



VALENCIA
Nursing Program

The University of New Mexico–Valencia Campus
ASN Nursing Program
Student Handbook of Policies and Procedures
2025-2026

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DISCLAIMER STATEMENT

The content of this handbook is provided for the students' information. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the nursing program to fulfill its role and mission or to accommodate circumstances beyond its control. **The nursing program reserves the right to make changes to policies, regulations, and fees as circumstances dictate, after publication.** The nursing program expects its students to have knowledge of information presented in this handbook and any other college publications. Any such changes may be implemented without prior notice and without obligation, and, unless specified otherwise, take effect immediately upon implementation. **In the** event that the information in an individual course syllabus is contrary to the policies established in the program handbook, the handbook will take precedence.

The nursing program reserves the right to terminate or modify program requirements, content, schedule, delivery methods, and the sequence of program offerings from semester to semester for educational, financial, or other reasons beyond the control of the college or nursing program.

Policies and procedures specific to the Nursing Program are outlined in the Program Handbook. Students are also responsible for knowing information contained in their Syllabi regarding course-specific policies and procedures. Changes and updated communication are provided to students via Canvas® and/or through their UNM (salud.unm.edu, health.unm.edu and unm.edu) email. Private email addresses will not be used for program-related communication. All University of New Mexico policies apply, which can be found in the UNM-Valencia catalog and at pathfinder.unm.edu/.

UNM-Valencia Nursing Program NCLEX licensure rates and graduation rates are available upon request in the Nursing Education Center and on the nursing website.
<https://valencia.unm.edu/academics/divisions/Health-Sciences/nursing-program/index.html>

Completion of the Associate of Science in Nursing degree from UNM-Valencia does not guarantee State licensure or employment. The student must pass the NCLEX-RN and be granted a license by the state in which they are applying.

Federal Education compliance statement:

"The UNM-Valencia Nursing program has determined that it meets the requirements for professional nursing licensure in the state of New Mexico. We have not yet determined whether it meets requirements for all other states. If you intend to seek licensure outside of New Mexico, the University of New Mexico-Valencia Nursing Program recommends that you contact the Board of Nursing for that state to ensure the most up-to-date information regarding licensure."



August 2025

Dear Student Nurse,

Welcome to The University of New Mexico-Valencia Campus Nursing Program. Entry is competitive, and the program is challenging; however, the ultimate goal is a career in nursing.

The UNM-Valencia nursing program began in 2010 as a result of a grant from the Department of Labor. Since that date, over ten cohorts have graduated. The program has full approval from the New Mexico Board of Nursing through May 2025. This nursing education program has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN) through spring 2030. The program has adopted the statewide curriculum developed by the New Mexico Nursing Education Consortium (NMNEC) and is partnered with the UNM College of Nursing.

The faculty and staff of the UNM-Valencia nursing program are committed to you. I encourage you to take advantage of open lab time, office hours, student success, and scheduled forums. I also encourage you to take advantage of all the resources available to you on campus and engage in activities that support your development as a nurse and leader. There is an active Student Nurse Association, as well as campus-wide opportunities for you to take advantage of. Use your colleagues as resources as well. The importance of study groups cannot be overemphasized.

This handbook is used in conjunction with other UNM student policies and is specifically tailored for UNM-Valencia student nurses. Any extra requirements are related to the requirements of the clinical sites used during the nursing program. This handbook was developed with input from faculty, students, and administration.

Once again, welcome, and best wishes as you embark on this new chapter in your professional education.

Regards,

UNM-Valencia Nursing Program

UNM-VALENCIA NURSING PROGRAM MISSION STATEMENT

The mission of the UNM-Valencia Associate Science Degree Nursing program is to produce responsible, culturally competent, and professional Registered Nurses. The nursing program adopts the college's mission statement: "A quality education-a lifetime of success."

UNM-VALENCIA VISION STATEMENT

The UNM-Valencia ASN program will develop professional nurses with the ability to promote, restore, and maintain health for individuals, families, and groups within our rural community. The nursing program adopts the campus core values:

- Student Centered
- Quality education & Services
- Diversity & Community
- Ethics & Academic Integrity
- Creativity & Initiative
- Responsible Stewardships

STATEMENT OF PHILOSOPHY

The nursing faculty at the University of New Mexico Valencia Campus drafted the following statement of philosophy regarding nursing and nursing education.

Nursing

Nursing is both an art and a science, and it is ever-evolving. We believe it involves cultural competence, communication, critical thinking, and professionalism as related to the delivery of holistic, patient-centered care. This focus includes the belief that all human beings have a right to safe, compassionate, and effective care. The patient is an active member of the healthcare team and determines the course of care that they believe is in their best interests. We further accept the American Nurses' Association (ANA) 2010 definition of nursing that states:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.

