



# **JRMC** **School of Nursing**

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# STUDENT HANDBOOK

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January 2021

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## Perspectives

### Welcome

Dear Student,

Welcome to Jefferson Regional Medical Center School of Nursing! The faculty and I are pleased that you have chosen a career in nursing. We are also happy that you have chosen the JRMC School of Nursing for your preparation in your career. We want the next seventeen months to be an exciting time of learning and development for you.

The Student Handbook has been compiled to familiarize you with the policies of the school. Compliance with school policies is expected. Become familiar with its contents and keep it with you for a convenient reference.

The curriculum is designed for you to grow intellectually, psychologically, and socially. To derive full benefit from the program it will be necessary for you to study diligently and consistently.

You, the student, are the most important part of the school. Your suggestions and ideas are welcomed and may be submitted through the Student Nurses Association or to the Director.

Sincerely,

Michelle Newton, MSN, RN  
Director

## Philosophy

The philosophy of the JPMC School of Nursing is in accord with the Jefferson Hospital Association and ANA Standards of Professional Performance and Standards of Care.

A person is a physical, emotional, and spiritual being of worth and dignity who has the right to pursue the fulfillment of human needs.

Health is a state manifested by the absence of disease, optimal functioning, and a feeling of well-being. Health status is viewed along a health-wellness continuum throughout the lifespan.

Nursing is the application of clinical judgment through the connection of concepts across time and situation in the provision of patient-centered care. Nursing requires knowledge, skills, and attitudes within the QSEN and Massachusetts Nurse of the Future frameworks and the application of the nursing process in the promotion, maintenance, and restoration of health. Nursing communicates and collaborates with the inter professional healthcare team to provide safe, quality, patient-centered care.

Environment: Nursing care and leadership is provided in all environmental settings through patient-centered care, patient education, health promotion, and the use of informatics.

Nursing Education is a life-long process. A planned curriculum is outcome-directed and enriched by the diverse experiential knowledge, skills, and attitudes of students and faculty. The education of nursing students is enhanced by a climate of student-centered learning. The faculty facilitate the student's acquisition of knowledge within a constructivist framework. Students have the ultimate responsibility to construct knowledge from previously learned concepts and experiences. The faculty partner with students to prepare graduates who function as competent, beginning practitioners of nursing in the hospital and a variety of health care settings. The faculty assumes the responsibility for their own continued professional development and for providing a curriculum that reflects current healthcare practices.

JPMC School of Nursing serves as a community resource that promotes nursing education and strives to enhance community health care. It also provides the opportunity for health care personnel and individuals from other disciplines to achieve their career goals.

Due to the above beliefs, JPMC faculty primarily employ two educational theories in their teaching: Patricia Benner's Novice to Expert and the Constructivist theory.

The faculty recognizes the obligation to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and a variety of health care settings.



## Mission

The mission of the JRM School of Nursing is to prepare graduates who function as safe, competent, professional beginning practitioners of nursing in the hospital and other health care settings.

### Goal Statement

JRM SON offers an educational program designed to prepare individuals to serve the nursing needs of the community and to contribute to the maintenance of high standards of evidence-based, patient-centered care.

## Program Objectives

### **Associate of Applied Science in Nursing Degree Program, JRM**

JRM School of Nursing is a residential program designed to prepare learners to apply for RN licensure and take the NCLEX-RN® exam. The Program curriculum plan meets the standards of the Accrediting Bureau of Health Educations Schools (ABHES), Arkansas State Board of Nursing (ASBN). The curriculum consists of forty-eight (48) credits of nursing coursework and is delivered over seventy-nine (79) weeks. Learners are required to take the nursing courses in the sequence prescribed. The program requires an additional twenty-four (24) credits of general education coursework. A total of seventy-two (72) credits are required for graduation. Upon completion of the program, the learner is awarded an associates of applied science in nursing degree and is eligible to apply to take NCLEX-RN®.

### Program Objectives

- Graduate future entry-level nurses who will improve individual, family, and community health and wellness by applying evidence-based skills and knowledge into their practice.
- Graduate competent entry-level practitioners to help meet the demand for professional nurses in the community.
- Offer the availability of nursing education opportunities for qualified learners.
- Develop responsible, accountable, and competent entry-level professional practitioners.

## Student Outcomes

JRMC School of Nursing acknowledges its commitment to quality care by producing graduates who:

Level I	Level II
<ol style="list-style-type: none"> <li>1. Implement nursing care to patients, families, and groups across the lifespan from diverse backgrounds in a variety of settings that is compassionate, age and culturally appropriate and based on a patient's preferences, values, and needs.</li> <li>2. Participate as a member of the interprofessional healthcare team in the provision of safe, quality patient-centered care</li> <li>3. Implement strategies that minimize risk and provide a safe environment for patients, self, and others.</li> <li>4. Utilize evidence-based information and patient care technology in the provision of safe, quality patient-centered care.</li> <li>5. Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard-based nursing care</li> <li>6. Demonstrate leadership, management, and priority setting skills to support safe, quality patient-centered care.</li> <li>7. Incorporate verbal and nonverbal communication strategies with patients and families from diverse backgrounds that promote an effective exchange of information and the development of therapeutic relationships.</li> <li>8. Identify best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered plans of care.</li> <li>9. Participate in data collection processes that support established quality improvement initiatives.</li> <li>10. Provide appropriate health-related information to patients and families that facilitate their understanding of new knowledge and skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incorporate clinical judgment through the use of the nursing process to provide patient-centered care while meeting the needs of individuals, families, groups, and communities along the health-wellness continuum throughout the lifespan.</li> <li>2. Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration.</li> <li>3. Prioritize safe nursing care to patients across the lifespan in a variety of settings.</li> <li>4. Integrate the use of informatics to assist in gathering and utilizing healthcare information and knowledge in inpatient care.</li> <li>5. Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture, and rights.</li> <li>6. Exemplify leadership and assume responsibility and accountability while becoming a self-directed professional nurse.</li> <li>7. Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care.</li> <li>8. Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings.</li> <li>9. Integrate quality improvement processes in the healthcare setting.</li> <li>10. Evaluate the effectiveness of patient education and modify the teaching plan as indicated.</li> </ol>

## JRMC School of Nursing PIN

The JRMC School of Nursing pin symbolizes the concepts on which our nursing philosophy is based. It signifies the purpose and foundation of our educational endeavors.

The JRMC School of Nursing philosophy begins: "Man is a biopsychosocial being with common human needs." This assumption is represented on the pin by the three intertwined circles signifying the biopsychosocial aspects.

The spiral shown above the three circles is Dunn's conceptualization of man as he moves throughout the life cycle from conception to death, fluctuating between optimal functioning or high-level wellness to illness.

As, according to the philosophy, nursing requires a caring commitment to the application of the nursing process in the promotion and restoration of health during illness, the hands encompassing the circles and the spiral symbolize the nurse's special way of "caring." Our hands are the extension of our hearts and our minds.

The shield denotes "one who protects." The colors, green and white of the vertical stripes, have a special significance. The green signifies learning and educational growth. White is a symbol of purity of thought and freedom from bias.

The scalloped edges encircling the oval-shaped pin represent a continuous pattern of communication as nursing coordinates, collaborates, and consults with patients/clients, families, and health team members to effect adaptive responses.

Together, this represents attainment, after a long, hard pursuit, attainment of a goal in nursing.

Class of 1985  
Phyllis Attwood, President

## Non-Discrimination/Essential Functions Policy

It is the policy and practice of the JRMC School of Nursing to extend educational opportunities to all qualified persons without regard to race, creed, national origin, disability, age, sex, or marital status, in accordance with the Americans with Disabilities Act. The school has identified specified essential functions critical to the success of students enrolled in the nursing program. The School of Nursing will adhere to all applicable federal, state, and local laws, regulations, and guidelines, and JRMC/JHA **Policy Reasonable Accommodations** with respect to providing reasonable accommodation required to afford an equal educational opportunity to qualified individuals. Reasonable accommodation will be provided in a timely and cost-effective manner to applicants or students providing documentation of disability.

**Process:** Any applicant or student with a disability who needs accommodations must provide documentation and request the accommodation prior to the beginning of the course, term, or semester. The student must complete the following steps:

1. Request in writing the accommodation prior to the beginning of the course, term, or semester.
2. The student must provide documentation of medical, education, psychological records, evaluation, and recommendations by a psychiatrist, psychologist, or educational specialist. The accommodations must be specific and include the duration of the request by the practitioner.
3. JRMC SON has the right to request further information and documentation.
4. The student is responsible for any expenses incurred to obtain the necessary documentation and evaluation.
5. The documentation should be provided to the JRMC SON Director, who will share the information with the appropriate course lead.

**Essential Functions:** Applicants and enrolled students must be able to meet the following minimum standards with or without reasonable accommodation. These technical standards describe the non-academic qualifications necessary and essential for entrance to, continuation in, and graduation from JRMC School of Nursing Associate of Applied Science in Nursing Degree Program. Student requirements are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other students, the public, or patients. The following are examples and not all-inclusive. Applicants or students should notify the school of specific questions.

1. **Visual/Reading:** Course information, clinical forms, charts on computer screens and other equipment; Vision allows accurate medication administration, IV skills, emergency equipment use, and monitoring of patients, equipment, and environment.
2. **Hearing/Speech:** Speak clearly and professionally to peers, patients, family members, faculty, staff, and other healthcare team members. Hear and interpret loud, soft, and muffled sounds; hearing allows the use of intercom, taking of verbal orders, emergency procedures.

3. **Communication/Behavioral:** Communicate effectively in English, both verbally and in writing, in a clear and professional manner. Communication allows the direction of others in work, facilitates interpersonal skills, collaboration with other healthcare professionals, and implementation of emergency procedures; maintain emotional control in stressful and emergency situations; behave in a professional and respectful manner; comply with JRMC values of Stewardship, Trust, Ethics, Excellence, and Respect.
4. **Locomotion:** Move freely from one location to another, able to walk at a fast pace, able to stand, bend, stoop, squat, reach above shoulder level; can use both hands, balance, crawl if necessary, climb, kneel and sit; can lift, carry, push or pull over 50 pounds of weight; able to stand and/or sit for prolonged periods of time, able to utilize safe body mechanics.
5. **Environmental:** Can occasionally be involved with work outside and continuously inside. Occasionally be exposed to a temperature of 32 degrees and/or 100 degrees; wet or humid conditions; noise; vibration; dust; fumes; infectious waste; toxic chemicals; needle/body fluids; radiation and chemotherapeutic agents. Implement safety and infection control, room maintenance, inventory, and maintain equipment and supplies.
6. **Fine Motor/Touch Skills:** Utilize fine motor dexterity, move and lift objects, gather information with a sense of touch, write and document legibly, manipulate equipment, administer medications, utilize IV skills; perform emergency and other procedures and treatments.
7. **Intellectual/Conceptual/Cognitive:** Recognize emergency situations and take appropriate actions, demonstrate psychological and emotional stability required for full utilization of intellectual abilities; comprehend, process, and utilize verbal, visual, and written information; organize and prioritize actions in the clinical settings; perform patient care procedures according to established criteria; utilize nursing process (assessment, planning, intervention, and evaluation), prepare/present reports, complete forms, process verbal and written information, following nursing policies and procedures, administer medications accurately; implement quality improvement and document nursing process and other written requirements; implement patient/family education and discharge planning.
8. **Equipment:** Can utilize telephone, intercom, call light system, sphygmomanometer, stethoscope, thermometer, wheelchair, stretcher, weight scales, IV equipment, emergency equipment, paging system, IV/feeding pumps, glucose monitor, respiratory/oxygen equipment, suction equipment, beds, over bed tables.

**JRMC School of Nursing is not certified on SEVIS (Student and Exchange Visitor Information System) and therefore cannot accept international students on Student Visas or applicants who are not U.S. citizens.**

The contents in this handbook are subject to change without formal notification. All new and/or revised student policies will be posted on canvas.

JRMC SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF MAY, 2022  
**JANUARY 4, 2021 – May 19, 2022**

PRE-REQUISITES

LEVEL I -2021

LEVEL II-2021/2022

PRE-REQUISITES to N101 Foundations of Nursing
English Composition I (3 credits)
Anatomy & Physiology I (4 credits)
Anatomy & Physiology II (4 credits) OR Anatomy & Physiology for Health Professionals (8 credits)
Microbiology (4 Credits)
Psychology PSYCH (3 credits)
English Composition II (3 credits)
College Algebra MATH 1333 (3 credits)

1 <sup>st</sup> TERM	BREAK	2 <sup>nd</sup> TERM	BREAK	3 <sup>rd</sup> TERM	BREAK	4 <sup>th</sup> TERM	
N100 Foundations of Nursing (12 credits) <b>January 4</b> - <b>April 30</b>	May 1 - May 9	N104 Adult Health I (9 credits)  N106 Pharm I (3 credits)  <b>May 10</b> - <b>August 27</b>	August 28 - September 6	N200 Maternal/Child Nursing Care  (10 credits)  N202 Transition to Professional Nursing Practice (2 credits)  <b>September 7</b> - <b>January 7</b>	January 8 - January 16	N204 Adult Health II (9 credits)  N206 Pharm II (2 credits)  N208 NCLEX Prep (1 credit)  <b>January 17</b> - <b>May 13</b>	<b>Graduation May 19, 2022</b>
<i>Holiday: January 18</i>  <i>Spring Break March 20–28</i>		<i>Holidays: May 31 July 4</i>	<i>Thanksgiving Holiday Nov. 20-28</i>  <i>Christmas Break Dec. 18 – 26</i>	<i>Spring Break March 22-26</i>			
16 weeks/ 9 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

- ❖ Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 48 total credit hours

## Program Policies

### Course Requirements

All students are responsible for meeting course program student outcomes.

At the beginning of each nursing course, the student will be required to purchase a copy of the syllabus, which includes: the outcomes of the course, a topical outline, learning activities, specific course requirements, a bibliography, the grading system, and a copy of the Clinical Evaluation form for the said course.

All scheduled classes and clinical laboratory experiences are to be held as scheduled. Break times will be determined by the instructor. Administrative approval must be secured for any schedule change or cancellation.

It is the student's responsibility to see the instructor regarding make-up work. All make-up work is to be completed on the student's time.

All applicants accepted into the program are required to complete an American Heart Association Basic Life Support (CPR & AED) Course. All students are required to maintain current certification throughout the program.

Use the following guidelines when submitting written work to an Instructor:

- Write assignments in black or dark blue ink or type, using only one side of the paper, double-spaced (whether typed or handwritten).
- Submit assignments on time. Penalties for late papers are at the discretion of the instructor.
- Use the American Psychological Association (APA Publication Manual for all formal papers.
- Use proper grammatical and spelling throughout the paper. Proofread each paper before submitting it to your instructor.
- All handwritten paperwork is to be submitted via Canvas.

## Examination Policy

1. All quizzes and examinations are proctored by Instructor/s who will be present throughout the test.
2. Only calculators furnished by the school may be used on exams.
3. The number and kind of examinations are to be determined by the instructor and explained to the student at the beginning of the course.
4. A student who misses a scheduled examination may be eligible to take an examination make-up. He/she is required to contact the appropriate Faculty on the day of return to class to arrange for examination make-up. Examination make-ups will be administered within 1 week or at the discretion of the Faculty. Standard fees apply.
5. Retake of a scheduled exam that the student has already completed for purposes to improve scores or other reasons is not permitted.
6. Make-up quizzes are not allowed.
7. There will be no examinations given before the scheduled date or time.
8. For all testing situations, smartwatches, as well as phones, must be removed.
9. For specific guidelines related to standardized testing, see ATI Testing Policy.

## Protesting Exam Question/s Policy

Students may seek clarification on content missed on exams by making an appointment with an assigned advisor to review the content/concepts of their exam(s). If, at the end of the review, the student desires to protest a question, the student must use the designated protest form. The form must be completed and submitted to the student's advisor within (3) three working days of receiving the grade for the exam in question. After receiving the form, the advisor will submit the question to the Curriculum Committee for review of the exam question/content and the nature of the protest and respond to the request within (3) three working days. Each student must individually submit his/her request and will receive an individual response (Form attached).



**Student Test Item Protest Form**

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**I am protesting test item(s) # \_\_\_\_\_ on Exam # \_\_\_\_\_**

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**Reason for protest: (Explain why you believe the test item is incorrect)**

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**References: (Cite two published resources (HESI Review, etc.) including the page number, to validate your protest. *One reference should come from course textbook*)**

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## Clinical Experience Policies

Clinical experience is an integral part of all nursing courses. All clinical assignments will be planned and made by the instructor to provide opportunities for learning and correlation of theory.

The student will practice under the direct supervision of the instructor.

Students will be assigned to evening experience hours when such an assignment will best meet their educational needs.

Students are to:

1. Report to clinical areas on time in a complete student uniform. (See dress code)
2. Report on and off to the Instructor and/or Charge Nurse.
3. Be certain that all assignments and charting are complete, including Instructor co-signature, before leaving the unit.
4. The student will be permitted to perform all procedures outlined in the Hospital Procedure Manual within his/her level of competency and classroom preparation. The performance will be at the discretion of and under the supervision of the School of Nursing Instructor.
5. Students may read anecdotal notes written by their instructor regarding their clinical performance.
6. Students will not leave the assigned unit without the permission of the instructor.

Planned instructor-student evaluation conferences are held every two weeks concerning academic and clinical achievement. The Clinical Evaluation Form is to be completed prior to each planned clinical evaluation.

## Clinical Assignment Preparation

Students will get their patient assignments from the instructor on the morning of clinical.

Students are to wear approved student uniform, ID badge, and Level badge when going into the hospital to check patient care assignments. Students must adhere to the dress code – (See Dress Code Policy).

Students are permitted to use the patient charts to get the needed information. Strict confidentiality is required.

Students are permitted to visit their patients to further ascertain nursing needs. They make an initial visit to each new patient to whom they are assigned. No further visits outside of the regularly scheduled clinical experience are to be made unless permission is given by the instructor.

Students are permitted only on the nursing unit to which their patients are assigned. Students are not to accompany friends to other units to check assignments.

## Dress Code

### **Dress and Grooming**

The public expects the hospital, its personnel, and students to be clean, neat, orderly, and to project a professional appearance. Attention to personal hygiene, neatness of attire, and cleanliness of apparel enhances the professional appearance. It is your responsibility to adhere to the school's dress code by maintaining personal hygiene and neatness in attire at all times. Fabric, color, and design of all clothing, hairstyle, cosmetics, and scents should be conservative and in keeping with the nature of the professional image.

Students are to dress appropriately for class/clinical. Solid colored scrubs pants (excluding pinks) will be the **ONLY** acceptable attire for students on every class day. JRMC or SNA t-shirts may be worn with scrub bottoms on non-clinical days to class. Closed-toe shoes must be worn with the scrubs.

### **Uniform Policy**

The student uniform is symbolic of JRMC School of Nursing and should be worn with dignity and pride. The student nurse uniform is to be worn only when performing the role of a student in the JRMC School of Nursing Program.

The approved School uniform consists of hunter green scrubs, a white JRMC School of Nursing monogrammed lab jacket, white socks/hose. Shoes must be clean (solid white or color coordinating, solid leather preferred). **NO** neon or multicolored shoes. Shoes must have closed toes—no clogs with holes on top or sides. Socks should be long enough to cover bare legs when sitting. For female students who prefer a dress, a uniform skirt may be worn with one of the approved uniform tops. Only white t-shirts are to be worn under uniform tops.

