers serve a **two-year term** and may be **re-elected** for additional terms as determined by the committee.

### Chair: Roles and Responsibilities

The Chair **must not be a program instructor** and is responsible for leading the advisory committee effectively. Key responsibilities include:

- Collaborating with program instructor(s) to **schedule meeting dates**
- Serving as the **primary facilitator** for committee functions and developing a mutually agreed-upon **meeting agenda**
- **Presiding over all meetings** and establishing an open, discussion-friendly tone (informal or seminar-style to encourage idea exchange)
- Ensuring that **all members are given the opportunity** to share their perspectives
- Staying **well-informed about the educational program** to support meaningful discussions
- Presenting and reviewing relevant materials, reports, or proposals
- Leading the group toward **consensus and unified decisions**
- Ensuring that **all committee recommendations are accurately documented** in the meeting minutes
- Following up on committee activities, actions, and outcomes in coordination with the program instructor

### Recording Secretary

- The **Recording Secretary** is responsible for **documenting meeting minutes**, including recommendations, decisions, and action items.
- The **program instructor** may serve in this role as an **ex-officio (non-voting) recording secretary**, ensuring consistent and accurate record-keeping for institutional purposes.

## Responsibilities of the Program Director

The **Program Director** plays a key role in supporting the effective operation of the Allied Health Program Advisory Committee. Responsibilities include logistical coordination, communication, documentation, and ongoing collaboration with committee leadership.

### Meeting Preparation and Communication

- Develop and distribute **meeting agendas** well in advance
- Send **timely reminders** to committee members prior to each meeting
- Formulate each meeting's **agenda**
- Provide **advance notices** and any necessary follow-up communications
- Ensure minutes are duplicated and distributed appropriately

### Documentation and Record-Keeping

- Ensure **written minutes** of each meeting are accurately recorded, published, and distributed
- Maintain a **comprehensive file** containing all meeting records and related documentation
- Provide copies of the **Nursing Program Advisory Handbook** to all committee members

### Logistics and Support

- Arrange for **meeting rooms** and any necessary routine services (e.g., AV equipment, refreshments)
- Coordinate **clerical support** as needed for meetings and communications

### **Recognition and Engagement**

- Acknowledge and recognize the **time and contributions** of advisory committee members
- Extend formal invitations to the **Dean of Sciences, Mathematics and Allied Health** for all meetings
- Attend all meetings and foster **professional, collaborative relationships** with committee members

### Program Support and Research

- Assist the committee by **providing research** or relevant data necessary for informed decision-making and program improvement

## Sample Agendas and Records

### Suggested Agenda – First Meeting

The **program director** should preside over the first meeting and present the pre-planned agenda. A typical agenda may include:

1. **Welcome and Introductions**
2. **Overview of the College and Program**
  - General allied health curriculum
  - Specific program curriculum
3. **Explanation of the Advisory Committee’s Role**
  - Purpose, duties, and functions
4. **Committee Tasks**
  - Identification of goals and initial responsibilities
5. **Discussion of Immediate Objectives**
6. **Planning Future Meetings and Tasks**
7. **Adjournment**
8. **Tour of Program and College Facilities**

### Sample Agenda – Regular Meeting

For ongoing meetings led by the **program director**, a standard agenda might include:

1. **Call to Order**
2. **Approval or Review of Minutes from the Previous Meeting**
3. **Reading of Communications**
4. **Reports from Subcommittees** (if applicable)
5. **Discussion of Specific Agenda Items**
6. **Planning for Future Tasks and Initiatives**
7. **Adjournment**

### Suggested Meeting Record Format

To ensure accurate and complete documentation of committee meetings, minutes should include the following:

- **Attendance**
  - Names, titles, addresses, organizations represented, and phone numbers of those present
  - Names of members absent
- **Introductory Statement**
  - A brief opening summarizing the meeting’s purpose
- **Discussion Summary**
  - Topics discussed and key points raised
- **Committee Recommendations**
  - Clear summary of decisions or suggestions made
- **Action Items**
  - Specific follow-up actions to be taken, including responsible parties and timelines