Nursing Education

The delivery of nursing education focuses on the adult learner in a higher education setting. Nursing education is based in theory derived from the humanities and sciences. Instruction includes a variety of modalities and practice situations. The Quality and Safety Education for Nurses (QSEN) model is the foundation for nursing education in this setting:

- Patient-Centered Care- Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

- Teamwork and Collaboration- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-based Practice (EBP) - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- Quality Improvement (QI) - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety- Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics- Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

The foundation of this program is student-centered learning designed to facilitate the students' abilities to critically think and clinically reason to provide care to patients in a variety of settings. Educational experiences are planned to meet program and course objectives that empower both students and clients. Professionalism, ethical decision-making, accountability, critical thinking, and effective communication are emphasized. Outcomes are achieved through the application of science, health, and nursing theories within the scope of nursing knowledge and evidence-based practice. Nursing practice promotes human dignity through compassionate care for all human beings.

PROGRAM HISTORY AND APPROVAL

The UNM-Valencia Nursing Program opened in **August of 2010** with approval of the New Mexico Board of Nursing and through a Department of Labor grant. The first cohort graduated in **May 2012**. Classes of the Associate Science in Nursing (ASN) prepare nurses who are eligible to sit for the NCLEX-RN® exam and become registered nurses. The UNM-Valencia Nursing Program has full approval with the New Mexico State Board of Nursing through May 11, 2025. This nursing education program has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN) through Spring 2030.

ADMISSION, PROGRESSION AND READMISSION POLICIES

Admission

Admission requirements for the Nursing Program are found on the Program website. They include:

- Completion of pre-requisite courses with a grade of “C” or better, prerequisites are different for associate degree and dual degree students.
- Elsevier HESI A2 – composite score 68% (55th percentile) or better. The exam is scheduled through the nursing department, and full policy is on the program's website.
- 2.75 grade point average or higher on prerequisite credits.
- Completed application on-line in Nursing-CAS; annual deadline will be announced in April.

At the time of admission, students are required to submit proof (documented immunization or titer) of immunity to Covid-19 or Covid 19 exemption (Per UNM Policies), Measles, Rubella, Chicken Pox, Mumps, Hep B, T-dap, and a documented current TB test (Gold standard test) and current influenza vaccine, valid American Heart Association, Red Cross Healthcare Provider BLS card or ASHI CPR Pro for the Professional Rescuer card, and obtain a background check and drug screen prior to the Fall semester beginning.

Admission to the Nursing Program is competitive. Cohorts are selected through a scoring process, reviewed by the Nursing Department faculty and staff. Cohorts and alternates will be selected for both associate degree and dual degree sections. Dual Degree students must meet the UNM-College of Nursing selection criteria and will be selected by the College of Nursing.

Scores are reviewed on a strictly objective basis and ranked numerically. 40% consideration is on Pre-requisite GPA, 50% on the Entrance Exam, and 10% on other scoring items.

Progression Policy Level 1:

One course failure/withdrawal – dismissed from the program; must apply for readmission to program.

Two course failures/withdrawals – dismissed from program; may reapply after two years.

Levels 2, 3, 4, 5:

Second course failure/ withdrawal – dismissed from program and may reapply after two years

This policy applies to all nursing courses in the NMNEC statewide curriculum degree plans.

Course failures and withdrawals accumulated from Level 1 through Level 5 across all NMNEC programs. **The course failure policy may be appealed to the Director of the program who will then consult with the program faculty. It is up to the discretion of the faculty if the student will be readmitted or not.**

Student Due Process

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in an undergraduate degree program at The University of New Mexico. These procedures are followed for a variety of issues related to the academic process, including progression, or alleged improper or unreasonable treatment.

The grievance policy and procedures are explained in the Pathfinder, the UNM Student Handbook: pathfinder.unm.edu/. The student grievance procedure, a part of the Pathfinder, is available at <https://pathfinder.unm.edu/student-grievance-procedure.html>

NURSING STUDENT RESOURCES

Student Advising

Academic Advising for the nursing program is available with the nursing program advisor through Student Services. Appointments may be scheduled by calling 505.925.8915.

Success Coach and Peer Tutors

Students who are experiencing academic difficulty in the nursing program have access to the Nursing Student Success team. The Success Coach and Peer Tutors may be scheduled by contacting them via email. All students who score less than 77% on an exam or assignment are required to contact the success coach or course faculty. **Contact must be made within five business days**; failure to do so will result in loss of remediation points back to test. 