Uniform pants are to touch the top of the shoes and not drag the ground, and Lab coats should be knee-length. Uniform dresses should cover the knee. The uniform and the Lab Coat are to be clean, well pressed, and in good condition.

### **Maternity Uniform**

Hunter green scrubs with the monogrammed JRMC School of Nursing lab jacket is to be worn as the maternity uniform.

### **Shoes**

Shoes must be clean (solid white or color coordinating, solid leather preferred". **NO** neon or multicolored shoes. Shoes must have closed toes—no clogs with holes on top or sides.

## JRMC NURSING DRESS & GROOMING POLICY

Jewelry and Accessories- If there is the possibility that the jewelry will interfere with infection control or safety of staff or patient, then jewelry will not be worn. (No ornate jewelry)

- a. Where jewelry can be worn safely:
  - i. A single necklace that will not dangle in the work area.
  - ii. Maximum of two rings with small mounting, one ring per hand.
  - iii. Watch with the capability to count seconds.
  - iv. Appropriate school and/hospital issued pins.
  - v. Small earrings, one earring per lobe of ear.
  - vi. No visible body ornamentation.

### **Tattoos/Body Art/Body Piercings**

## JRMC Personal Hygiene, Dress, & Grooming Policy

Tattoos must be kept at a minimum observed. Any large tattoos or those deemed offensive by management/supervision will be covered.

### **Hair**

When wearing the uniform, the hair is to be neat, clean, and off/above the collar. If the hair is longer than two inches below the top of the collar, it must be either braided or secured off the face with pins, plain combs, or barrettes. Hair must be of a natural hue. Bows, beads, and other decorations are not to be worn with the uniform. Only white, black, brown, or hunter green headbands are permitted. Headbands must not be any more than 3 inches wide. Hair must be contained to avoid possible contamination of the work area or hands.

The male student is to be groomed, which includes a clean shave when in uniform. Beards, sideburns, and mustaches are discouraged; if worn, must be neat, clean, and trimmed. Beards and Mustaches must be No longer than two (2) inches.

No caps are to be worn while in uniform.

## **Cosmetics**

Cosmetics should be worn with moderation when wearing the uniform. Nails must be kept short, smooth, and clean. Nail polish, if worn, should be clear and not chipped. Perfumes, colognes, and after-shave lotions are not to be worn in patient care areas.

Gum chewing is not permitted when in uniform.

## **Identification Badge**

The Human Resources Department provides the identification badges for the School of Nursing. The first badge will be provided for you. There will be a fee for replacement.

The badges are to be turned into the School of Nursing Office upon termination (leave of absence, withdrawal, dismissal, or graduation).

Change of name requires that a new badge be issued.

Badges must be worn at all times. No items are to be attached to the badge.

Students must show badges when purchasing items at a discount in the Pharmacy or gift shop or when eating meals in the hospital cafeteria.

In the event of a disaster recall, the student must use the identification badge to identify himself/herself to the Civil Defense workers and Police Department as he/she returns to the hospital.

Security, Department Heads, and Supervisors have the right to challenge employees and students not wearing their badges. Specific instructions will be given to the students regarding the identification badges during orientation.

All destroyed or lost badges shall be replaced at the student's expense.

Students are to wear the Student I.D. badge with the uniform and lab coat when doing clinical assignments and at any on-campus or a JRMC affiliate site.

The badge is worn above the waist with the photograph displayed.

The badge is also necessary to obtain hospital discounts.

## **Level Identification Badge**

A badge designating the current level ( I or II) is to be worn under the JRMC identification badge. The first badge will be provided free of charge; thereafter, there will be a replacement fee.

## Equipment

When reporting to the hospital units, the student must have a watch with a second hand, bandage scissors, a stethoscope, a black permanent ink pen, and a small note pad. A clipboard and calculator are useful.

## Criminal Background Check Report

To comply with mandates from clinical agencies utilized by the JRMC School of Nursing, students are required upon initial enrollment and annually to have a criminal background check. These checks will be performed by an outside agency at the student's expense. Results will be released confidentially to the school's registrar, the Director of the School, and to the student. The school will review reports of student criminal activity, including but not limited to arrest or conviction, and take action as deemed appropriate. Individuals convicted of a specific crime may not be eligible to take NCLEX-RN as identified in Arkansas Code 17-87-312. Potential applicants can receive a complete list of offenses by downloading a copy from [www.jrmc.org/us/nursingschool.html](http://www.jrmc.org/us/nursingschool.html). A copy of ACA 17-87-312 will be distributed during the first day of class.

According to the Arkansas State Board of Nursing Rules and Regulations, potential nursing school graduates will be required to submit fingerprints for state and federal criminal background checks. For further information, see ASBN.

## Remediation Program

### **Assessment Technologies Institute (ATI)**

Students will begin using ATI resources in the Fundamentals Course at Jefferson Regional Medical Center School of Nursing for review, remediation, preparation for class/clinical, as well as a tool to begin preparing for success on the NCLEX-RN exam. Student assignments in ATI will include but are **not** limited to case studies, skills modules, dosage calculation modules, and practice/proctored assessments. Students will be required to complete **ALL** assigned ATI course work as well as any other assignments the faculty find to be of value to the student. Failure to complete assignments will result in the student's inability to progress to the next level of the program.

## **What does ATI offer?**

- Assessment Technologies Institute (ATI) offers an assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources such as the ATI Plan can be accessed from the "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

## **Review Modules/eBooks:**

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

## **Tutorials:**

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

## **Assessments:**

Students will complete practice assessments as well as standardized proctored assessments that will be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

## **Focused Reviews/Active Learning/Remediation:**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. Students will remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. Failure to complete remediation will have consequences.

The instructor has online access to detailed information about the timing and duration of time spent on assessments, focused reviews, and tutorials by each student. Students will provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

**Comprehensive Predictor:**

All students will be allowed to make two attempts. The best score will be utilized. Points will be given, as indicated in the table below.



## Comprehensive Predictor Grading Rubric

### Content Mastery Series | Grading Rubric

(CMS practice and proctored assessments equal 10% of the course grade)

Practice Assessment	
4 points	
<b>Complete Practice Assessment A</b> <b>Remediation:</b> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review <a href="#">on the initial attempt</a></li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<b>Complete Practice Assessment B</b> <b>Remediation:</b> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review <a href="#">on the initial attempt</a></li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>



Standardized Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 point
<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Minimum <b>one</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Minimum <b>two</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Minimum <b>three</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<b>Remediation = 2 points:</b> <ul style="list-style-type: none"> <li>• Minimum <b>four</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>
<b>10/10 points</b>	<b>9/10 points</b>	<b>7/10 points</b>	<b>6/10 points</b>
Proctored Assessment Retake*			
<b>No retake</b>	<b>No retake required but may be taken and best score utilized</b>	<b>Retake required. The best score will be utilized.</b>	<b>Retake required. The best score will be utilized.</b>

## Comprehensive Predictor | Grading Rubric

**(CMS practice and proctored assessments equal 10% of the course grade)**

Practice Assessment			
4 point			
<p style="text-align: center;"><b>Practice assessment A</b></p> <p style="text-align: center;"><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review on the initial attempt</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<p style="text-align: center;"><b>Practice assessment B</b></p> <p style="text-align: center;"><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review on the initial attempt</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>		
↓			
Standardized Proctored Assessment			
95 percent or above Passing predictability = 4 points	90 percent or above Passing predictability = 3 points	85 percent or above Passing predictability = 1 point	84 percent or below Passing predictability = 0 points
<p style="text-align: center;"><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>one</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<p style="text-align: center;"><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>two</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<p style="text-align: center;"><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>three</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>	<p style="text-align: center;"><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>four</b>-hour Focused Review</li> <li>• For each topic missed, complete an active learning template and identify three critical points to remember. **</li> </ul>
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake			
Retake not required	Retake not required but may be taken- best score will be utilized.	Retake Required - best score will be utilized.	Retake Required- best score will be utilized

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

## ATI Student Acknowledgement



**All students will complete the student acknowledgment.**

### **Student Acknowledgement**

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read and understand [Institution's name] ATI Assessment and Review Policy

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials, and online resources available from ATI, as designated by JPMC School of Nursing.

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

## Attendance Policies

The level of achievement in any course will depend on the amount of well-planned study time and quality of work done. Students enrolled in JRMC School of Nursing have a commitment and responsibility to themselves and to the patients to whom they are assigned. Attending classes regularly and giving consistent, high-quality nursing care is essential in any nursing course.

All students are expected to attend every class and clinical laboratory experience in order to meet the course objectives. Any student who, in the instructor's judgment, is not prepared for clinical experience will be asked to leave the unit, will be considered absent, and will receive "unsatisfactory" for clinical that day. Students are not to schedule doctor appointments, dentist appointments, interviews, and other personal business during times scheduled for class or clinical.

Specific attendance requirements for meeting course objectives will be discussed by the individual instructors at the beginning of each course. A student with excessive absences will be dismissed from the course. Excessive absence is defined as Four (4) or more missed days in a 16-week course. Being absent on a scheduled clinical make-up day is considered another absence and is counted into the total accrued absences. Request for an exception must be submitted in writing to the Director of the School. All absences are recorded on the student's attendance record, which will become a part of the student's official record.

Students will be required to pay \$50 for each clinical absence.

All assignments used as a ticket to class must be submitted by the assigned time. If these are not completed and submitted appropriately, the student will be sent home, and this will be counted as an absence.

A student will be required to make up **ALL** clinical absences. If a student is sent home from clinical for any reason, this constitutes an absence. A student may be sent home for coming to clinical ill or unprepared.

Tardy is defined as Arriving late (after scheduled time) and/or leaving the class or clinical early (before the scheduled time) and will be recorded on the student's attendance record. For the purpose of awarding perfect attendance – three instances of arriving late or leaving early during each course will be counted as one absence. Three clinical tardies equal one absence. (JRMC time-clock or classroom clock; Students should set their watches to JRMC School of Nursing time). Further information regarding attendance is included in each course syllabus.

It is the responsibility of the student to make arrangements for make-up assignments with the lead instructor. Make-up assignments are to be arranged prior to the student's final evaluation. The student's advisor and the lead instructor may design individualized learning experiences appropriate for clinical make-up for up to 2 (two) absences.

## **Inclement Weather**

Students are expected to make all reasonable efforts to report to class and clinical for their normally scheduled hours.

Class and clinical may be canceled for reasons of inclement weather at the discretion of the Director or in the absence of the Director, a Coordinator designated by the Director. Closings will be posted on CANVAS.

In the event that JRMC School of Nursing is closed, the students will be required to check-in CANVAS throughout the day to view postings of alternate assignments and lecture material posted. These assignments may include but are not limited to PowerPoint material, case studies, quizzes, journal articles, reading assignments, and any other assignments designated. These assignments are designed to meet the course outcomes and program outcomes.

A grace period will be provided and announced in Canvas for students who make a reasonable effort to report to class/clinical and are unavoidably detained. After this grace period, it will be counted as a tardy.

The Director of JRMC School of Nursing or, in the absence of the Director, a Coordinator designated by the Director may elect to permit students to leave class or clinical early when the road conditions are, or threaten to be, hazardous due to inclement weather.

Students who do not report to class or clinical as scheduled will be considered absent and will be required to make up the missed clinical.

## **Absence Procedure**

1. In case of absence, the student must notify the School Office and/or instructor at least ½ hour before a scheduled class. Notification may be made via Canvas, JRMC individual email, or faculty office phone voice mail.
2. Clinical experience is to be made up. The student is responsible for making arrangements with the instructor for the necessary make-up work.

## **Medical Absence**

1. When a student has been ill and is absent three (3) consecutive school days, a release form from the attending physician is required.
2. The employee health nurse and/or a physician must approve any student's return to the clinical area following diagnosed communicable disease, surgical-procedure, accidents, which limit the return to full duty and return from maternity leave.

Students are not expected or permitted to attend class or clinical experience when ill.

In the event the student is ill for a prolonged period of time with an acute or chronic condition, his/her situation will be discussed by the Student/Faculty Resources and Admissions, Progression, Retention, Graduation Committee, and/or Director, and he/she may be asked to withdraw from the School of Nursing.

### **Student Responsibility Following Absence**

Students are held responsible for the content covered during the classes which they miss. It is the student's responsibility to seek assistance from the instructor. If handouts were given to those who attended class, it is the responsibility of the absent student to obtain copies of the handouts.

At the beginning of each course, the instructor (s) responsible for the course shall specify, in the course syllabus or otherwise, the procedure to be followed in that course for making up assignments.

### **Policies for Students Involving Incidents**

The following are considered incidents and necessitate the student completing the appropriate form(s):

1. Errors of Omission or Commission involving medications or treatments.
2. Incidents occurring in the clinical area or on JRMC property involving injury or potential injury to patient, visitor, or self.
3. Any situation occurring in the hospital for which nursing or hospital administration requires an incident report from the student.

Any accident or incident occurring while in the clinical area must be reported to the Instructor and Charge Nurse. The student responsible and the instructor should document the incident or accident according to JRMC policy.

### **Technology Policy**

The use of recording/technology devices of any type is strictly prohibited at any time in the School of Nursing in all classroom, clinical, conference situations, and faculty offices without the prior written approval of faculty, including but not limited to tape recorders, digital recorders, cell phones, PDA, iPods, and any other devices. An exception to this policy may be made at the discretion of the classroom instructor if that instructor wishes to allow tape recording of classroom lectures to accommodate student(s) learning. Please refer to specific syllabi.

## Cellular Device Policy

Cellular phones, tablets, blue tooth devices, and smartwatches are not permitted in any clinical area at Jefferson School of Nursing or its affiliates. These devices are not permitted in any testing environment at Jefferson School of Nursing or its affiliates. The use of cellular devices during testing or in the clinical setting is considered a serious offense and will follow the HR policy progressive discipline cycle. In the event of an **emergency** and the student needs to be reached, please direct all **emergency** phone calls to 870-541-7858, and the student and/or instructor will be notified promptly. Failure to follow this policy will lead to progressive discipline, as stated in the HR policy, up to dismissal from the program. The use of cellular devices during class time is at the discretion of the instructor, and the student will be notified in advance of this occurrence.

## Cheating Policy

A situation shall be deemed cheating when a student gives or attempts to obtain information relative to an examination or other work that the student is expected to do alone and not in collaboration with others. Cheating includes "Plagiarism."

After an investigation by the faculty of the accusation, recommendations are made to the Director for disciplinary action.

## Student Policies, Responsibilities, and General Information

### Sexual Misconduct Policy / Title IX

**Jefferson Regional Medical Center  
School of Nursing  
Sexual Misconduct Policy**

**Effective: August 14, 2020**

If you need immediate assistance or need to report a Title IX Violation:

- 1.) Call this number 24 hours/day: 1-888-622-JRMC (5762)
- 2.) Email: [hawkk@jrnc.org](mailto:hawkk@jrnc.org)
- 3.) Contact a member of the JRMC School of Nursing Title IX Compliance Team:

**Title IX Coordinator**

Beverly Helms  
PI Coordinator  
JRMC  
1600 West 40<sup>th</sup>  
Pine Bluff, AR 71603  
870-541-5916  
[helmsb@jrnc.org](mailto:helmsb@jrnc.org)

**Title IX Deputy Coordinator (Employee Issues)**

Jill Cabe Hill  
Interim Director Human Resources  
870-541-7380  
[cabehillj@jrnc.org](mailto:cabehillj@jrnc.org)

**Hearing Officer**

Ken Hawk  
Corp Compliance Officer  
870-541-7390  
[hawkk@jrnc.org](mailto:hawkk@jrnc.org)

Shayla Lowe  
Senior Compliance Auditor/Supervisor  
870-541-7395  
[lowes@jrnc.org](mailto:lowes@jrnc.org)



## TITLE IX NOTICE OF NONDISCRIMINATION

Jefferson Regional Medical Center (JRMC) School of Nursing (the "School") does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by JRMC School of Nursing (both on and off-campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. This requirement not to discriminate in its education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator.

Title IX requires the school of nursing to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The Title IX Coordinator, Deputy Coordinator, and Title IX Compliance Team are available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the school's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

If you have a complaint against a JRMC School of Nursing student for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Deputy Coordinator for Student Issues. If you have a complaint against JRMC School of Nursing faculty or staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Deputy Coordinator for Employee Issues. You may also contact the JRMC Security Department, 870-541-7107 (non-emergency) or 911 (emergency), 1600 West 40th Street, Pine Bluff, Arkansas 71603.

Except in the case of a statutory prohibition from reporting, all JRMC employees must, within 24 hours of witnessing or receiving information about a sexual discrimination allegation, report it to a Title IX Coordinator regardless of whether an informal or formal complaint has been filed. Any student, non-employee, or campus visitor/guest who has witnessed or received information about sexual discrimination is strongly encouraged to report it to a Title IX Coordinator.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may be directed to the OCR office responsible for Arkansas:

Office for Civil Rights  
***Kansas City Office***  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550

Facsimile: (816) 268-0559  
Email: OCR.KansasCity@ed.gov

## **INTRODUCTION**

Members of the school community, guests, and visitors have the right to be free from sexual discrimination, harassment, or violence, which means that all members of the school community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of misconduct is brought to an appropriate administrator's attention, and a Respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

## **JURISDICTION**

Title IX protects the school community from sexual harassment in a school's educational programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in school transportation, at a class or training program sponsored by the school at another location, or elsewhere.

## **DEFINITION OF TERMS**

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment. A Complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Definition of Status: All employees (both full-time and part-time) and students are under the protection of Title IX. A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee would be considered a student unless the incident under consideration occurred in connection with employment. Allegations of sex discrimination or sexual harassment may require the school to take measures applicable to both students and employees.

Discrimination (general definition): Actions that deprive members of the community of educational or employment access, benefits, or opportunities. Any distinction, preference, advantage for, or detriment to an individual compared to others that are based upon an individual's actual or perceived sex, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, sexual identity, disability, genetic information, military status, veteran status, or familial status that is so severe or pervasive that it unreasonably interferes with or limits a person's

ability to participate in or benefit from the school's educational programs or activities. There can be no discrimination related to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived sex, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the school's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of an ethnic, sex-based, or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by contacting the Title IX Coordinator.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- (iii) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifices.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue, or finger;
- anal penetration by a penis, object, tongue, or finger;
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audiotaping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI (sexually transmitted infection) or HIV to another person;  
or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually based stalking and/or bullying may also be forms of sexual exploitation.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent. For example: "Have sex with me, or I'll hit you. Okay, don't hit me; I'll do what you want."

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want to engage in sex, that they want

to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic violence can happen to anyone, regardless of race, age, sexual orientation, religion, or sex. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic Violence Complainants by Arkansas Law are defined as “family or household members.” Arkansas defines “family or household members” as current or former spouses; parents and children; persons related by blood; a child living in the household; persons who currently or previously lived together; people who have a child together; and persons who currently or formerly were in a dating relationship.

Dating Violence: A pattern of assaultive and controlling behaviors that one person uses against another to gain or maintain power and control in the relationship. It is physical, sexual, or psychological/emotional violence within a dating relationship and can occur in person or electronically by a current or former dating partner. Other terms used include relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, domestic violence, and stalking.