Financial Assistance

Counseling on financial aid programs is available through the Financial Aid office located in Student Services. 505-925-8560

UNM-Valencia Catalog

The University of New Mexico-Valencia Campus has a catalog for students. The catalog is available online in the “Academics” section of the UNM-Valencia website: <https://valencia.unm.edu/academics/catalog/2025-2026/index.html#/home>. There is important information in each about services, policies, and procedures for academic success. All policies found in the UNM-Valencia catalog apply to nursing students in addition to those found in the nursing student handbook.

Nursing Program Student Handbook

This nursing student handbook is the primary nursing program resource available to students and supplements the Valencia Campus Catalog. Students are expected to be familiar with the contents of this handbook and nursing student policy. Handbook changes will be announced verbally and in writing at the time of any change and will apply to all students from that time forward. Students will be required to sign a new agreement when changes are made.

Dual Enrollment addendum:

Dual-enrolled students will follow the UNM-Valencia handbook for courses taught at the UNM-Valencia campus. While enrolled in the BSN courses at the College of Nursing (Level 1 Evidence-based practice, Nursing electives, NMNC 4445, and all Level 5 courses), the dual-enrolled student will follow the UNM College of Nursing handbook and graduation requirements.

UNM-Valencia Nursing Website

The UNM-Valencia nursing program website is located at <https://valencia.unm.edu/academics/divisions/Health-Sciences/nursing-program/index.html> Numerous resources are available for current and prospective students at this site.

UNM-Valencia Library

The campus library has reference copies of each course book available for student use. These books may be checked out for use in the library for a specified period. They are not available for removal from inside the library. There are computers available for student use and printing capabilities per campus student printing policy.

Wellness Center Phone:505-925-8830 valencia.unm.edu/wellness-center/index.html

Personal health and wellness is essential for success. The wellness center offers several courses and workshops at reasonable to no cost. The wellness center is an excellent resource for stress-relieving recommendations.

PASOS Phone: 505-925-8546 Email: pasos@unm.edu

The PASOS Resource Center is an on-campus center that serves as a “one-stop” for all non-academic needs of UNM-Valencia students.

The Resource Center houses services and programs such as:

- College Navigation & Support
- Resource Referrals
- Counseling Referrals
- Peer Mentor Program
- ILEAD Program
- Campus Food Pantry
- Kitchen & Lounge Use
- Career Services Referrals

Online Resources

TimelyCare through UNM Canvas is an online virtual health and well-being platform that is available 24/7

HSC library resources (Lexicomp, UptoDate, etc.) at <https://libguides.health.unm.edu/az/databases> sign in with UNM NetID

Sherpath AI artificial intelligence program through Elsevier Evolve that pulls information from reliable Elsevier sources.

Contact Information of Faculty

FACULTY	STAFF
Jordan Henson Lecturer II hensonj@unm.edu	Sheela Kaufman Medical Lab Assistant skaufman67@unm.edu
Meghan Parry Lecturer II mparry2@unm.edu	Gloria Landavazo Administrative Assistant II glandavazo1@unm.edu
Morgan Samp Lecturer II mnielson@unm.edu	
Maria Luna Lecturer II MELuna@salud.unm.edu	

Taylor Duffy Clinical Instructor TNDuffy@salud.unm.edu	
Courtney Wolf Clinical Instructor cmwolf@salud.unm.edu	

UNM-Valencia ASN NMNEC Curriculum Program of Study

Suggested program of study

	Course	Title	Credits
<i>Sem 1</i>	Chem 1120C **	Elements of General Chemistry	4
11 cr	Bio 1140/1140L **	Biology for Health-Related Sciences + lab	4
	Psy 1110	General Psychology	3
<i>Sem 2</i>	Bio 2210 (lab optional)	Anatomy and Physiology I	3(1)
12 cr	Psy 2120 (lifespan)	Developmental Psychology	3
	Eng 1110	English Composition	3
	NURS 239	Pathophysiology I	3
<i>Sem 3</i>	NMNC 1110	Introduction to Nursing Concepts	3
13 cr	NMNC 1135	Principles of Nursing Practice	4
	Bio 2225 (lab optional)	Anatomy and Physiology II	3 (1)
	NURS 240	Pathophysiology II	3
	NURS 240 and BIO 2225	Must be completed prior to progressing to Level 2	
<i>Sem 4</i>	NMNC 1210	Health & Illness Concepts I	3
13 cr	NMNC 1220	Health Care Participant	3
	NMNC 1235	Assessment & Health Promotion	4
	NMNC 1230	Nursing Pharmacology	3
<i>Sem 5</i>	NMNC 2310	Health & Illness Concepts II	3
13 cr	NMNC 2320	Professional Nursing Concepts	3
	NMNC 2335	Care of Patients with Chronic Conditions	4
	ENGL 1120	Composition III	3
<i>Sem 6</i>			
10 cr	NMNC 2435	Clinical Intensive I	4
	NMNC 2445	ADN Capstone	2
<p>12 credits of health sciences (A&P and patho) required Required for application ** either Chem 1120C or Bio 1140/1140L grade for admission GPA, not both NURS 240 and BIO 2225 Must be completed prior to progressing to Level 2</p> <p>72 total credits (2 additional optional A&P labs)</p>			