Sex Identity: Refers to one's sense of oneself as male, female, or transgender. When one's sexual identity and biological sex are not congruent, the individual may identify as transsexual or as another transgender category.

Sexual Orientation: Refers to the sex of those to whom one is sexually and romantically attracted. Categories of sexual orientation typically have included attraction to members of one's own sex (gay men or lesbians), attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals). While these categories continue to be widely used, research has suggested that sexual orientation does not always appear in such definable categories and instead occurs on a continuum.

## **POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The school does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the school. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or employee-student) are prohibited.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships are required to bring those relationships to the timely attention of their supervisors.

This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities; or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **RESPONSIBILITY TO REPORT**

Any student or visitor to the school who has experienced or witnessed sexual harassment is strongly encouraged to report it. Any faculty member, staff member, or administrator who has witnessed sexual harassment must report it. In order to maintain a safe environment, the school must know about incidents of sexual harassment in order to stop them, protect Complainants, and prevent future incidents.

It is the mandated responsibility of school faculty, staff, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally and/or institutionally recognized professional confidentiality between the Complainant and the person to whom the harassment is reported, the report may be withheld at the request of the Complainant.

### **CONFIDENTIALITY**

Subject to the other provisions of this policy and the requirements of the law, every possible effort will be made to ensure that any information received as part of the school's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the school's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be

limited to the immediate parties, witnesses, and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **ADVISOR**

Anyone who has a concern may contact an Advisor of their choice. The Advisor will listen and explain the options available while providing support. The Advisor may be a faculty or staff member, an attorney, or another person. If a live hearing occurs, your Advisor is permitted to ask questions of witnesses, including cross-examination. If a party does not have an Advisor present at a live hearing, the party will be provided an Advisor of the school's choice free of charge.

It is the Complainant's decision to report an incident to the school or to law enforcement. Although rare, there are times when the school may not be able to honor the Complainant's request for confidentiality. If a Complainant discloses an incident to an Advisor but wishes that no investigation into the incident be conducted, or disciplinary action is taken, the Advisor must weigh that request against the school's obligation to provide a safe environment for everyone, including the Complainant.

### **AMNESTY**

JRMC School of Nursing recognizes that an individual who has been drinking, using drugs, or engaging in other nonviolent offenses/behavior at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. An individual who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the school for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk. The school may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **COMPLAINT/GRIEVANCE PROCEDURE**

These procedures are intended to apply to student civil rights grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. These procedures may also be applicable to employee sexual misconduct grievances against other employees. All other grievances by students against students or employees will be addressed through other conduct procedures.

### **Notification**

Students or visitors to the school are strongly encouraged, and faculty members, administrators, staff members are mandated to report allegations of discrimination or harassment to a member of the Title IX Team. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the school to investigate.

A person who raises a complaint may discuss any situation believed to constitute sex discrimination or sexual harassment with any member of the Title IX Team. Reports may be made

by the person experiencing discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

The Title IX Team will meet to review the information presented and to determine the appropriate course of action. Possible solutions may include an informal administrative process, an educational conversation, educational sanctions and/or disciplinary actions, separating the parties involved (i.e., class changes, work changes, etc.), or other determined best practices.

### **Supportive Measures**

Supportive measures may be available in some cases before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. When a complaint of sexual misconduct is received, the Title IX Coordinator or his or her designee will: promptly contact the Complainant to discuss the availability of supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of availability of supportive measures with or without filing a complaint; and explain to the complainant the process for filing a Formal Complaint. The Title IX Coordinator will determine appropriate accommodations for the Complainant or other necessary remedial short-term actions. In some circumstances, emergency removal of a student may be warranted.

### **Investigation**

An investigation will occur in response to a Formal Complaint or if the Title IX Compliance Team deems it appropriate. Both the Complainant and Respondent will receive written notice of the allegations contained in the Formal Complaint. The investigation will be conducted by an appropriately trained member of the Title IX Compliance Team or his or her appropriately trained designee. The Investigator(s) will:

- Identify the policies allegedly violated;
- Prepare the notice of charges based on the initial investigation;
- Provide an equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence;
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- Conduct a thorough, reliable, and impartial investigation. Witnesses may or may not be given notice prior to the interview;
- Send written notice of any investigative interviews, meetings, or hearings to the parties;
- Send the parties and their Advisors evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- Send the parties, and their Advisors, an investigative report that fairly summarizes relevant evidence, with at least 10 days for the parties to respond; and
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.



The role of the Investigator(s) is to engage in fact-finding. The Investigator(s) will not reach a determination regarding the responsibility of a violation of this Policy.

### **Live Hearing**

Following the conclusion of the investigation of a Formal Complaint or other incidents the Title IX team deemed appropriate for investigation, the school will hold a live hearing. The live hearing will be conducted by the Hearing Officer or his or her designee. The Hearing Officer must be someone other than the Title IX Coordinator or the Investigator.

At the live hearing, the Hearing Officer will permit each party's Advisor to ask the other party and any witnesses all relevant questions. At the request of either party, the entire live hearing (including cross-examination) may occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. If a party does not have an Advisor present at the live hearing, the school will provide, without fee or charge to that party, an Advisor of the school's choice. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Privileged information (e.g., medical records, attorney-client privileged information) is not relevant or admissible without the consent of the party.

#### *Prior to the Hearing*

Following the conclusion of the investigation, the Title IX Coordinator or designee will promptly notify the parties of the date, time, and place of the hearing and the time that each party should appear. No later than five (5) business days before the hearing, the following should occur:

- The parties will provide the Title IX Coordinator or designee with the names and contact information of any witnesses they wish to have the Hearing Officer call;
- The parties will notify the Title IX Coordinator or designee of the name of his/her Advisor; and
- The parties will notify the Title IX Coordinator or designee if he/she needs an Advisor.

No later than three (3) business days prior to the hearing, the following should occur:

- The Hearing Officer will be provided with the investigation report and determine what witnesses are to appear;
- A party will state in writing if he/she believes the Hearing Officer is biased or has a conflict of interest;
- The Title IX Coordinator or designee will notify the witnesses of their required presence at the hearing and of the date and time;
- The parties will be informed of the names of the witnesses to be called unless there is a compelling safety reason for nondisclosure;
- The parties will provide any additional documents they wish to make available to the Hearing Officer and;

No later than two (2) business days prior to the hearing,

- Any participant in the hearing who requires special accommodations should notify the Title IX Coordinator or designee; and
- If desired, a party must request the hearing occur in separate rooms.

### *At the Hearing*

The Hearing Officer will chair the hearing and oversee the proceedings. The hearing will be recorded. Only relevant cross-examination and other questions may be asked of a party or witness. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

The following parties may ask questions that are relevant to the complaint:

- The Hearing Officer or designee;
- The parties (on direct examination); and
- The parties' Advisors (on cross-examination)

### *Following the Hearing*

Following the hearing, the Hearing Officer will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the Respondent, and whether remedies will be provided to the Complainant. The written determination will be sent simultaneously to the parties, along with information about how to file an appeal.

## **Appeals**

After the hearing, either the Complainant(s) or Respondent(s) may appeal the determination regarding responsibility or the dismissal of a Formal Complaint based on three grounds only:

- (1) The procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination was made that could affect the outcome of the matter; and/or
- (3) The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against one of the parties that affected the outcome of the matter.

## **Appeal Procedures**

All appeals must be sent within five (5) business days of the Hearing Officer's written determination of responsibility. Any party who files an appeal must do so in writing to the Title IX Coordinator. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will share the appeal with the Title IX Compliance Team, who will accept or deny the appeal based on the evidence provided (see criteria below). If the appeal is accepted, it will be shared with other concerned parties. The original

finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the Title IX Compliance Team determines that a material procedural or substantive error occurred, the Title IX Coordinator may return the Formal Complaint to the Hearing Officer with instructions to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigator or Hearing Officer (as in cases of bias), the Title IX Coordinator may, upon advice from the Title IX Compliance Team, order a new investigation and/or hearing on the complaint. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX Compliance Team determines that new evidence should be considered, the grievance will be returned to the Hearing Officer to reconsider only the new evidence. The reconsideration of the Hearing Officer is not appealable.

The Title IX Coordinator and/or Hearing Officer will render a written decision on the appeal to all parties as soon as possible thereafter from hearing of the appeal.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### **Time Periods**

JRMC School of Nursing will render a determination in a reasonably prompt and equitable manner following the filing of a Formal Complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and JRMC School of Nursing closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. If this step is necessary, the Title IX Compliance Officer or his or her respective deputies will notify the Complainant who filed the grievance in writing within the set timeline.

### **No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes discriminatory employment or educational practice or policy is prohibited by JRMC School of Nursing policy and federal and state law. A person who believes retaliation has occurred should notify a Title IX Compliance Officer as soon as possible.

### **False Reports**

JRMC School of Nursing will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing the school to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

## **Office for Civil Rights Complaint**

Although reporting parties are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Kansas City Office). Information regarding applicable timelines and procedures is available from OCR.

Absent new evidence, JRMC School of Nursing will not re-hear a complaint if the same complaint allegations have been filed by the Complainant against the same Respondent with another civil rights enforcement agency of the federal, state, or local government or through JRMC School of Nursing internal complaint procedures, including due process proceedings.

## **Effective Date**

This Policy will be effective upon formal adoption. JRMC School of Nursing reserves the right to make changes and amendments to this policy and procedure as needed.

## **INFORMAL RESOLUTION**

JRMC School of Nursing offers and facilitates informal complaint resolution options, such as mediation or restorative justice. Both parties must give voluntary, informed, written consent to attempt informal resolution. This process is voluntary. Informal resolution is unavailable to resolve allegations that an employee sexually harassed a student.

## **Referral Services:**

Following are the crisis services contacts we provide as referrals to students, faculty, staff, and guests of JRMC School of Nursing:

Jefferson County Rape Crisis Hotline  
(870) 541-5387 or (870) 541-7100

Southeast Arkansas Behavioral Healthcare  
2500 Rike Drive Pine Bluff, AR 71603 (870) 534-1834

New Hope Counseling  
3006 S. Olive Street Pine Bluff, AR 71603 (870) 534-8910

CASA Women's Shelter  
(870) 535-0287

Pinnacle Point of Pine Bluff  
109 Frankie Lane White Hall, AR 71602 (870) 247-3588

National Sexual Assault Hotline  
Free & Confidential 24/7 (800) 656-HOPE (800-656-4673)

## **Student Bill of Rights and Responsibilities**

The student's capacity for critical judgment and independent search for truth should be encouraged.

Students should exercise the right to learn and to teach with responsibility. The students' right to learn should be protected by policies and procedures provided by the institution.

Race, creed, sex, age, or marital status should have no bearing on the decision of admittance to this institution under any circumstances.

The student is responsible for learning required material for enrolled courses; however, reserves the right to reasonably question views offered in a course and to reserve judgment about a matter of opinion.

Students should be protected against prejudiced academic evaluation through established procedures.

Confidential information concerning student views, beliefs, personal life, and political association required by instructors should not be released without the consent of the student. Personal privacy is the right of the student, provided that the welfare of others is respected.

A means should be defined for the participation of students in the development of institutional policies affecting the student body.

The student has the right to have printed material available to him/her that specifically states the policies, procedures, and standards of conduct that could affect the student's standing in school.

It is the responsibility of the student to know the standards of conduct published in the student handbook or through other means.

The student shall have the right to have access to a workable grievance procedure and be present at any hearing of their grievance. In the event that a student's grievance is declared invalid, the student has the right to written clarification of the decision.

It is the right of students to have a voice in the determination of the school curriculum.

It is the right of students to have clarification of grading policies for each course.

The student should have access to his/her record and should have knowledge of its disclosure to any other persons or institutions.

It is the right of students to have a voice in the determination of the uniform code to maintain the highest professional standards.

The School of Nursing should arrange to provide adequate safety precautions for its students.

## Privacy Policy / FERPA

The Privacy Policy of JRMC School of Nursing has been established in accordance with the Family Educational Rights Privacy Act (FERPA) as amended; Title 13, Chapter 2, Sub-Chapter 7 of the Arkansas Code; and the federal Gramm-Leach-Bliley Financial Modernization Act of 1999 (GLB Act), and other applicable state and federal laws and regulations. In general, JRMC School of Nursing will not disclose student information to other parties except as required by law, regulation, court order, or other official direction unless requested by the student.

Enrolled students are informed in writing on a yearly basis of the JRMC School of Nursing Privacy Policy in its entirety. A form, signed and dated by the student, is kept in the School office.

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

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under this law, students may request to examine the institutional records pertaining to them. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Under FERPA, learners have the right to know about the purpose, content, and location of information kept as part of their educational records. They also have the right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information.

Educational records are defined as records that directly relate to a learner and are maintained by an institution or by third-party acting on behalf of that institution. Such records may include written documents (including learner advising files), computer media, video or audiotapes, CDs, film, photographs, or any other record that contains personally identifiable information that is directly related to the learner, such as learner files, learner system databases, and learner projects.

Records not considered educational records under FERPA are private notes of individual staff or faculty (not kept in advising files), police records, medical records, statistical data compilations that contain no personally identifiable information, and administrative records kept exclusively by the maker of the records and are not accessible or revealed to anyone else.

### **Directory Information**

Some information in a learner's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the learner. However, the learner can make a formal written request to restrict the release of directory information. Learners may withhold directory information by notifying the Registrar in writing within two (2) weeks after the first day of classes. Requests for nondisclosure of directory information will be honored by the school for one year; therefore, requests must be

filed with the Registrar upon annual matriculation. Directory information may include name, address, phone number, email address, dates of attendance, degree awarded, and enrollment status.

### **Non-Directory Information**

Non-directory information will not be released to anyone, including the parents of the learner, without the prior written consent of the learner. Faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include social security numbers, learner identification numbers, race, ethnicity, nationality, gender, transcripts, and grades.

### **Prior Written Consent**

Prior written consent is required before the school can disclose any non-directory information.

Prior written consent is not required when the disclosure is made directly to the learner or to other school officials within the same institution when there is a legitimate educational reason. A legitimate educational reason may include enrollment or transfer matters, financial aid issues, information requested by governmental or accrediting agencies, and third-party financial aid processors.

Prior written consent is not required to disclose non-directory information when the health and safety of the learners are in jeopardy or when complying with a judicial order or subpoena. FERPA also affords learners certain rights to their education records. These rights include

- the right to inspect and review learners' education records within forty-five (45) days of the day the school receives the request;
- the right to request amendments to learners' education records that the learner believes are inaccurate;
- the right to consent to disclosures of personally identifiable information contained in learners' education records, except to the extent that FERPA authorizes disclosure without consent;
- the right to prevent disclosure of directory information;
- the right to be annually reminded about their rights under FERPA: and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
- the right to be annually reminded about their rights under FERPA: and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

For more information or complaints, write to:  
FERPA Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Learners Right to Due Process**

The school has established a learner appeal procedure to ensure that each learner receives fair, equal, and consistent treatment. With a learner thinks he/she has not been treated fairly or otherwise wishes a review of an action that has been taken, both the learner and faculty have a responsibility to communicate openly and honestly. The procedure is described fully in the learner handbook, which is distributed on orientation day.

No provision of the outlined procedure usurps a learner's right to seek counsel or relief from any member of the Hospital's Management or Administrative Staff.

## **HIPAA Requirement for Learners**

All institutions in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to a request for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment. To protect patient/client privacy, all personally identifying information must be removed from learner papers, such as care plans and case studies.

Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Learner papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications, which extend beyond the need to know for treatment and/or educational purposes. Clinical agencies are also mandated to follow HIPAA regulations. Learners will, therefore, be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from fines up to and including imprisonment.

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under this law, students may request to examine the institutional records pertaining to them. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.



## Student Employment

Any student may secure employment on scheduled days off.

Although Faculty does not recommend that a student work while attending school, we are aware that in some cases, this is unavoidable.

The student is expected to use good judgment in determining the number of hours of employment in relation to school responsibilities.

The School of Nursing assumes no responsibility for any student engaged in gainful employment.

Employment will not take precedence over any educational requirements.

The Student Uniform of JRMC School of Nursing is to be worn only when performing in the role of a nursing student engaged in activities scheduled by the school.

Any student who wishes to apply for employment as a Patient Care Tech at Jefferson Regional Medical Center must do so through the Human Resources Office of Jefferson Regional Medical Center. The following guidelines are recommended:

1. To participate in the work option, the student should have completed Level I.
2. To continue participation in the work option, the student should earn a grade of "C" on the final grade  
in the current course of study.
3. Participants should not work more than 16 hours per week.
4. Student uniform will not be worn.
5. A skills list indicating items that have been taught in JRMC School of Nursing should be evaluated by  
Nursing Service personnel for each student employed before allowing student employee to function in  
the clinical area.
6. Scheduled work times will not conflict with scheduled class and clinical.

## Job Placement

Job placement services are provided for students through the JRMC Human Resources department. These services are available to students seeking part-time employment while in school, as well as for the graduate seeking full-time employment.

Although the school does provide placement assistance upon graduation, the student is still ultimately responsible for obtaining employment and must seek job openings, prepare and send resumes, prepare for interviews and conduct himself/herself in a professional manner during the

employment process. The Student understands that the student's college record and the efforts he/she puts into a job search have a significant effect and impact on his or her ability to find suitable employment. THE SCHOOL HAS NOT AND DOES NOT GUARANTEE OR MAKE ANY REPRESENTATION OR WARRANTY OF ANY KIND OR NATURE (EXPRESS, IMPLIED OR OTHERWISE) REGARDING OR WITH RESPECT TO THE AVAILABILITY OR SUITABILITY OF EMPLOYMENT, ANY LEVEL OF COMPENSATION UPON EMPLOYMENT, OR ANY OTHER MATTERS RELATING TO EMPLOYMENT AND EMPLOYMENT OPPORTUNITIES AFTER GRADUATION OR COMPLETION OF ANY COURSE WORK AT THE SCHOOL

## Formal Complaints

A complaint is a formal, written, signed statement, or allegation against the nursing program or any of its employees.

Formal complaints about the Nursing Program, students, or any employees must be submitted in writing to the Director. All formal complaints will receive a written response from the Director with a resolution of the complaint noted.

A record of formal complaints will be maintained and kept in the Director's office.

- The Curriculum Committee will review the formal complaints and the written responses annually to validate that all complaints were responded to in writing.
- All formal complaints will be reported to accrediting bodies.
- The report will include the number of complaints, type of complaints, and written responses to the complaints.

## Student Grievance Procedure

Please refer to the following definitions in regards to an academic appeal and an academic grievance.

### **Definitions**

An *academic grade appeal* is a process that allows the student the ability to request a review of circumstances in relation to a decision that has been made in regards to his/her **academic progress or an academic award**. This is a formal request asking for a change in decision that has been made or an exception to the policy.

An *academic grievance* is a complaint process in which the student feels that an unresolved injustice/unfairness has occurred. It is an action where the individual alleges that his/her rights have been violated without a rational basis or done in bad faith. The projected grievance must meet all of the following conditions:

- a. It must address a concern, decision, or judgment for which there is no existing policy/procedure to follow; **it must not involve a grade.**

b. It must be a situation for which the School of Nursing can identify a solution.

*School Days* are defined as Monday through Thursday. Friday is not considered a day of consecutive attendance by the student.

### **Academic Student Grade Appeal Process**

The appeal process should be initiated within (5) five school days of the grade, disciplinary action, or academic circumstance in question occurring.

A student appealing a grade, disciplinary action, or academic circumstance is required to adhere to the following process:

- a. Submit a written request for a conference to the instructor in which the grade, disciplinary action, or academic circumstance is in question within (2) two school days.
- b. If the problem is not resolved with the instructor, the student should schedule an appointment with the course lead/Coordinator within (2) two school days.
- c. If a solution is not reached, the student will meet with the Program Director within (2) two school days.
- d. Only after following all of the above steps, the student may then appeal to the Curriculum Committee. The students should submit a written request for a hearing to the Committee Chairperson within (3) three school days of the scheduled meeting with the Program Director. The decision of the Curriculum Committee is final. The student will receive the outcome of the grade appeal process by the Program Director.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (9) nine school days. If the next sequential course is in progress during the appeals process, the student will be allowed to attend classroom activities while the appeal is under review. If the appeal resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMCS School of Nursing curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be administratively withdrawn from JRMCS School of Nursing, and a failing grade ("F") will be placed on the student's transcript for the appealed course.

### **Student Appeal of SAP**

To initiate the appeals process outlined in the JRMCS School of Nursing Catalog, the student must submit a detailed letter of appeal within (5) five school days. The letter must include: unusual and extenuating circumstances of why the student did not meet SAP policy and what has changed to ensure SAP should the appeal be granted. The appeal process will be followed.

### **The Academic Student Grievance Process**

The grievance procedure should be initiated within (5) five school days of the incident occurring. A student grieving an action or circumstance is required to adhere to the following process:

- a. The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, proceed to the next step within (2) two school days.

- b. The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her instructor or the Director. If the problem is not resolved, proceed to the next step within (2) two school days.
  1. The Curriculum Committee Chairperson will notify the student of the hearing date within (2) two school days of the submission of the request.
  2. The student may have (1) one person (parent, friend, or significant person other than an attorney) present during the grievance. The individual may not address the panel, speak on behalf of the student, question witnesses, or otherwise participate in the hearing.
  3. Any SON Faculty/Staff directly involved in the grievance process may not be present for the student hearing or be allowed to participate in any voting activities. An alternate school official will be appointed as a stand-in.
  4. Following the hearing, the Curriculum Committee Chairperson will notify the student of the decision in writing within (2) two school days.
  5. If the student is not satisfied with the decision or does not receive a response within (2) two school days, proceed to the next step within (2) school days. The student requests in writing an appointment with the Administrator of Jefferson Regional or his designee.
  6. The student, by appointment, confers with the Administrator or his designee. The administrator has (2) two school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final. The student will receive the outcome of the grievance process from the Program Director.

The grievance process may last a maximum of (19) nineteen school days. If the next sequential course is in progress during the grievance process, the student will be allowed to attend classroom activities while the grievance process is underway. If the grievance resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the grievance resolution process does not decide in favor of the student, the school policy/procedure will be followed relative to the topic of the grievance.

## Student Records

Records are kept on each applicant, student, and former student of JRMC School of Nursing.

In compliance with the Family Rights and Privacy Act, the following documents are to be noted by students and alumni as permanent records of their education at JRMC School of Nursing. The Director of JRMC School of Nursing is the person responsible for these records.

1. Accepted applicants who do not enter.

2. Admission documents will be kept (3) years
3. Graduates and non-graduates: (until five (5) years after graduation).
  - a. Student application
  - b. Application checklist
  - c. Transcripts from other schools
  - d. Correspondence relating to acceptance, withdrawal, and/or re-admission
  - e. Pre-entrance test results
  - f. Authorization
4. Graduates and non-graduates' transcripts are permanent records
5. Financial aid documents are kept five (5) years after graduation.
6. Health records will be kept for six months after graduation.

## Transcripts and References

Transcripts will be provided upon written request from students, former students, or graduates.

Transcripts will not be provided upon telephone or verbal request.

The first copy of a transcript will be at no charge. Thereafter, a fee of \$6.00 will be charged for each copy.

Transcripts will not be provided to anyone with an outstanding balance or who has not met obligations to the School of Nursing.

All current student and former student records are confidential and will not be released to outside agencies, etc., without the written authorization of the student or former student. Forms are available in the School of Nursing Office.

Requests for references from employers of graduates will be completed only if accompanied by a signed release. Requests received without the required release will be returned to the sender with a release form to be signed by the graduate who is requesting the reference. The referral will be completed upon receipt of the signed release form.

Information provided by the school regarding a student or former student will be to verify enrollment only.

Telephone numbers, addresses, parent's names, grades, employment classification, or other personal information will not be given without permission from the student.

## Vacation Holiday Time

Holidays for the School of Nursing are the same as observed by Jefferson Regional Medical Center. These are New Year's Day, Martin Luther King Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and Christmas Day.

Vacation time is taken between semesters and terms as scheduled on the school calendar.

## Voluntary Withdrawal

A student may voluntarily withdraw for the following reasons:

- A. Personal illness or injury
- B. Dependent care of a spouse, parent, or child
- C. Pregnancy
- D. Personal reasons
- E. Withdrawal Failing (prior to the end of course)
- F. Withdrawal Passing (prior to the end of course)

Voluntary withdrawal from the school requires that the student meets with the current faculty advisor. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. The identification badge must be turned in to the School office at the time of withdrawal.

## Witnessing Documents

Students are not permitted to sign or witness any legal documents or other documents signed by patients and/or families, even at the request of a lawyer or patient. These documents must be witnessed by an employee of the hospital. Students and instructors are not to witness signatures of documents under any circumstances. Always refer to such a request to the Charge Nurse or his/her designee.

## Grading System and Grading Policy

Scholastic ratings are determined by the student's performance in the theoretical and clinical components of the curriculum. To pass each nursing course, the student must have an average of at least 78% on all exams plus any math component for that course. Final grades in each course will be calculated in the following manner.

- A. Average percentage score for all Unit Exam
- B. Plus percentage score for the Final Exam

- C. The overall average percentage for Exams/Math plus the final exam average must be 78% or greater.
- D. If that percentage is less than 78%, the student has failed the nursing course.
- E. If that percentage score is 78% or greater, other points (quizzes and assignments) accumulated by the student will be averaged into the overall final course grade in the manner described in the Student Handbook and Syllabi.
- F. There will be no rounding.

The following grading system is utilized at the School of Nursing for all nursing courses:

<b>Letter Grade Points</b>	<b>Interpretation</b>	<b>Numerical Grade</b>	<b>Value</b>
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
F	Failure	77 & Bellow	0
S	Satisfactory (Clinical Only)		0
U	Unsatisfactory (Clinical Only)		0
W	Withdrawal		0
W/P	Not included in GPA & Hours Attempted		0
W/F	Is included in GPA & Hours Attempted		0

## Satisfactory Academic Progress (SAP)

All Jefferson Regional Medical Center (JRMC) School of Nursing (SON) students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP must be maintained in order to remain eligible to receive assistance under the Title IV, HEA Programs. SAP sets minimum standards for program completion, course completion, and cumulative grade point average. SAP is measured at the end of each course in the term/semester and is checked prior to disbursement of financial aid.

### **Policy**

All schools participating in Federal Student Aid (FSA), Title IV, and military benefits are required by federal regulations to monitor and document SAP properly. These standards apply to all students enrolled in the Associates of Occupational Studies degree in Registered Nursing and are used to measure satisfactory progress toward graduation. This policy is provided to all students prior to the first class session and is consistently applied to all students.

This policy determines academic standards that all students must meet and sets a schedule of measuring the achievement of quantitative and qualitative standards, as well as the maximum time frame allowed to achieve SAP.

The SAP policy for Title IV and military students is consistently applied and identical to the school's actual measurement and used to monitor quantitative and qualitative standards as well as the maximum time frame for students enrolled in the same educational program who are not receiving Title IV financial aid.

### **Evaluation Periods**

At each formal SAP evaluation, at the mid-point of each course and at the end of each term/semester), the SON checks:

- \*Qualitative Measure (grade-based)
- \*Quantitative Measure (pace based)
- \*Maximum time frame

A compilation of grades is used to evaluate SAP and is placed in each student file.

### **Academic Year Definition**

#### Academic Year Minimums

- \*Academic progress is measured by credit hours.
- \*Minimum instructional time requirement per semester is 16 weeks.
- \*An academic year is defined as 32 weeks.



## **Quantitative Measure**

SAP requires students to attend a minimum of 67% of their educational program in no longer than 100% of the length of the program as measured in credit hours. A final evaluation is conducted at the end of each term/semester to determine if a student has the minimum requirements.

The pace is calculated by dividing the total number of credit hours successfully completed by the total number of credit hours attempted for all courses. At the end of each evaluation period, the SON determines if students have maintained at least 67% course completion rate since the beginning of the semester. This indicates that, given the same completion rate, the student will graduate within the maximum time frame allowed.

Withdrawn courses are counted as attempted credit hours that are not successfully completed for the purpose of calculating the successful course completion rate. Failed and repeated courses are counted in the calculation as credit hours attempted. The SON has no provisions for remedial course work, non-credit courses, or pass/fail grades. These activities have no effect on SAP. The successful course completion rate requirements and academic remedies are detailed in the SAP Progress Table in the SON catalog.

Full-time students are scheduled to attend 12-15 semester credit hours and three-quarter time students are scheduled to attend 9-11 credit hours, half time students are scheduled at 6-8 credit hours and less than half time students are scheduled at 1-5 credit hours.

## **Checking SAP**

- Students will meet with their individual advisor at mid-term of the course in the term/semester, and if there are any issues with SAP compliance, will be placed on Academic & Financial Warning.
- Student's SAP final evaluations occur at the end of a term/semester.
- Each evaluation includes qualitative, quantitative, and maximum time frame standards.
- The SON reviews all courses taken toward a student's program of study.

At the time of review, any student who is not in compliance with SAP standards is placed on Academic/Financial Warning. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

## **Qualitative Measure**

A grade of "C" is required to pass a course. A grade of "C" or higher is required on all graded assignments and evaluations in all courses. Completion of the mandatory, faculty-prescribed remediation is required on all graded assignments and evaluations where a "C" grade has not been achieved. Should the mandatory, faculty-prescribed remediation not be completed, an "F" grade will be assigned on the corresponding assignment or evaluation. Failure to complete any required

learning activity may prevent a student's progression to the next level or graduation from an academic program. Any course with a failing grade must be repeated. If the course is a pre-requisite for a higher level course, it must be completed before progressing in the academic program.

Students must also achieve specific cumulative GPA requirements at certain points during enrollment at the SON to meet SAP. These requirements are detailed in the SAP Table in the SON catalog. In order to avoid being placed on academic probation, a student must achieve a cumulative grade point average of 2.0 at the end of each term/semester and a cumulative grade point average of at least 2.0 to graduate from the program.

Students receive a letter grade, as indicated in the SON catalog and are based on the end of semester evaluation. Students who receive an "F" are required to repeat the course. Students who fail a course must retake and pass the course in order to progress to any courses for which the failed course is a pre-requisite. Those who wish to repeat a course in order to improve the grade may be allowed to do so at the discretion of the Director. Students must pay for all repeated coursework and any updated required course materials. In some instances, students may be eligible to receive Title IV for repeated coursework.

## SAP Table

Total Credit Hours Attempted	Academic/Financial Warning or Probation if CGPA is below	Academic/Financial Warning or Probation if course completion rate is below
1 - 12	2.0	67%
13 - 25	2.0	67%
26 – 38	2.0	67%
39 – 51	2.0	67%
52 - 72	2.0	Maximum Time Frame

Semester 1 (Credit hours 1-12)	Foundations of Nursing
Semester 2 (Credit hours 13-24)	Adult Health / Pharm I
Semester 3 (Credit hours 25-39)	Maternal Child Nursing Care / Transitions
Semester 4 (Credit hours 37-48)	Adult Health II / Pharm II / NCLEX

**I - Incomplete** – is recorded when a student is unable to complete the coursework by the end of the semester or a six-week time frame is required. If a student fails to complete the required coursework by the end of the six-week time period, or if additional remediation is required and reasonably believes that, with additional time, he/she could fulfill the requirements, the student

should request an incomplete status from the course instructor. The decision to grant this request is at the discretion of the Program Director.

When an Incomplete status is granted, both the student and the Course Lead/Director must agree in writing on provisions for the make-up and/or remedial work. The Incomplete status cannot extend beyond the six-week time frame. When all required make-up and/or remedial work is completed in a satisfactory manner, and within the allowed time frame, the instructor will request that the incomplete status change to the letter grade earned. Failure to complete the required work within the allowed time frame will result in a failure of the course, and the incomplete status will be changed to an "F" grade.

**W – Withdrawal** – is recorded when a student officially withdraws from a course. Withdrawals have no effect on GPA; however, course credit hours will be considered as attempted but not completed for the purpose of calculating the maximum time frame and course completion rate portions of SAP.

**R – Repeat** – replaces the grade in the previous attempts when a course is repeated. The new grade is used in GPA calculation. All attempts count toward the maximum time frame (150%) for program completion.

**TC – Transfer Credit** – is recorded when the requested transfer credits have been approved. In order to receive credit, an official transcript must be requested by the student directly from the institution attended. Specific grades for courses transferred from another institution are not recorded.

### **Maximum Time Frame**

Each student must successfully complete the educational objectives of the academic program within a maximum time frame not to exceed 150% of the normal program length. This will be measured by limiting learners to attempting 1.5 times or 150% of the number of credit hours in the program. For example, the total credit hours that may be attempted (maximum program length) for a 48 semester credit hour program is 72 credit hours or 150% of 48.

The maximum time frame is measured at the end of each term/semester.

If a student is meeting SAP before the beginning of a term/semester but will exceed the maximum time frame after the end of the term/semester, the student must submit a successful appeal to extend the maximum time frame to at least the end of the term/semester.

### **Academic/Financial Warning**

This will occur during mid-point advisement during the current class. Students are told of their potential grades in the current class and how it will affect the SAP for the current and upcoming terms. All that is required is advisement and a clarification of what will be needed for future grades

in order to maintain SAP. No financial aid information is needed at this time. A copy of the student's grades must accompany the academic/financial aid warning.

### **Academic and Financial Aid Probation**

Any student on Academic/Financial Warning who does not meet the SAP requirements will be placed on Academic and Financial Probation. Probationary statuses will occur at the end of the semester. The student will be given one term (16 weeks) to raise SAP to required standards or will lose their financial aid eligibility and will be withdrawn from JRMC SON. Students will be monitored on their progress at mid-term of each class in the semester, and a decision may be made at that time whether the student may complete the term.

### **Academic and Financial Suspension**

Students failing to satisfactorily maintain the SAP standards during the probationary period will be withdrawn from school and are no longer eligible to participate in Title IV FSA programs. The official withdrawal process will begin with the advisor and financial aid.

### **Reinstatement**

Students who wish to return to JRMC SON to complete their program of study must meet with the Program Director. The Director will research the student's progress and advise a plan that will help the student again become eligible to meet the requirements of SAP in all three components (GPA, pace, and maximum time frame). Students must return to the same status as they were when last attending the program. The student will have one term to meet these standards.

In addition to meeting all reinstatement requirements, the following timeframes will be adhered to when reconsidering reinstatement applicants:

1. If a student applies for reinstatement to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reinstatement at a point in the program to be determined by a Program Coordinator.
2. If a student applies for reinstatement after one calendar year from their official withdrawal date, the student must meet and will only be considered to reenter the program at the discretion of the Director.
3. If a student has been reinstated into the program and is unsuccessful, the student will no longer be eligible to apply for reinstatement.
4. The student will not be eligible for Title IV financial aid funds upon return.
5. All financial balances must be paid in full before returning to JSON.

It will be the student's responsibility to make satisfactory monetary payments for the repeated term. When the SAP standards are met, he/she may be eligible to receive Title IV funding for the following term.

In order for a student to re-establish their financial aid eligibility upon return is through the appeal process. The reinstatement process must begin before and completed before class starts. There will be NO exceptions to this policy.

*Revised November 18, 2020*

# Student Advisement Form



## STUDENT ADVISEMENT FORM

STUDENT NAME \_\_\_\_\_ SSN \_\_\_\_\_

### \_\_\_\_\_ **ACADEMIC & FINANCIAL WARNING (Mid-point)**

Students are advised if their GPA will fall below the satisfactory completion rate/pace and/or they will fail to satisfactorily complete 67% of the credit hours in which they enroll.

### \_\_\_\_\_ **ACADEMIC & FINANCIAL PROBATION (End of term)**

Students are advised that they are being placed in a probationary status and they have failed to satisfactorily maintain one of the components of the Satisfactory Academic Progress policy. The student will have one term to bring the SAP into compliance or they will be on academic suspension. If the student does comply with their academic plan and regains satisfactory academic progress, they will be removed from this status.

### \_\_\_\_\_ **ACADEMIC & FINANCIAL SUSPENSION (End of term)**

Students that fail to maintain satisfactory academic progress for two consecutive terms will be suspended from the school and will lose their financial eligibility.

Qualitative		GPA must be 2.0	or more
Quantitative		Att hrs divided by	earned hrs > 67%
Maximum Time Frame		Can attempt no more	than 72 hours to finish program

Advisement notes discussed: There are three more theory exams for a total of 6 exams in the Med- Surgical N201 course. Student has 144/200 which is 72.00%. Student will need to obtain at least 475/600 to meet the requirement of 78% to sit for Final exam. This is to advise that the student is on FA/Academic Warning and must bring her/his GPA to 2.0, by the end of the term in order to advance to the next course.

This is to certify that I have been advised of my unsatisfactory compliance in the area of Satisfactory Progress and I understand the information discussed during my advisement sessions.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature  
 Academic Advisor  
 Date

## Satisfactory Academic Progress Appeal Form

### FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

JRMC SON students are required to have a mitigating circumstance in order to apply for an appeal. Note: A mitigating circumstance is an unusual, unexpected, or non-recurring event beyond the student's control. Examples for which an appeal may be filed include, but are not limited to, personal illness, injury, undue hardship, or death in the student's immediate family.

**Please make sure to add your name & student number on each page you submit with your appeal form.**

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

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

**Please answer the following questions on a separate sheet of paper. Your answers may be typed or legibly handwritten. Failure to answer the questions and provide the required documentation will result in denial of the application.**

1. Provide a statement detailing the mitigating circumstances that caused you to perform poorly or not complete your degree in the timeframe allowed and how it affected your performance.
2. Provide a statement explaining the steps you have taken to remove your mitigating circumstances and explain whether the circumstances have been remedied.
3. Provide a document that supports the statement above. PLEASE ATTACH THE DOCUMENT(S) REGARDING THIS ISSUE.

**Types of documents: Please check all applicable documents that you are attaching:**

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Fire Dept. Reports	<input type="checkbox"/> Medical Records
<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Police Reports	<input type="checkbox"/> Obituary Notice
<input type="checkbox"/> Hospital Bills	<input type="checkbox"/> Drs. Statement	<input type="checkbox"/> Other

**Student Acknowledgement:**--I hereby request that my case be reviewed for possible reinstatement of my financial aid.

--I have attached all documentation needed to explain my mitigating circumstances.

--I understand that only exceptional cases, which can be documented, will be approved.

--I also understand that I am responsible for any balances on my account, and I agree to make necessary payments in the event my SAP application is not approved.

--I understand that all appeals must be submitted by deadlines. Appeals submitted after the final deadline will NOT be reviewed; all appeals are final and cannot be overturned.

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

\_\_\_\_\_ Date

## Academic Appeal

Only reasonable explanations for not meeting SAP will be considered in the appeal. A student granted a favorable decision in the appeal will be put on Academic and Financial probation and is entitled to receive Title IV funding, only if he/she is in full compliance with the terms of the probation.

If the appeal is approved by the SON, the student may be placed on probation after it is determined that the student did not meet SAP during a previous evaluation period. Probation will be for one additional term/semester during which the student remains eligible for Title IV aid. The academic advisor will develop an academic plan to help him/her achieve the required SAP standards. The financial aid appeal must begin and be completed before the anticipated class start. The student will need to meet with both academics and financial aid. The SAP Committee will meet and discuss the appeal, and a letter will be sent with the approval or denial of the appeal. There are NO exceptions to the decision.

Upon completion of the plan, the student will either be (1) within SAP, (2) have completed the program, or (3) new status makes the student ineligible for Title IV funds because they failed to meet SAP standards.

## Withdrawals

Students who withdraw prior to completion of the course and wish to re-enter the program will return in the same SAP status as at the time of withdrawal.

Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer credits accepted toward the completion of a student's program are counted as both credit hours attempted and credit hours completed but excluded from GPA calculations.

## Official Withdrawals

Students who complete the formal withdrawal process by submitting a signed copy of the withdrawal form is the date used to notify the SON that the student plans to withdraw or to indicate the date of the determination of the last date of attendance, whichever is later.

## Unofficial Withdrawals

If a student stops attending the SON without providing official notification, the date of determination will be assigned by the SON but will be no later than 14 calendar days after the last day of attendance.



The Registrar's Office will submit a copy of the withdrawal paperwork to the Financial Aid department and will record information to the appropriate authorities.

## Guidelines

A student must complete a certain percentage of credit hours attempted to be considered as making SAP. A course is successfully completed if a grade of "C" or above has been earned. The successful course completion rate is calculated as the cumulative number of credit hours of courses successfully completed, divided by the cumulative number of credit hours attempted for all courses. Withdrawn courses are counted as attempted credit hours that are not successfully completed for the purpose of calculating the successful course completion rate. Failed and repeated courses are counted in the calculation as credit hours attempted. The SON has no provisions for remedial course work, non-credit courses, or pass/fail grades and these activities have no effect on SAP. The successful course completion rate requirements and academic remedies are detailed in the SAP Table of the SON catalog.

## Satisfactory Academic Progress (SAP) Status

### Appeals to the Satisfactory Academic Progress (SAP) Policy

#### **Academic Student Grade Appeal Process**

The appeal process should be initiated within (5) five school days of the grade, disciplinary action, or academic circumstance in question occurring.

A student appealing a grade, disciplinary action, or academic circumstance is required to adhere to the following process:

- a. Submit a written request for a conference to the instructor in which the grade, disciplinary action, or academic circumstance is in question within (2) two school days.
- b. If the problem is not resolved with the instructor, the student should schedule an appointment with the course lead/Coordinator within (2) two school days.
- c. If a solution is not reached, the student will meet with the Program Director within (2) two school days.
- d. Only after following all of the above steps, the student may then appeal to the Curriculum Committee. The students should submit a written request for a hearing to the Committee Chairperson within (3) three school days of the scheduled meeting with the Program Director. The decision of the Curriculum Committee is final. The student will receive the outcome of the grade appeal process by the Program Director.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (9) nine school days. If the next sequential course is in progress during the appeals process, the student will be allowed to attend classroom activities while the appeal is under review. If the appeal resolution process is in favor of the student, the student will

continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be administratively withdrawn from JRMC School of Nursing, and a failing grade ("F") will be placed on the student's transcript for the appealed course.

## **Student Appeal of SAP**

To initiate the appeals process outlined in the JRMC School of Nursing Catalog, the student must submit a detailed letter of appeal within (5) five school days. The letter must include: unusual and extenuating circumstances of why the student did not meet SAP policy and what has changed to ensure SAP should the appeal be granted. The appeal process will be followed.

## **The Academic Student Grievance Process**

The grievance procedure should be initiated within (5) five school days of the incident occurring. A student grieving an action or circumstance is required to adhere to the following process:

- a. The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, proceed to the next step within (2) two school days.
  - b. The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her instructor or the Director. If the problem is not resolved, proceed to the next step within (2) two school days.
1. The Curriculum Committee Chairperson will notify the student of the hearing date within (2) two school days of the submission of the request.
  2. The student may have (1) one person (parent, friend, or significant person other than an attorney) present during the grievance. The individual may not address the panel, speak on behalf of the student, question witnesses or otherwise participate in the hearing.
  3. Any SON Faculty/Staff directly involved in the grievance process may not be present for the student hearing or be allowed to participate in any voting activities. An alternate school official will be appointed as a stand-in.
  4. Following the hearing, the Curriculum Committee Chairperson will notify the student of the decision in writing within (2) two school days.
  5. If the student is not satisfied with the decision or does not receive a response within (2) two school days, proceed to the next step within (2) school days.
  6. The student requests in writing an appointment with the Administrator of Jefferson Regional or his designee. The student, by appointment, confers with the Administrator or his designee. The Administrator has (2) two school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final. The student will receive the outcome of the grievance process from the Program Director.

The grievance process may last a maximum of (19) nineteen school days. If the next sequential course is in progress during the grievance process, the student will be allowed to attend

classroom activities while the grievance process is underway. If the grievance resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMCS School of Nursing curriculum without penalty. If the grievance resolution process does not decide in favor of the student, the school policy/procedure will be followed relative to the topic of the grievance.

## Learner Grievances

Learners are encouraged to address any concern and seek resolution directly from the individual Faculty or staff member. If the concern is not resolved at this stage, the learner is invited to escalate the concern to the designated Coordinator if the issue is not resolved at this stage; the learner is invited to escalate the grievance to the appropriate hospital administrator by filing an official written grievance describing the details of the concern. The hospital administrator will investigate the concern with the School Director and respond in writing within (10) business days of receiving the grievance.

The school will make every reasonable effort to resolve grievances promptly. The learner may file a complaint with the corresponding state higher education authority at any time during the grievance process.

As a last resort, the learner who feels that the concern has not been resolved through the grievance process may submit the concern, in writing, to the school's accrediting and approval agencies whose contact information is provided in the Approval, Affiliations, Accreditation section of this catalog.

## ADHE Complaint Process

If you would like to file a grievance about an institution of higher education that you have attended, please complete the form at the link below. It is recommended that you complete your institution's complaint process before submitting this form. Please note that the Arkansas Department of Higher Education is a coordinating board that coordinates state financial aid, state funding to institutions of higher education, and academic program review. ADHE does not have authority over the day-to-day operations of institutions of higher education. We may be able to offer guidance for issues you are having with an institution, but in most cases, we cannot issue an immediate solution. If you have a grievance about a for-profit institution, this form may help us to provide you with a resolution.

Website: [www.adhe.ark.gov](http://www.adhe.ark.gov) Phone: 1-501-371-2000

## Clinical Experience Grade (Evaluation)

The daily clinical performance will be evaluated in the acute/long-term setting. At the end of each clinical week, the clinical instructor will document student progress toward achievement of program student outcomes using the following scale. Each program student outcome has criteria that must be met in order to achieve satisfactory performance. If the student scores more than 3 unsatisfactory performance scores or receives one unsatisfactory performance score in one of the bolded criteria listed in program student outcomes 1-7, the student will receive an unsatisfactory performance for that week.

The student will have an opportunity to review the instructor's evaluation and make comments.

S – Satisfactory Performance

U – Unsatisfactory Performance

NO-Not Observed

Whenever a student received a “U” for their weekly clinical performance, the student's advisor or clinical instructor will counsel the student regarding necessary corrective actions. The student must verbalize and/or write a corrective plan of action. A copy of the counseling details and corrective plan of action will be signed and dated by the student and instructor(s).

If behaviors are not corrected within the time frame outlined in the plan of action, the student will be in jeopardy of failing the course.

A grade of satisfactory in clinical experience is required to pass each nursing course. If the final grade in the clinical nursing experience is unsatisfactory, the grade for the course is reported as "F."

## Communicating Grades

A student's grade on any assignment, test, or course is confidential and is communicated only to the student in person or designee per FERPA guidelines, **with no exceptions**. The grade is not given to any other person, nor is the grade communicated by telephone, email, facsimile (FAX), or text. The only exception to this policy is an incomplete grade, which may be discussed with the student by telephone.

Course grades are recorded on the JRMC School of Nursing course grade sheet. This form is initiated by the instructor at mid-term and completed at the end of each course. This form is also used to record class and clinical attendance. The student is given a copy of the grade sheet at mid-term and at the final conference.

Final course grades are communicated to the student at the final conference. All fees and tuition must be paid, and books returned to the AHEC Library before a student can get their final grade. The student must schedule the final conference before the day the next course begins.

Following the final conference, the instructor submits the grade sheet and clinical evaluation to the Registrar/Financial Aid Officer, who enters the grade and attendance into the computer. These documents are then filed in the student's permanent folder.

## Standardized Testing

JRMC School of Nursing requires examination through standardized achievement testing in specific areas of the curriculum. Students achieving less than the required score must retake the test. There is a fee for each test.

## Academic Advisement

The faculty advisor conferences with the student every two weeks concerning academic and clinical achievement. Failure to raise the theory grade to a "C" or failure to raise the clinical evaluation to an "S" satisfactory by the end of the semester or term will result in failure of the course.

The student is formally notified that his/her status is in jeopardy because of unsatisfactory performance (academic and/or clinical) or repeated infractions of the hospital and/or School policies, procedures, or standards. Written documentation of such is placed in the student's official file.

At the time a student is advised, he/she is informed of the reason(s) for the action and the schedule of review status. The purpose of the review/advisement is to determine academic and/or professional growth. Following the review, one of the following actions will be taken: (1) continued enrollment or (2) dismissal from school.

## Re-Admission

A student desiring re-entry into the program will be evaluated by the Director and APRG Committee. Re-admission after dismissal will not be considered for any reason other than academic dismissal. A student may be re-admitted to the school only one (1) time following academic dismissal, or a "withdrew failing" recorded on the School transcript. A student who will not be able to complete the program in (25.5) months from the date of initial admission will be re-evaluated on an individual basis. It is recommended that no more than 12 months' elapse between dismissal and re-admission. To be considered for re-admission, the applicant must: 1) submit an

application for re-admission prior to the date course begins and include a fee of \$35.00 with the application form; 2) achieve a passing score on all ATI exams for courses completed. For purposes of applying for re-admission, each ATI exam may be attempted only one (1) time. Inability to attain a passing score on the standardized test will result in placement in a lower level. Standardized tests are administered at a fee of \$50 each.

1. Submit an application for re-admission prior to the date course begins and include a fee of \$35.00 with the application form.
2. Achieve a Benchmark score on all standardized exams for courses completed. For purposes of applying for re-admission, each standardized exam may be attempted only one (1) time. Inability to attain a passing score will result in placement in a lower level. Standardized exams are administered for a fee.

## Dismissal

The Faculty reserves the right to dismiss or recommend the withdrawal of a student whose attendance, academic standing, or conduct makes it inadvisable for the student to remain in the school and successfully complete the program. A voluntary withdrawal with a failing grade prior to the end of a nursing course will be treated as an academic failure. The only difference is that "withdrew failing" will be recorded on the transcript rather than "F."

Academic – A final theory grade of “C” and a clinical laboratory grade of “S” (Satisfactory) are minimum requirements for each nursing course. Clinical and theory requirements for each nursing course must be met for the student to progress. The earning of a theory grade less than “C” and/or a clinical laboratory grade of “U” will result in course failure academic dismissal.

A clinical nursing course may be repeated only one time. A second withdrawal from the program due to the failure of a nursing course will result in permanent dismissal.

Misconduct – Any behaviors that jeopardize patient safety or adversely affect the school’s accomplishment of its’ educational goals. The following student conduct may result in dismissal from the program.

- a. Breach of Confidentiality – An unauthorized disclosure of confidential information.
- b. Smoking – [Policy: Smoking Policy](#) JRMC is a smoke-free institution. Smoking is not permitted on any of the hospital's property, which includes the School of Nursing (effective October 1, 2005). The first offense will result in a written warning, the second offense will result in suspension for two (2) school days, and the third offense will result in dismissal from the school.
- c. Professional Substance Abuse - Is defined as the use of a drug in a way that is inconsistent with medical or social norms leading to problems in psychosocial, biologic, cognitive/perceptual, or spiritual/belief dimensions of life.
- d. Cheating on exams and/or course work. Cheating is defined in the cheating policy.
- e. Abusive language or disruptive behavior as described in related policy.

The Withdrawal/Dismissal report will be completed by the lead instructor, Advisor, and/or Director of the School on all dismissed students. On the date of withdrawal, the student must also go to Financial Aid and the Registrar to complete the required paperwork. (See page 56 of Handbook for further information.)

A copy of the Withdrawal/Dismissal report will be placed in the student's permanent record.

## Handling Abusive Language or Disruptive Behavior Policy

JRMC School of Nursing is a community of staff, faculty, and students that are committed to teaching/learning in an environment that is respectful and safe. The school makes every effort to encourage civility and protection of each member of the community from interpersonal aggression and intimidating behavior, including but not limited to verbal, written, physical, or any other forms. Each member is responsible for his/her own behavior and will be held accountable for that behavior. The expression of criticism or problems through the use of abusive language or disruptive behavior toward any member of the community will not be tolerated. Such behavior is inconsistent with professional standards defined by the American Nurses Association (ANA) Code of Ethics and could be grounds for dismissal from the Program (*See Dismissal Policy, Student Handbook, and each Course Syllabi*).

In the event that an incident does occur, the community must abide by the following guidelines:

1. Each incident must be dealt with individually, directly, and immediately in the form of written or verbal counseling in accordance with JRMC's Disciplinary Policy.  
[Policy: Unacceptable Behavior/ Conduct](#)  
[Policy: Employee Conduct](#)
2. Report the incident to appropriate personnel, i.e., students report to instructor or advisor; instructor reports to the Director, and the Director must report through the chain of command in accordance with JRMC's policy and/or School of Nursing Dismissal Policy.
3. Facilitate the investigation of threats and reported incident(s).
4. Document the details of the incident(s).
5. Respond to each report objectively and seriously, even in the event that the threat appears frivolous.

## Social Media Policy

### Social Media Policy

#### **I. Purpose**

- A. JHA strives to ensure that employees are not interrupted, distracted, or drawn away from job responsibilities by outside personal matters. The purpose of this Social Media Policy is to ensure consistency with the organization's mission, vision, STEER values, existing policies, and compliance with legal and regulatory restrictions, privacy, and confidentiality agreements. This policy is not intended to interfere with rights under federal state law.
- B. This policy is a response to highly publicized examples of companies whose reputations have suffered as a result of inappropriate conduct by those company's employees in social media, whether it was intentional or unintentional. The intent of this policy is not to restrict the flow of useful and appropriate information but to minimize the risk to JHA and its employees of inappropriate damage to the reputation of both JHA and/or the individuals who work for JHA.
- C. **Definition:**
  - 1. **Social Media** includes, but is not limited to, online social networking sites such as Facebook, MySpace, Twitter, YouTube, Flickr, Snapchat, Stumbleupon, Tumblr, and Utterli, and other similar sites or blogs.

## II Policy

- A. Employees should act appropriately and respectfully on all social networks. Employees should be cognizant of the personal and professional implications of engaging in social networking inside or outside the workplace. An employee's online presence is a reflection on the organization, whether or not the employee has stated his/her affiliation with JHA.
- B. Employees should be reminded that JHA policies on discrimination, harassment, ethics, and confidentiality extend to all forms of communication (including social media) both inside and outside the workplace. When participating in social networking sites while off duty, employees should follow the guidelines stated in this policy.

## Guidelines for Social Media Use

- 1. Employees are prohibited from using JHA computers or equipment for personal use on social media and/or network websites.
- 2. Employees are not permitted to use personal cell phones or other electronic devices to visit social networking sites while on duty, excluding breaks or meal periods.
- 3. Employees should use discretion in making any reference to JHA or any JHA facility on a social media/network and should be aware that any information published on a social media/network becomes public information.
- 4. JHA reserves the right to review the social media sites of its employees.



5. Employees are prohibited from publishing any information or making a reference to a JHA patient, visitor, coworker, or other customers in any social media or network site when the reference establishes an affiliation with JHA.
6. Employees should uphold JHA's value of respect for individuals and avoid making statements about JHA, coworkers, patients, physicians, or customers that are harassing, threatening, libelous, or defamatory.
7. Members of management are discouraged from accepting a friend request from staff members on a social networking site.
8. The following subjects may not be discussed by employees in any form of social media: confidential or proprietary information of JHA; confidential or proprietary information of vendors, suppliers, partners, or business associates of JHA; intellectual proprietary belonging to JHA such as designs, software, ideas, and innovations; or JHA business strategy and business prospects. No JHA logo or logo of any affiliate may be used without the specific written consent of JHA.
9. Employees are prohibited from any discussion on social media that is critical of JHA's services, executive leadership, and/or employees, with the exception of comments or observations relating to employee wages, hours, or other terms and conditions of employment protected under the National Labor Relations Act.
10. Employees should refrain from the following in any form of social media: explicit sexual references; references to illegal drugs; obscenity or profanity; and disparagement of any race, religion, gender, sexual orientation, disability, or national origin.
11. Employees should use a personal home email address (not a JHA email address) as a primary means of identification when expressing personal views on a social networking site.

## Non-Compliance with Policy

1. All members of JHA management are responsible for the enforcement of this policy.
2. Employees who violate the provisions of this policy will be counseled in accordance with JHA's progressive discipline policy, up to and including termination, as outlined in the HR Policy on the Unprofessional Conduct/Behavior in Section 9 of this manual.

## Graduation Policies

Only after meeting the requirements of the curriculum and the ATI product and after all other graduation requirements (listed below) will be the student's name by submitted by the Director to the Arkansas State Board of Nursing as a candidate eligible to test for RN licensure.

## **Graduation Requirements:**

1. Satisfactorily completed all requirements in the prescribed educational program
2. Complete exit interview with Director
3. Pay all financial obligations to the school, including graduation fees.
4. Comply with commencement dress code
5. In the last course of the curriculum, make a satisfactory score on the ATI Comprehensive Predictor.
6. Provide verified documentation of required activities for NCLEX-RN in the ATI virtual review course.

## **Graduation and Licensure**

Prior to graduation, the Director of the School of Nursing will conduct an exit interview with each Level III student. Those who have satisfactorily completed all requirements in the prescribed educational program and who have discharged all financial obligations to the school will be eligible to receive a diploma and participate in the Commencement ceremony. A student may participate in commencement but not receive a diploma and not be eligible to apply as a candidate to test for RN licensure if a satisfactory score has not been achieved on the ATI Comprehensive Predictor.

Students should be prepared for additional expenses of about \$400.00. Included in that estimate are graduation cap and gown, school pin, invitations, pictures, and fees to apply for the licensure examination.

When all Graduation Requirements have been met, the graduate of JPMC School of Nursing is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory performance on this examination is required for licensure by the Arkansas State Board of Nursing.

The fee for taking the examination is due when the graduate applies to take the examination.

Completion of all program requirements does not guarantee eligibility to take the NCLEX-RN. A student who has been convicted of a crime any time in the past is required to notify the Arkansas State Board of Nursing prior to taking the NCLEX. Persons convicted of a crime may not be eligible to apply for the NCLEX. All students are required to have a criminal background check completed prior to applying for the NCLEX.

## Commencement Uniform

The Commencement attire is a green cap and gown with a green and white tassel. No alteration or additions may be made to graduation regalia. All students will comply with the commencement dress code.

### Females:

- Wear **BLACK CLOSED-TOE** shoes. Flats or heel.
- **High heels: Heel may NOT be more than 3 inches.**
- **NO Lace-up heels, NO stiletto heels, NO sandals, No boots or booties, NO stacked/platform heels.**
- Only **Black** dresses or black dress pants under the robe.
- Dress attire must be properly fitting—NO skintight attire.
- Make sure **DRESSES ARE NO LONGER THAN THE ROBE.**
- **NO JEANS**, capris, or shorts.
- Do not wear hairdos that will prohibit the fit of the mortarboard (cap).
- Do not wear dangling earrings.
- Sew your white collar on the robe before graduation. The tape does not work!
- Avoid high heels – you could trip on the steps!

### Males:

- Wear **BLACK** dress shoes only. NO boots
- Wear **BLACK** slacks only. **NO JEANS.**
- Wear a **white dress shirt only** (you **do not** need the round collar sewn on your robe).
- Wear a solid, dark-colored necktie.

Mortarboard caps are worn parallel to the ground, not tilted at an angle. The front point should be in the center of your forehead—NO decorating the Mortarboard cap.

You should iron/steam your robes with cool or warm iron --- **NOT HOT!** It's recommended that you put a towel between the iron and the gown to prevent scorching. **DO NOT DRY CLEAN!**

**ANYONE SHOWING UP FOR GRADUATION THAT IS NOT IN COMPLIANCE WITH DRESS CODE WILL BE UNABLE TO PARTICIPATE IN THE CEREMONY.**

## Commencement Awards

1. **Faculty Award** – The outstanding graduate is recognized in each class and is presented the Faculty Award. This selection is made by the Faculty on the basis of scholastic achievement, clinical nursing ability, service, and active support of the school. To be eligible for this award, the student must complete the last two levels at JRMC School of Nursing.
2. **Honors Award** – Award recognizing superior academic achievement is presented to the graduate with the highest scholastic average.

3. **Attendance Award(s)** – Presented to graduate(s) with perfect attendance in class and clinical during the 24 months required for completion of nursing courses.
4. **Leadership Award** – Presented to a student who has demonstrated characteristics inherent in a leader and promoted the nursing profession by participating in the Local, State, and National Student Nurses Associations.
5. **Helen Sullivent Scott Award** – Presented to a graduating senior who gives loving quality care to his or her patients. This award was established by the family and friends of Mrs. Scott, an R.N. who worked in the Coronary Care Unit at JRMC, and also was an Instructor in the Practical Nurse Program at Pine Bluff, and is remembered for her kind, loving manner.

## Commencement Ushers

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

## Financial Information

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each semester in Level I or according to the payment plan, and upon registration for each course in Level II and III. Payments are made in the cashier's office at Jefferson Regional Medical Center.

Any student withdrawing or being dismissed from the school must absolve any payable fees immediately. No transcript or recommendations will be sent until the account is cleared.

## School Expenses

### Approximate Costs by Term

JRMC School of Nursing

Tuition and Fee Structure

Cost Items	Term 1	Term 2	Term 3	Term 4
	Level I Semester I (16 weeks)	Level I Semester II (16 weeks)	Level II Semester I (16 weeks)	Level II Semester II (16 weeks)
	<b>N100</b> Foundations of Nursing Practice (12 hrs)	<b>N104</b> Adult Health I (9 hrs)	<b>N200</b> Maternal/Child Nursing Care (10 hrs)	<b>N204</b> Adult Health II (9 hrs)
		<b>N106</b> Pharm I (3 hrs)	<b>N202</b> Transition to Professional Nursing Practice (2 hrs)	<b>N206</b> Pharm II (2 hrs)
				<b>N208</b> NCLEX Prep (1 hr)
<b>Tuition</b>	\$2022.00	\$1516.50 (N104)	\$1685.00 (N200)	\$ 1516.50 (N204)
		\$ 505.50 (N106)	\$337.00 (N202)	\$ 337.00 (N206)
				\$ 168.50 (N208)
<b>Books</b>	\$ 600.00	\$ 300.00	\$ 200.00	\$ 100.00
<b>Lab/Tech Fees</b>	\$ 626.00	\$ 300.00	\$ 300.00	\$ 300.00
<b>Passport Fee</b>	\$ 10.00		\$ 10.00	
<b>Graduation Fee</b>				\$ 210.00
<b>ATI</b>	\$ 613.00	\$ 613.00	\$ 613.00	\$ 613.00
<b>Syllabus</b>	\$ 30.00	\$ 60.00	\$ 60.00	\$ 60.00
<b>Totals</b>	<b>\$3,891.00</b>	<b>\$ 3,295.00</b>	<b>\$3,2205.00</b>	<b>\$ 3,310.00</b>
<b>Grand Total</b>				<b>\$13,701.00</b>

- ❖ 48 total credit hours
- ❖ Mental Health and Nutrition concepts threaded throughout the curriculum
- ❖ See the estimated cost of courses taken at SEARK on the following page.
- ❖ Each student will pay his or her regular tuition and fees to JRMC School of Nursing and/or SEARK for credits attended at the respective institutions.

**COST OF COURSES TAKEN AT SEARK**

<b>Course</b>	<b>SEARK Course Number</b>	<b>Credits</b>	<b>Tuition</b>	<b>Fees</b>	<b>Books</b>	<b>Cost (Tuition+ Fees+ Books)</b>
English Composition I	ENGL 1313	3	\$ 288.00	\$133.00	N/A	\$ 421.00
*Human Anatomy & Physiology I with Lab	BIOL 2454	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
*Human Anatomy & Physiology II with Lab	BIOL 2464	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
Microbiology with Lab	BIOL 2474	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
College Algebra	MATH 1333	3	\$ 288.00	\$101.00	\$ 252.00.	\$ 641.00
General Psychology	PSYC 2303	3	\$ 288.00	\$101.00	\$ 240.00	\$ 629.00
English Composition II	ENGL 1323	3	\$ 288.00	\$101.00	N/A	\$ 389.00
<b>TOTAL</b>		24	\$2304.00	\$835.00	\$1410.00	\$4549.00

A. Lab, Internet, Telecourse, and CIV fees are not included: \$30.00 per course.

## ADDITIONAL EXPENSES:

Nursing License and Background Check	\$ 151.25 estimated
NCLEX Registration	\$ 200.00
Transcripts – Official or Unofficial	\$ 6.00
Pictures	\$ 8.00 subject
Identification badge fee	\$ 6.00+
Clinical Make-up	\$ 50.00
Application and Registration Fee	\$ 135.00
Uniforms (Scrubs and Lab Coat)	\$ 350.00

Please know the student will need class supplies, a personal allowance for transportation and other expenses outside the hospital and medical care, and group hospital insurance if not provided by a family policy. Meals should be estimated at about \$6.00 to \$8.00/meal in the cafeteria.

## Other Expenses

### List of Fees

Make-up Unit Examination:	\$ 50.00
Make-up Final Examination:	\$ 100.00
Standardized Course Exam Make-Up:	\$ 50.00
Standardized Exit Exam Make-Up:	\$ 75.00

**Financial assistance will not pay for any make-ups or retakes, i.e., clinical make-up, exam make-ups.**

### Admission Fees

Application Fee	\$35.00
Re-Admission Fee	\$35.00

*The above fees are to accompany the application for admission (or re-admission) to the School of Nursing and are not refundable.*

Registration Fee	\$100.00
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*(The Registration Fee is payable when the applicant is notified of acceptance into the School of Nursing and is not refundable.)*

## Payment of Tuition and Fees

All tuition and fees are paid in the cashier's office at JRMC with your student account number on the personal check or money order. Copies of all receipts are submitted to the Registrar in the JRMC School of Nursing for record-keeping purposes. There is a fee for all returned checks. Receipt of two (2) returned checks during a twelve (12) month period will result in forfeiture of check-writing privileges.

Tuition does not include books, accrued clinical make-up exam fees, unit exam make-up fees, syllabus fees, standardized test retake-fees, graduation fees, laboratory fees, technical fees, etc. Financial Aid does not cover all fees. Clinical make-up and exam make-up fees must be paid in the cashier's office, and Registrar must receive a receipt of payment prior to receiving the final grade.

## Delinquent Tuition

Tuition and fees must be paid according to school's payment terms unless special arrangements are made with the Director. Students whose financial obligations to the School of Nursing are more than 2 weeks' delinquent will be unable to attend classes or clinical. Students whose financial obligations to the School of Nursing are more than 3 weeks delinquent will be asked to withdraw from the school.

**All fees must be paid prior to receiving the final grade.**

## Financial Information

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each semester in Level I or according to the payment plan, and upon registration for each course in Level II. Payments are made in the cashier's office at Jefferson Regional Medical Center.

Any student withdrawing or being dismissed from the school must absolve any payable fees immediately. No transcript or recommendations will be sent until the account is cleared.

## Student Financial Aid

### General Consumer Information

Most of the information required for consumer information has been satisfied via our school's web site. However, the school has someone available during normal operating hours to assist current or prospective students and their families with additional information.

At a minimum, the following information must be provided about financial assistance available at a school:



- the need-based and non-need-based federal financial aid that is available to students;
- the need-based and non-need-based state and local aid programs, school aid programs, and any private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- the rights and responsibilities of students receiving aid;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling and
- the criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

**To be eligible to receive federal student aid, you must:**

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number.
- Have a high school diploma or a General Education Development (GED) certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System if you are a male and not currently on active duty in the U.S. Armed Forces.
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or Subsidized Loans, where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are not eligible for Pell Grants.

## Financial Aid Application

To apply for federal student aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. To access this application, you may go to [www.fafsa.gov](http://www.fafsa.gov). Our Financial Aid Office is also available to assist students in the completion of this form and to answer any questions. The FAFSA is used to determine eligibility for all types of federal student aid programs. Once processed, the application will produce an Expected Family Contribution (EFC), which determines eligibility.

Student aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with

them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

## Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance (COA). The COA is the amount it will cost you to go to school. The school will calculate your COA to show your total cost for the school year.

## Satisfactory Academic Progress

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of JRMC School of Nursing.

## Financial Aid History (NSLDS)

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The school may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

## Financial Aid Programs

### General

All Title IV financial aid funds received by the school will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current Federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

The School Code for the School of Nursing is 016498.

## Selection of Eligible Applicants

In accordance with Federal Regulation 668.43(b)(3), the following paragraphs describe funding program procedures and how aid recipients are selected from the pool of eligible applicants.

### Federal Pell Grant

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance (COA). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid Office of the School. The application will be transmitted electronically through a federally approved need-analysis system, which will determine the applicant's EFC. [fafsa.ed.gov](http://fafsa.ed.gov)

## Veterans Benefits

The school is an approved education facility for veterans training.

If you are a veteran or you are the spouse or dependent of a veteran, education's benefits may be available. Information is available at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-888-GI-BILL-1 (1-888-442-4551).

Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through JRMC School of Nursing must supply verification of high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript.

## William D. Ford Federal (Direct Loan) Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

1. Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
2. Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
3. Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

## Federal Subsidized & Unsubsidized Loans

### **Direct Subsidized Loan:**

Federal Direct Loans are low-interest loans that are insured by a guarantee agency and made to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need, and the school determines the amount you can borrow. The amount borrowed cannot exceed your financial need.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan as long as the student remains in college on at least a half-time status. It also pays the interest for the first six months after you leave school (referred to as a grace period) and during certain other periods (postponement of loan payments).

### **Direct Unsubsidized Loan:**

The Direct Unsubsidized Loan program is available to both undergraduate and graduate or professional degree students; there is no requirement to demonstrate financial need. The school determines the amount you can borrow by considering the cost of attendance and the amount of other financial aid you received. An Unsubsidized Stafford Loan is not awarded based on need.

The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full. You are responsible for paying the interest on Direct Unsubsidized Loans during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, the interest will be capitalized at the end of the grace, deferment, or forbearance period. That is, the unpaid interest will be added to the principal amount of the loan.

For more information, go to [studentloans.ed.gov](http://studentloans.ed.gov).

## Children of Fallen Heroes Scholarship

This grant is for learners who had a parent or guardian who died in the line of duty as a public safety officer. If applicable, you may qualify for additional federal aid if you meet the eligibility requirements and can submit documentation to prove entitlement for this scholarship. If you have self-identified yourself as a learner that may be entitled to this scholarship, please see Financial Aid.

## State Aid

The Arkansas Department of Higher Education (ADHE) provides loans, grants, and scholarships to Arkansas residents enrolled at JRM School of Nursing. Award criteria include financial need, academic achievement, and/or study of specific subjects. For additional information about financial aid, call ADHE at (800)54-STUDY or in the Little Rock area, (501) 371-2050, or visit [www.adhe.edu](http://www.adhe.edu). Programs like the Arkansas Academic Challenge (lottery) Scholarship require the YOUniversal application to be completed by June 1. Awards may be renewable and can be a great financial supplement.

## Other Aid Programs

Other aid programs include the following:

1. Arkansas Department of Higher Education - Academic Challenge (Lottery) Scholarship
2. Arkansas Department of Higher Education Opportunities Grant - Go Grants
3. Arkansas Rehabilitation
4. WIA (Workforce Investment Act)

## Other Sources

Students may find other sources of funding based on their state of residence or personal history. These resources include:

1. Friends and family
2. Employers (tuition reimbursement)
3. Americorps
4. Public Libraries & Internet
5. Business and Labor Organizations, etc.
6. U.S. Armed Forces
7. U.S. Department of Veterans Affairs
8. Internal Revenue Service

## Scholarships

A scholarship is free money the student can receive to assist in funding their education. There are many different types of scholarships available. The student can simply search the web for different organizations that offer scholarships, such as the following, just to name a few:

- A. [www.scholarships.com](http://www.scholarships.com)
- B. [www.wiredscholar.com](http://www.wiredscholar.com)
- C. [www.fastweb.com](http://www.fastweb.com)
- D. [www.uncf.org](http://www.uncf.org)

## Return of Title IV

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

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

- The student initiates an official withdrawal from JRMC SON.
- The student is administratively dropped by the instructor from all classes due to non-attendance.
- The student is administratively withdrawn from all courses as a result of disciplinary action.

- The student is considered an official withdrawal by receiving failing grades or a combination of failing grades, and either the instructor or the student starts the withdrawal process.

The amount of Title IV aid an institution must return to the federal student aid program is determined by the federal return to Title IV funds formula as specified in 484B of the Higher Education Act. JRMC uses the program provided by the Department of Education to calculate the amount of aid that must be returned, which was initially employed to pay institutional charges. The date of determination provided by the instructor is used to document the last date of enrollment. If the student is considered to be an unofficial withdrawal and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date is used in the Return of Title IV calculation. If a date cannot be determined for an unofficial withdrawal, the last know activity by the student will be used in the calculation. In addition, scheduled breaks of at least five consecutive days are excluded from the calculation, thereby reducing the total number of calendar days attended in the period of enrollment.

JRMC establishes unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination date:

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

Repayment may also be required of the student when a refund has been issued to the student from financial aid funds in excess of the amount used to pay institutional charges that the student failed to earn by continuing enrollment. JRMC will also restore these funds to the appropriate source in the order above within 45 days of the withdrawal determination.

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

If a student earns more aid than was disbursed, the student may be eligible to receive a post-withdrawal disbursement. Students are notified by mail of their eligibility for this disbursement. If the post-withdrawal disbursement is loan funds, the student must confirm in writing that the loan funds are still wanted. A post-withdrawal disbursement of grant funds will automatically be credited to the student's account for outstanding charges. A student, who does not have a balance due, must confirm in writing their desire to receive the grant funds. If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the school before being refunded to the student.

## Withdrawal

When a student withdraws or is terminated from JRMC SON after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition/books/fees for the academic period in which the student withdraws and any prior period completed. On the date withdrawal paperwork is completed, the student must go to Financial Aid to complete the required paperwork.

## Procedures

A student who wishes to withdraw during a term should do so officially through their current lead instructor, faculty advisor, and the Financial Aid Office. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. The student's identification badge must be turned in to the school at the time of withdrawal. Only in cases of serious illness may the student withdraw by any other communication. Failure to officially withdraw properly may result in the assignment of failing grades that become part of the student's permanent record. All students receiving financial aid should complete an exit interview through the Financial Aid Office. In all cases of withdrawal, the last date of attendance will be used to calculate refund amounts. If JRMC SON determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the school may use the date of determination as the last academically-related activity the school has documented.

## Arkansas State Refund Policy

Schools shall publish and adhere to a refund policy that provides not less than:

1. The registration fee not to exceed one hundred dollars (\$100.00) paid to the school by the student may be retained as an enrollment or application fee.
2. All amounts paid in excess of one hundred dollars (\$100.00) shall be refundable.
3. The refund shall be based on the cost for each payment period of the program. All tuition beyond the current payment period shall be refunded when a student terminates.
  - a) During the first twenty-five percent (25%) of the payment period, the refunds shall be made on a pro rata basis.
  - b) At the completion of 25% of the payment period, the student owes 50% of the tuition.
  - c) At the completion of 50% of the payment period, the student owes 75% of the tuition.
  - d) At the completion of 75% of the payment period, the student owes 100% of the tuition.

## General Guidelines and Information

### Bulletin Boards

Bulletin Boards are located in each classroom. Students, Faculty, and/or administrative personnel may post notices for schedules, policy changes, selected articles, and/or messages. Students are responsible for reading the Bulletin Boards daily. All information posted should be dated, signed, and removed when information is no longer current. Announcements may also be made in the learning management systems.

There is a bulletin board in the student lounge. It is to be used for policy changes, selected current articles, and messages. SNA representatives and/or administrative personnel may post notices.

### Cafeteria

Meal services are provided in the cafeteria for Medical Center personnel, including students.

Each student will receive a discount of 25% on cafeteria meals at Jefferson Regional Medical Center. You must be wearing your identification badge in order to receive your discount.

Employee Discounts: <https://www.lucidoc.com/cgi/doc-gw.pl?ref=jrhc:10114>

### Change of Name and/or Telephone Number

Any change of name, address, or telephone number must be reported to the School Office. Evidence of name change must be submitted to the school office.

### Marriage

A student who is planning to marry and use his/her married name should notify the school office. A new identification badge should be obtained through the human resources office. A copy of your marriage license must be provided to the school in order to change your name.

### Parking

Jefferson Regional Medical Center has limited parking for its patients, employees, students, and physicians. Students are required to park in designated areas. Students may park in the "Employee/Student" parking lot at the School or JRMC's employee lot west of the parking deck.



## Personal and Professional Conduct

### Personal Visitors

Students may not entertain personal visitors in the clinical area. If a personal visitor comes to your work area, you should explain to the person that hospital work areas are restricted and that you will meet them during your break, lunch period, or after clinical hours.

Students should advise friends and relatives not to call them at the school or clinical areas except in emergencies. In case of an emergency, every effort will be made to contact the student. In the event the student cannot be reached for emergencies while in the clinical area, a message will be taken and given to the student at the first available time.

If it is necessary to make a personal phone call while in the hospital, students should use one of the public phones or the phone in the student lounge. Except for emergencies, personal calls should be made during mealtime or on break. Students should not instruct others to leave messages in the school office, except in case of emergencies. Students may not use the office phone for personal business. The use of cell phones is not allowed in the clinical area.

### Confidential Information

The professional information obtained when caring for patients is strictly confidential. Please do not discuss confidential information with other students and employees except as necessary to provide nursing care. NEVER discuss patients outside the hospital or in public hospital areas.

Giving out information about the condition of patients is the responsibility of the medical staff and authorized nursing personnel. Students are not allowed to give out information.

Misleading, incomplete, or inaccurate information may cause unnecessary suffering, worry, or embarrassment. Giving out confidential information is not only improper ethically, but it can lead to legal action potentially harmful to the hospital, the staff, a student, or a patient.

Unauthorized disclosure of confidential information will result in disciplinary action being taken by the School of Nursing.

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

In the hospital:

- All unnecessary conversation and noise should be avoided.
- Loitering in hospital service areas is not permitted.
- Students may visit friends and/or relatives who are patients when off duty during regular hospital visiting hours.
- Students will not be permitted to leave class or clinical areas to visit relatives except in cases of extreme emergency.

- A student may not visit his/her patients when off duty unless special permission is granted by the instructor.
- Students may not remove hospital equipment without permission.

## School Resources and Facilities

### Health Program Policies

The school maintains a Student Health Program for the promotion of positive physical and mental health. The program is designed to encourage students to assume individual responsibility for good daily health practices and adequate health care during illness; therefore, the school provides only minimum health services.

### Objectives

The Student Health Program is planned, organized, and implemented to assist the student in:

Recognizing personal health needs and taking positive action in maintaining optimum physical and mental health.

Practicing good principles of physical and mental health and influencing others to do the same.

Securing effective medical care and follow-up services as indicated.

Maintaining a physical and emotional environment that will be conducive to normal healthful living.

The student is responsible for his/her own health care.

1. Health insurance is recommended.
2. Twenty-four (24) hour medical assistance is available for accident or illness in class or clinical areas through the Emergency Department. The student will assume the cost of hospitalization, physician fees, and treatments, with no exceptions.
3. Health and screening services provided and required for employees of J.R.M.C. are provided for students with the exception of the Hepatitis B vaccine. The Hepatitis vaccine or a waiver indicating the student's refusal to receive the vaccine is required and must be on file in the student's health file at the School of Nursing. Annual T.B. skin test is required.

## Basic Life Support (BLS) Course

[Policy: HeartCode BLS, ACLS, and PALS](#)

Each student accepted into the program is required to complete an American Heart Association Basic Life Support (CPR & AED) course. Each student is required to maintain current certification throughout the program.

## Immunizations

Immunizations required by JPMC School of Nursing include current TDap; proof of (2) MMR vaccines and/or titers; proof of varicella x 2, or positive history of disease and/or titers; proof of Hepatitis B vaccine series and/or positive titers or a signed waiver; current TB skin test and annual flu shot. Documentation of immunization is to be submitted on the school's scheduled Orientation day. The following is the MMR policy: Students will show evidence of two live measles vaccinations or documentation of physician-diagnosed measles or laboratory evidence of measles immunity. Persons born on or after 1957 who have no documentation of vaccination or other evidence of measles immunity should be vaccinated prior to admission and revaccinated no less than one (1) month later.

[Policy: Hepatitis B Immunization Program](#)

*Subject to change at the discretion of Faculty based on clinical assignments.*

## Exposure to Blood Borne Pathogens

[Policy: Exposure Control - Blood & Body Fluids](#)

Any exposure to blood born pathogens (needle sticks, etc.) must be reported to the Employee Health Nurse, and the policies of Jefferson Regional Medical Center will be followed for such incidents.

## Drug-Free Work-Place Policy

The Jefferson Regional Medical Center and JPMC School of Nursing will provide a drug-free workplace in accordance with the Drug-Free Work-Place Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on Hospital property or while participating in a school-related activity off Hospital premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including dismissal. Students involved in violations of this policy may also be subject to legal consequences.

Students with drug dependency or substance abuse problems are encouraged to seek help in dealing with such conditions through the Employee Health Nurse, where appropriate referrals

can be made. Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition. At the discretion of any faculty member, a drug screen may be requested. Refusal to comply will result in dismissal from the program. Any student receiving financial aid will acknowledge in writing his/her understanding of the imminent loss of financial aid if convicted of a drug-related offense.

## Substance Abuse Policy

### Professional/Legal Standard

The School of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health, and welfare of its faculty, staff, and students, and people who come into contact with its Faculty, staff, and students during scheduled learning experiences. The School of Nursing strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any Registered Nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m.

Furthermore, any Registered Nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309(a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. **Similar professional expectations apply to nursing students.** Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, prescription medications that are not being used as prescribed or are not prescribed for the student at all which can affect the student's mental or physical ability to work safely in the medical field, otherwise legal intoxicants in violation of Jefferson Hospital Association's policies, or controlled substances is obligated to report this information to a School of Nursing faculty member.

### Purpose/Policy

Reference is made to the Substance Abuse Policy in the Jefferson Hospital Association, Inc. (JHA) Personnel Policy and Procedure Manual. JHA is inclusive of the School of Nursing and its buildings and grounds. Nursing students perform many of the same functions as nurses employed by JHA and are therefore subject to all statements contained in the Personnel Policy and Procedure Manual (Testing for Drugs and/or Alcohol).

### Student Release Form

As a condition of enrollment, each student will sign an Authorization and Consent for Substance Screening Tests, and Disclosure of Results form agreeing to adhere to the JHA Substance Policy.

## Testing Procedures

All students will be drug screened as a part of the admission process during orientation. Drug tests will be done at Health Care Plus at the student's expense. If a drug screen is positive, the test will be sent off for further review at an additional cost to the student. The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

1. Upon admission to the program
2. Random testing is performed as required by the clinical agencies, JHA, or Jefferson Regional Medical Center (JRMC). The Randomizer software program will be utilized to select at random times students for random drug testing.

Testing will be conducted using the following procedure:

1. On the random date selected by the software program, the students selected will be notified by the Director, or her designee, to report immediately to Employee Health at J.R.M.C. for a drug test at the school's expense. (If the student is not at school on the random date selected, the drug test will be performed the next day the student is in school.)
2. Results of the drug test will be communicated confidentially from Employee Health to the Director of the School of Nursing.
3. If the test is positive for substances that violate this policy, the student will be immediately dismissed from the School of Nursing program. Refusal to comply will result in dismissal from the program.
4. Confidentiality will be maintained, and all testing results will remain the property of JHA.
5. For cause (see below)

## Testing for Cause

Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The nursing faculty member's decision to a drug test will be drawn from those facts in light of the experience of the observer and may be based on but not limited to, the following:

- observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug
- erratic behavior, slurred speech, staggering gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance
- conviction by a court, or entering a plea of guilt or nolo contendere to a drug, alcohol, or controlled substance criminal charge
- attendance with a pattern of tardiness and/or absenteeism

Testing will be conducted using the following procedure:

1. The faculty member will have another faculty member or staff RN confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location, ensuring privacy and confidentiality. The discussion will be documented, and the decision to a drug test will be made.

3. If warranted, the student will submit appropriate laboratory specimens in accordance with the JHA Substance Abuse Policy.
4. The student will be suspended from all clinical activities until the results of the drug test are known.
5. If the laboratory test is negative for substances that violate this policy, the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If the test is positive for substances that violate this policy or if the student refuses to comply, the student will be immediately dismissed from the School of Nursing program.
7. Confidentiality will be maintained, and all testing results will remain the property of JHA.

## Positive Results

The outcome of a positive drug test will result in immediate dismissal from the School of Nursing. If the student wishes to challenge the decision of the nursing program, the due process procedure of the School of Nursing will be followed. Any student dismissed following a positive drug test for cause will be eligible for consideration for re-admission to the School of Nursing with proof of successful completion of a drug rehabilitation program. Students will be evaluated on an individual basis for re-admission.

## JRMC Drug testing Policies

[Procedure: Drug Screens for Injuries on Duty](#)

[Policy: Substance Abuse](#)

## Medical Marijuana Policy

JRMC staff, faculty, and students fall into the category of a position that is designated as a safety-sensitive position. The essential duties of the job require the employee/student to work in a constant state of alertness in a safe manner. A lapse in attention to detail may constitute a threat to health or safety, resulting in injury, illness, or death.

Employees (or students) in safety-sensitive positions cannot test positive for Medical Marijuana, even if they are a qualifying patient with a Med. Marijuana registry ID card.

## Authorization and Consent Forms

### **Authorization and Consent for Substance Screening Tests and Disclosure of Results**

I hereby authorize, consent, and agree to take any physical or medical screenings, including blood, urine, or other tests for drugs and/or alcohol if requested by JHA. I further consent and agree to truthfully give any information requested in connection with such tests. I understand the laboratory results of tests and information provided by me will be used to detect the presence of drugs, alcohol, or medications in my body, to determine my competence to perform duties for which I am being assigned, and to identify any physical or mental condition resulting from drug/alcohol abuse which would bear on my performance. I authorize the communication of the laboratory results and information by the entity conducting the tests and internally, as JHA deems appropriate, in its sole discretion.

I understand the initial costs of any screenings or test involving my status as a nursing student will be borne by Jefferson Hospital Association, Inc., and I agree any information and test results will be retained by Jefferson Hospital Association, Inc., and is exclusively its property.

I understand and agree that refusal to submit to and/or to fully cooperate in any screenings for drug/alcohol abuse testing in connection with my role as a student and/or testing positive will result in dismissal from JRMC School of Nursing.

I understand that while I am a student with JRMC School of Nursing, I may be requested to provide specimens of my urine and/or blood for testing in accordance with the Substance Abuse Policy of Jefferson Hospital Association, Inc. Such a policy may be revised from time to time. I consent and agree to give any information requested in connection with such tests. I understand the laboratory results of tests and information provided by me will be used to detect the presence of drugs, alcohol, or medications in my body, to determine my competence to perform the work required by me as a student, and to identify any physical or mental condition which would bear on my performance. I authorize the communication of the laboratory results and information, the entity conducting the tests and internally, as Jefferson Hospital Association, Inc., deems appropriate in its sole discretion.

I also consent and agree to cooperate in any questioning and any searches of my vehicle, locker, baggage, desk, clothing, pocketbook, and/or other related areas on Association property without notice. I understand and agree that refusal to submit to and/or to fully cooperate with any physical or medical screening for the purpose of drug/alcohol abuse testing or search will subject me to disciplinary action, including my dismissal as a student with JRMC School of Nursing.

This authorization and consent shall continue throughout my enrollment as a student with JRMC School of Nursing and shall not be revoked by any passage of time nor for any reason whatsoever.

I CERTIFY I HAVE READ THIS AUTHORIZATION AND CONSENT AND I HAVE BEEN GIVEN THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY CONCERNING ITS OPERATION AND EFFECT THAT I AM NOT RELYING ON THE REPRESENTATIONS OF ANY REPRESENTATIVE OF JEFFERSON HOSPITAL ASSOCIATION, INC., AND I AGREE TO IT FREELY AND VOLUNTARILY, WITHOUT ANY COERCION WHATSOEVER.

\_\_\_\_\_  
Applicant/Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Doctors' Appointments

The student is responsible for selecting his/her own physician and making appointments in case of illness.

Appointments should be made for a time when no classes or clinical assignments are scheduled.

## Medications

Students are to take only medications prescribed for them by their physician.

Drugs prescribed for students may be obtained in the Hospital Pharmacy at the same discount given to Hospital employees.

## Guidance Program

The Guidance Program is based on the philosophy that personal adjustment and maturity in all areas of living are essential to a happy and successful life. The aims of the school are to facilitate self-understanding and self-acceptance and to assist the student in growing and developing personally and professionally.

Each student is assigned to a faculty advisor during each nursing course. Appointments for individual students will be made upon request of the student and at scheduled intervals. Appointments should be made with the individual faculty advisor.

The faculty advisor assists the student in educational career planning and evaluation of academic and clinical progress.

Confidential guidance is available to students for referrals and assessment of emotional and social problems through JRMC's Employee Assistance Program by calling the hotline number at 1-800-854-1446 (Ceridian). Counseling services are also available to students at no or minimal cost through the Area Health Education Center (AHEC), which is located on the JRMC campus.

## Objectives of the Guidance Program

Objectives of Guidance Program Are to:

1. Guide the student to understand and respect the person as a human being of worth with common needs.
2. Guide the student to recognize and accept certain behavioral reactions in himself and in others.
3. Assist the student in adjusting to and accepting new situations.
4. Help the student examine his reactions to situations and to prepare him to begin problem-solving in a logical manner.

5. Assist the student in recognizing his capabilities and needs to seek guidance in problem-solving when necessary.
6. Encourage and support the student in her personal and professional growth and assist him in identifying his accomplishments and goals.
7. Assist the student in accepting responsibility for his/her actions and encourage participation in social and cultural programs as a step toward self-directed activity in a demographic group.

## Purchasing With the Medical Center

### Policy: Employee Discounts

Each student will receive a discount on selected items in the gift shop.

## Computer Lab

Computers are available for student use in the School of Nursing. Various programs are installed or available from instructors to enhance learning and assist with test-taking skills. Wi-Fi is available in the building for student use.

## Library

### **General Information**

UAMS South Central Regional Campus – Pine Bluff, Julie Dobbins/Melville Library was established in September 1973. The library has moved to fully digital with access to all print via the digital library in the fields of medicine, nursing, and other health-related fields.

The library serves the UAMS South Central Regional Campus-Pine Bluff Family Practice Residency Program residents and medical students from the University of Arkansas for Medical Sciences, the medical staff of Jefferson Regional Medical Center, JRMC School of Nursing, Jefferson Regional Medical Center School Radiology, and all other local health science students and professionals within a 14 county area in southeast Arkansas.

In late 1978, the library moved into a new 3900 square foot facility located in the AHEC UAMS South Central Building adjacent to the northeast wing of Jefferson Regional Medical Center. The library more than doubled shelf and office space and added study accommodations for individuals and groups as well as a central lounge area. There is a comfortable classroom area supplementing the audiovisual portion of the library where viewing and listening facilities are provided.

On September 21, 1979, the library was dedicated to the memory and honor of C. Eugene Melville by the action of the University of Arkansas Board of Trustees. Mr. Melville was the Administrator of Jefferson Hospital from 1967 to 1979 and played a prominent role in the establishment and development of the Area Health Education Center-Pine Bluff.

On January 21, 2019, the library moved to the new facility at JPCII, UAMS Family Medical Center. The library is on the 2<sup>nd</sup> floor of the building and will be named Julie Dobbins/Melville Library. This is to honor not only Mr. Melville but the longtime librarian Julie Dobbins after her sudden passing. It occupies a small area with three study carrels, including a computer in each carrel. There is a training room/computer lab across the hall from the library. There is minimal current print material, but requests can be made for outside our facility assistance.

Library Hours: The library is open from 8:00 A.M. till 5:00 P.M., Monday – Friday. The services of a librarian are available during these hours.

## The Library Collection

Present Julie Dobbins/Melville Library holdings are available online. OCLC (Online Computer Library Center) and DOCLINE (the [National Library of Medicine's](#) automated interlibrary loan ILL) will be used to request documents and print materials.

### Books

Books for use by residents, patrons, and Faculty will be very minimal, with most accessed electronically.

### Journals

All journals are now digital-only accessed electronically. There are no print journal subscriptions.

### Nursing Books

The nursing collection is available through OCLC and DOCLINE for those students who are patrons of the library. Those books will be requested for the patron by the librarian.

### Card Catalog

The library has an automated, web-based card catalog. The URL for the web-based catalog is <https://library.uams.edu/>. [This is also the site for access to search for articles and documents needed by patrons/students.](#)

### Circulation Books

Library books are requested from other libraries using OCLC and DOCLINE. Please check with the librarian if you wish to check out a book. The librarian will request the book for the patron and inform the patron when the book has been received. Check out is usually two weeks per book, with the lending library making that decision. The patron will return the book to the library, and it will be mailed back to the lending library. There is no cost for this service at this time.

## Library Services – Library Assistance

The librarian will provide answers to patrons' questions or assist patrons in finding library information on specific topics and in using indexes and other reference tools. Both in-person, email, and telephone requests for information are accepted.

### Photocopying

The librarian will make copies for those who need them. There is a cost per sheet to copy.

### Interlibrary Loan

Books and journal materials not available in the AHEC library may be requested from other libraries. The interlibrary loan request form requires complete bibliographic information, including author, title, and publication year for books. Journal articles require the title of the journal, author, volume, year, and title of the article. The source of the cited reference should be included. Interlibrary loan service is a privilege extended among libraries; therefore, any requirements of the lending library must be followed, and material returned promptly on the date due.

### Audio Digest

The library holds over 500 CD titles consisting of physician-level materials. These are available for check-out and also electronically.

### Computers – Library

The use of patron computers in the library is on a first-come, first-served basis. There will be Wi-Fi available for personal laptops. Also, a training room of computers will be across the hall from the library and available when not reserved for testing or training.

### Safety

The JRMCS School of Nursing environment is maintained in a safe, clean, and orderly manner at all times. The School of Nursing is routinely checked to protect students, visitors, and personnel from potential safety hazards. Personnel is to report all potential safety hazards to their supervisor immediately. All hospital and school equipment are to be routinely checked for safety through the Facilities Department. All appliances and equipment shall be approved through the Facilities Department before use in the school. The current Jefferson Regional Medical Center Safety Manual is available on-line to all personnel. It is the Department Director's responsibility to keep all personnel currently informed of safety practices and to see that they are adhered to. A Safety Orientation class will be given to all new personnel, according to Jefferson Regional Medical Center's policy. All Employees are encouraged to participate in safety functions and in-services according to JRMCS policy.

Warning signs are posted at appropriate locations where specific dangers exist and must not be placed indiscriminately around work areas. This information will be updated as needed by the Safety Officer.

## Safety Policy: Locked Doors

Exterior doors on the east and south sides of the JRMC School of Nursing are to remain locked except as designated for brief periods by the Director or designee. Exterior doors are equipped with “panic bars” so that the locking mechanisms do not prevent exit.

School employees entering the south door by key access are to ensure that the locking mechanism is properly engaged before leaving the area.

At no time and under no circumstances is either door to be propped open. Example: Exiting through the door on the south side of the building, adjacent to the smoking area, and leaving the door propped to later gain easy access.

The School's Dismissal policy refers to behaviors that adversely affect the school's accomplishment of its educational goals. Propping doors creates a very serious safety issue and jeopardizes the safety of students, faculty, staff, and equipment. Violators will be subject to that Dismissal policy.

Interior doors to areas containing equipment such as simulation mannequins and/or computers are to remain locked when not in use. Faculty is responsible for ensuring that doors to the Computer Lab, Debriefing Room, Simulation Lab, and Faculty Conference Room are locked at the end of the occupancy. No one should share door codes.

## Communication with the Media

### **Policy: News Media and Public Information - Communication Process**

Information requests from any news media representative are to be directed to the Director of Marketing. The President or designated Administrator on-call shall be the referral source in the absence of the Director of Marketing. When a media representative contacts any hospital employee for information, the employee must indicate that all information is disseminated by the Director of Marketing or hospital administration and that the employee is not in a position to comment.

The President or Administrator on call may authorize specific other management personnel to release information to the media on a situation-by-situation basis.

## Fire Safety

### Policy: Fire Safety

All employees are responsible for knowing the contents of the hospital safety manual, including how to locate and use a fire extinguisher and how to report a fire. The JRMC Safety/Security Department will acquaint you with fire regulations and evacuation procedures for the school on a yearly basis. Remember to be calm in a dangerous situation. "Panic spreads even faster than fire." What is done during the first five minutes of a fire could be more important than what is done during the next five hours. In the hospital, a fire is announced over the public address system as follows: "Code Red, Zone \_\_\_\_\_" (the zone number of the location of the fire is given). Once conditions have cleared, it will be announced over the public address system, "Code Red, All Clear." The emergency extension number is 4444.

The proper response to fire or smoke is R.A.C.E.

R = Rescue patients immediately from fire or smoke area.

A = Pull fire alarm station and call the emergency number, give an exact location.

C – Contain the smoke or fire by closing all doors to rooms and corridors.

E = Extinguish the fire (when safe to do so.)

Calm and reassure any visitors who may be in your assigned area. Assigned personnel will coordinate traffic flow at all fire doors and corridors.

## Fire in the School of Nursing Complex (Code Red)

1. All Faculty and students will exit through the two back doors facing the parking lot.
2. Everyone will meet in the parking lot west of the school.
3. Everyone will remain there until released by the Director or her designee.
4. Quarterly fire drills are performed to ensure proper evaluation procedures.

## Tornado Alert Procedure

### Policy: Severe Weather - Thunderstorms/Tornadoes

The procedure followed by the hospital for the protection of patients, visitors, and employees are contained in a written plan.

The first phase of the plan is activated in the event the Tornado Alert System operated by the Jefferson County Office of Emergency Services is sounded. The switchboard operator will announce "Attention All Personnel, Code Yellow," and personnel will begin their assigned responsibilities. PBX will notify the school office.

In the event a funnel cloud is sited within the immediate proximity of the hospital, the switchboard operator will announce, "Attention All Personnel, Code Black." PBX will notify the School office. Upon this announcement, immediate precautions will be taken by assigned personnel, in addition to those outlined in Phase I of the Plan.

All personnel is required to remain on duty until an "All Clear" is sounded or until relieved of duty by their supervisor.

It is most important for you to familiarize yourself with the contents of the Fire Plan, Disaster Plan, and Tornado Alert Procedure.

## Tornado Warning (Code Black)

### **Policy: Severe Weather - Thunderstorms/Tornadoes**

1. Faculty and students are to move to the hallways or nearest room without windows (Classrooms, Computer Lab, or any bathroom).
2. Everyone will remain there until released by the Director or her designee.

## Threatening Weather (Code Yellow)

### **Policy: Severe Weather - Thunderstorms/Tornadoes**

Faculty and students are to remain in the building until released by the Director or her designee.

## Infant Abduction (Code Pink)

### **Policy: Infant Security/Safety**

This code is announced over the hospital intercom/speaker system in the event of infant abduction from the nursery or postpartum units. A telephone call is made to outside buildings to alert all staff. In the event of a code pink, all personnel (including students) are to be on the lookout for anyone carrying a baby or suspicious bags large enough to hide a baby and stop them and question them. For a complete outline of the policy, see the Jefferson Regional Medical Center Safety Policy & Procedure Manual for Infant Abduction.

## Active Shooter

### **Policy: Active Shooter**

If an active shooter or shooter is/are identified on JHA properties, quickly determine the most reasonable way to protect your own life.

1. Evacuate
2. Hide Out
3. Take action against the active shooter

## Campus Security Policy

It shall be the policy of Jefferson Regional Medical Center to provide a safe environment for patients, visitors, students, and employees. The JRMC Comprehensive Safety Program is designed to provide a safe and effective health care setting. The Safety Committee will use leadership, a wide assessment of hazards, evaluation, coordination, and feedback from hospital employees, community, clients, and visitors to ensure and promote a wide-spread commitment to continuously improve safety.

The Safety Management Program is under the direction of a Safety Director, who is authorized by the hospital's Chief Executive Officer and Medical Board.

If an incident arises at the hospital or School of Nursing for which assistance is needed, the student or employee should immediately contact the Security Office, at extension 7106. If the officer cannot be reached, dial "0" for the hospital operator, who will page the security officer on duty. The Security Department has access to all hospital facilities, including the School of Nursing.

All new students entering the School of Nursing are required to attend an orientation which includes information on safety/security. New hospital employees must also attend an orientation, which includes information regarding hospital safety/security.

In addition to the JRMC Comprehensive Safety Program, JRMC SON publishes an annual Clery Act Campus Security Report annually. It is available on the Internet on the School of Nursing webpage at [www.jrmc.org](http://www.jrmc.org). A new Clery Act Campus Security Report will be available on the website on October 1<sup>st</sup> of each year.

## Crime Statistics – Clery Act

The Crime statistics reported to Campus Security authorities or local police agencies for the last three calendar years are illustrated on the following pages.

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Campus Safety and Security  
Survey  
**Completion Certificate**

The Campus Safety and Security data for  
**Jefferson Regional Medical  
Center School of Nursing  
(107123)**  
were completed and locked on **November 18,  
2020.**

Thank you for your participation in the 2020 data  
collection.  
This certificate was prepared on **November 19, 2020**

## CRIME STATISTICS

Criminal statistics reported to Campus Security authorities or local police agencies

	2019	2018	2017
Murders	0	0	0
Rapes			
Robberies			
Assaults	6	0	0
Burglaries/Thefts	0	3	0
Motor Vehicle Thefts	3	2	1
Arson	0	1	0
Hate Crime	0	0	0
Verbal Threats	6	0	0
Vandalism	10	0	0
Criminal Mischief	3	0	0
Criminal Trespassing	4	0	0

Arrests: (i) of arrests for the following crimes occurring on this campus

	2019	2018	2017
Liquor Law Violations	2	2	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

## Student Organizations

### Jefferson Regional Medical Center School of Nursing Student Association

#### **CONSTITUTION AND BY-LAWS JPMC SCHOOL OF NURSING STUDENT ASSOCIATION**

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

The name of this Association shall be the JPMC School of Nursing Student Association (JSNSA).

##### **ARTICLE II PURPOSE AND FUNCTION**

###### SECTION 1: Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for the health care of people in all walks of life.

###### SECTION 2: Function

1. To influence health care, nursing education and practice through legislative activities as appropriate.
2. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
3. To represent nursing students to the consumer, to institutions and other organizations.
4. To promote and encourage students' participation in interdisciplinary activities.
5. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
6. To promote and encourage collaborative relationships with nursing and related health organizations.

##### **ARTICLE III MEMBERS**

###### SECTION 1: School Constituent

- A. A School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
- B. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the JSNSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. JSNSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and ANSA exercising no supervision or control over these immediate daily and regular activities. NSNA and ANSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of JSNSA or the member thereof. In the event any legal proceeding is brought against NSNA and ANSA as a result of such acts of omission or commission by JSNSA, JSNSA will **indemnify** and hold harmless the NSNA and ANSA from any liability.

## SECTION 2: Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
  - 1. Students enrolled in state approved programs leading to licensure as a registered nurse, who are members of NSNA.
  - 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
  - 3. Active members shall have all the privileges of membership.
- B. Associate members:
  - 1. Students enrolled in state approved programs leading to licensure as a registered nurse, who are not members of NSNA. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
  - 2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.
- C. Active and associate membership shall be renewable annually.

SECTION 3: Active and associate membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

**ARTICLE IV  
DUES**

SECTION 1:

- A. The annual NSNA dues for active members shall be \$25 plus state dues for new members (\$30 plus state dues for renewal), and \$10.00 school dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- B. The annual NSNA dues for active members joining for two years shall be \$50 plus state dues per member, and \$10.00/year school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. All students will pay school dues during the first week of the annual year.
- D. Said dues shall be deposited in the safe keeping of the Association treasurer to be used to pay those expenses incurred by this Association for social or community activities so approved by voting members of the said Association.
- E. The dues are not refundable if the student withdraws from the School.

*Revised February 2020*

**ARTICLE V  
OFFICERS**

SECTION 1: Elected officers of the Student Association shall consist of:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Curriculum Committee Representative
- F. Educational Resources Committee Representative
- G. APRG Representative
- H. Historian
- I. Level II Representatives
- J. Delegates

SECTION 2: Duties of the above shall consist of:

- B. The President shall:
  - 1. Preside at all meetings
  - 2. Appoint special committees and designate a Chair-person to fulfill the goals of said committee.
  - 3. Select date and time for the regular meetings of the Association and executive members.
  - 4. To serve as ex-officio member for all committees.
  - 5. Represent the Association in matters relating to the Association and perform all other duties pertaining to the office.
  - 6. Be the chairperson for or be a member of the Executive Board.

- C. The Vice-President shall:
1. Assume the duties of the president in the absence or disability of the president.
  2. In the event of a vacancy occurring in the office of the President, assume the duties of the President.
  3. Be responsible for the program of meetings of the Association.
  4. Be responsible for review and recommendations for change in By-Laws.
  5. Perform all other duties as assigned by the President.
  6. Serve as a member of the Executive Board.
- D. The Secretary shall:
1. Prepare the minutes of all business meetings of the Association and Executive Board.
  2. Prepare and maintain a role of current members of the Association.
  3. Write all correspondence for the Association and Executive Board.
  4. Keep in a minute book a list of all Association officers and committee chair-persons and submit a current updated copy to the Director of the School.
  5. Serve as a member of the Executive Board.
- E. The Treasurer shall:
1. Keep an accurate record and give a verbal report to the Association and a written report to the Secretary quarterly as to source and amount of all money received and disbursed.
  2. Pay only those bills duly signed and approved by the President of the Association.
  3. Delivery to the succeeding Treasurer immediately upon expiration of office all records and money of the Association with a supplemental report covering all transactions from the time of the last report to the Association.
  4. Serve as a member of the Executive Board.
- F. The Representative of each standing faculty committee shall:
1. Attend the respective committee meetings as they are scheduled.
  2. Represent the student body in providing pertinent information, assisting with decision making, and facilitating intercommunication between the faculty and the student body.
  3. Provide a written and verbal report of the actions of their respective committees to the Association at each meeting.
  4. Serve as a member of the Executive Board.
- G. The break through to nursing chair shall:
1. Preside at scheduled committee meetings
  2. Appraise breakthrough to nursing activities
  3. Communicate/correspond with state breakthrough to nursing chairs
  4. Plan and implement break through to nursing activities
- H. The curriculum committee shall:
1. Assess quality and effectiveness of current courses

2. Assist in development and renewal of course curriculum
  3. Improve the sequencing of courses and communication among faculty and student body
  4. Delineate educational mission, goals, and objectives
- I. The APRG Committee shall:
1. Review current admission, progression, and retention of students
  2. Evaluate course equivalencies
  3. Present recommendations for improvement to nursing faculty who in turn make final recommendations to the dean of the division of nursing

## **ARTICLE VI ELECTIONS**

### SECTION 1: Election of Officers

The Class Representative of each level will submit a list of one to three nominees for the officers of their level of the current Student Association President no later than two weeks prior to the annual meeting of this Association. Voting will be conducted by secret ballot two weeks prior to the association meeting. It will contain the names of all nominees and the officers for which they are nominated. The method of nominating officers will be left up to each level. Ballots will be distributed and received after voting by those Association officers designated by the President. Ballots will be counted and recorded by two or more Association officers designated by the President. One candidate for each office will be elected by receiving the majority of votes for the office for which he/she is nominated. The Association President will not vote except in the case of a tie and then he/she will be required to vote. Names of those elected will be read during the annual meeting by the President. Those members of the Association in Level III will abstain from voting, as the newly elected officers will not begin their term of office until after the graduation of those members.

SECTION 2: The term of office for each officer shall be one year; from January to December

SECTION 3: In the event there is a vacancy it shall be filled as follows:

- A. A vacancy in the Office of the President shall be filled by the Vice President.
- B. A vacancy in any other office occurring prior to completion of the term of office shall be filled by holding a new election within four weeks of that officer's resignation. This election shall be conducted in the same manner as the first election.

## **ARTICLE VII MEETINGS**

SECTION 1: The annual meeting of this Association shall be held in October of each year, prior to the annual ANSA Convention, and the day and time of the annual meeting will be determined by the Executive Board of the JSNSA.

SECTION 2: The annual meeting shall be for the purpose of announcing new student association government officers, receiving reports, and conducting other business as may properly come before the Association.

SECTION 3: That a meeting be held four weeks before graduation date of the student members to give reports, and/or otherwise make necessary arrangements to assure that all business matters and outstanding accounts incurred by this Association have been duly recognized and terminated in an acceptable manner.

### **ARTICLE VIII VOTING PRIVILEGES**

SECTION 1: Each member of JSNSA has one vote. The presiding officer may decide if the vote is to be by ballot or otherwise.

SECTION 2: The presiding officer does not vote unless the result is a tie. In case of a tie, the presiding officer must vote.

SECTION 3: All votes will be recorded in the minutes either as unanimous or the votes for or against the issue.

### **ARTICLE IX EXECUTIVE BOARD**

SECTION 1: Definition

- A. The Executive Board shall consist of the elected officers and one faculty representative.

SECTION 2: Duties and Responsibilities

- A. The Executive Board shall be responsible for:
  1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
  2. Reviewing monetary disbursements, acquisitions, and fund raising activities and shall be responsible for procuring persons for audit of all accounts as needed.

### **ARTICLE X DELEGATES**

SECTION 1: Purpose and Function

- A. To serve as spokesperson for this association at the annual state and national conventions.



- B. Present to the state organization all proposed resolutions or amendments to bylaws or policies proposed by this association.
- C. Keep informed as to all current and proposed resolutions at the state and the national levels and report information to this association's membership at regularly scheduled membership meeting.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

**SECTION 2: Qualification and Appointment**

- A. Any active member (NSNA member) maintaining a grade level of C or above, who is active in JSNSA projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
- B. Appointment shall be one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

**SECTION 3: Delegate Representation**

- A. School constituents:  
JSNSA when recognized as an official NSNA constituent shall be entitled to one voting delegate and one alternate at the NSNA/ANSA House of Delegates. In addition, JSNSA shall be entitled to one voting delegate for every 5 members at National meetings and one voting delegate for every 15 members at State meetings.

**ARTICLE XI  
FACULTY ADVISOR**

**SECTION 1:** A member of the faculty shall be elected by the Association to serve as Faculty Advisor.

**SECTION 2:** The duties of Faculty Advisor shall be:

- A. Attend all Association meetings.
- B. Serve as a liaison between faculty and students by communicating pertinent information between the two groups.
- C. Advise and guide the students in making decisions in keeping with the School's philosophy, objectives, standards, and policies.

**ARTICLE XII  
PARLIAMENTARY AUTHORITY**

**SECTION 1:** All meetings shall be conducted according to parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these By-Laws.

**ARTICLE XIII  
AMENDMENTS**

SECTION 1: These By-Laws may be amended at any meeting of the Association by the greatest number of votes of those present provided that a copy of said proposed amendment be presented to the Executive Board before the meeting.

*Amended: April 1992*

*Revised: April 1995*

*August 1996*

*June 2001*

*July 2003*

*September 2012*

*June 11, 2020*

## Arkansas Nursing Students Association (ANSA)

Students are encouraged to participate in local, state and national activities of the nursing profession through membership in the ANSA. This association aids in preparation for participation in graduate nurses' organizations and for personal and professional growth.

Students are allowed time off to attend professional meetings.

## Nightingale Pledge

I solemnly pledge myself before God and in the presence of this assembly; to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to evaluate the standards of my profession and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my profession.

With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

## Program Advisement

Information about the Nursing Program is communicated to the public primarily through advertisement. Advertisement is accomplished through a variety of methods such as newspapers, school catalogs, brochures, and the Internet. Brochures and catalogs are also distributed at all of the local and surrounding area high school career day programs.

## Jefferson Regional Medical Center Administration

Brian Thomas.....	President & Chief Executive Officer
Peter Austin.....	Chief Operating Officer
Bryan Jackson.....	Executive Vice President Chief Financial Officer
Louise Hickman, RN, MA, CLNC.....	Vice President Patient Care Services/Chief Nursing Officer
Jeremy Jeffery.....	Vice President Strategy & Business Analytics
Reid Pierce, M.D.....	Vice President Chief Medical Officer

## JRMC School of Nursing Faculty and Staff

### **Director**

Michelle Newton, MSN, BSN, RN; Jefferson School of Nursing, Pine Bluff, Arkansas, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN; Delta State University, Cleveland Mississippi, MSN.

### **Coordinator**

Carolyn Morrisey, DNP, MNSc, BS, RN, CCRN; University of Central Arkansas, Conway, Arkansas, BS; University of Arkansas for Medical Sciences, Little Rock, Arkansas, MSNc; University of Alabama, Birmingham, Alabama, DNP.

### **Faculty**

Michelle Grant, MSN, BSN, APRN: JRMC School of Nursing, Pine Bluff, AR; Chamberlain, BSN; Chamberlain University, MSN

Donna Koestler, DNP.Ed.D, MSN, RN, CNE, CHSE: Delta State University, MSN; Ed.D Delta State University; DNP; University of Central Arkansas

Tina McDaniel, MSN, BSN, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN. Capella University, Minneapolis, Minnesota, MSN.

Terra McGuire, MSN, APRN, FNP-C; University of Arkansas at Little Rock, RN, BSN; University of Arkansas for Medical Science, MSN

Kacee Reynolds, MSN, RN, FNP-C: MSN-FNP, Walden University, RN Diploma, Jefferson School of Nursing

Deb York, BSN, RN-BC, CCHP, CMS-RN, LNHA; University of Arkansas at Little Rock, RN, BSN; University of Arkansas for Medical Science, MSN

### **Staff**

Tracy McCorkle, Department Secretary/Registrar

Judy Stott, Financial/Regulatory Services Coordinator

## School of Nursing and Other Important Numbers

Jefferson School of Nursing .....	541-7858
Newton, Michelle (Director) .....	541-7164
Morrisey, Carolyn (Coordinator).....	541-7861
Grant, Michelle (Instructor).....	541-7849
Koestler, Donna (Instructor).....	541-7859
McDaniel, Tina (Instructor).....	541-7862
Reynolds, Kacee (Instructor) .....	541-7863
McGuire, Terra (Instructor) .....	541-7867
York, Deb (Instructor) .....	541-7856
McCorkle, Tracy (Department Secretary/Registrar).....	541-7858
Stott, Judy (Financial/Regulatory Services Coordinator).....	541-7935
Security .....	541-7106/7107
Jefferson Regional Medical Center (Main Line) .....	541-7100
Emergency Department.....	541-6413
Cashier .....	541-7984
Nursing Administration.....	541-7770
Pharmacy.....	541-7904
Mellville Library .....	541-7629

*Revised December 21, 2020*