NMNEC Common Course Numbering		
NMNEC Nursing Course Title	NMNEC ADN Common Course Number	NMNEC BSN Common Course Number
Introduction to Nursing Concepts	NMNC 1110	NMNC 3110
Principles of Nursing Practice	NMNC 1135	NMNC 3135
Health and Illness Concepts I	NMNC 1210	NMNC 3210
Health Care Participant	NMNC 1220	NMNC 3220
Nursing Pharmacology	NMNC 1230	NMNC 3230
Assessment and Health Promotion	NMNC 1235	NMNC 3235
Health & Illness Concepts II	NMNC 2310	NMNC 4310
Professional Nursing Concepts I	NMNC 2320	NMNC 4320
Care of Patients w Chronic Conditions	NMNC 2335	NMNC 4335
Health & Illness Concepts III	NMNC 2410	NMNC 4410
Clinical Intensive I	NMNC 2435	NMNC 4435
Evidence-Based Practice		NMNC 3120
Concept Synthesis		NMNC 4510
Professional Nursing Concepts II		NMNC 4520
Clinical Intensive II		NMNC 4445
Clinical Intensive III		NMNC 4535
BSN Capstone		NMNC 4545
ADN Capstone	NMNC 2445	

NMNEC Common Course Numbers Represent the Following:	
NMNC	NMNEC nursing courses - share 100% course descriptions, objectives, and credits in ADN and BSN programs
First digit	"1" or "2" = course taught in ADN program; "3" or "4" = course taught in BSN program
Second digit	Represents the level of nursing coursework by semester, in sequence (L1, L2, etc.)
Third digit	Represents the course sequence within a semester - 1st, 2nd, 3rd, 4th, 5th
Fourth digit	"0" represents a didactic class; "5" indicates a course with a clinical component

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The UNM-Valencia nursing associate degree curriculum includes four semesters of nursing courses designed to prepare an entry-level practice RN. The courses increase in complexity and address the following areas in the organizing framework: culture and spirituality, critical thinking and nursing process, communication, and professionalism. The outcomes for each level and for new graduates in the traditional curriculum are listed below.

NMNEC GRADUATE OUTCOMES AND LEVEL OBJECTIVES

SLO=STUDENT LEARNING OUTCOMES

Level One SLOs (Principles) Upon successful completion of Level 1, the student will:	Level Two SLOs (Wellness) Upon successful completion of Level 2, the student will:	Level Three SLOs (Chronic) Upon successful completion of Level 3, the student will:	Level Four SLO (Acute) Upon successful completion of Level 4, the student will:	Level Five SLOs (Complex) Upon successful completion of Level 5, the student will:	End of Program SLOs Upon successful completion of the NMNEC program, the graduate will:
Recognize their own values, beliefs, and attitudes related to health and wellness.	Recognize and assess diverse patients' values, beliefs, and attitudes related to health.	Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness	Integrate diverse patient values, beliefs, & attitudes into plan of care for patients with acute illness.	Engage in professional nursing practice that is patient centered and culturally appropriate for individuals, families, and communities.	Engage in professional nursing practice that is patient centered and culturally appropriate for individuals, families, and communities.
Recognize and identify safety issues and risks.	Apply safety measures to well patient populations.	Identify and interpret factors for improvement in safety and nursing practice.	Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems
Introduce an evidence-based approach to their professional nursing practice across the lifespan	Implement evidence- based practices in care of well populations across the lifespan	Utilize an evidence- based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan	Integrate an evidence- based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.	Deliver nursing care that is evidence-based across the lifespan.	Deliver nursing care that is evidence-based across the lifespan.

Level One SLOs (Principles) Upon successful completion of Level 1, the student will:	Level Two SLOs (Wellness) Upon successful completion of Level 2, the student will:	Level Three SLOs (Chronic) Upon successful completion of Level 3, the student will:	Level Four SLO (Acute) Upon successful completion of Level 4, the student will:	Level Five SLOs (Complex) Upon successful completion of Level 5, the student will:	End of Program SLOs: Upon successful completion of the NMNEC program, the graduate will:
Identify policies and procedures applicable to nursing practice in the healthcare delivery system	Adhere to policies and procedures in healthcare delivery settings.	Utilize policies and procedures within the healthcare setting.	Evaluate the use of policies and procedures within the acute care setting.	Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.	Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
Communicate to identify the roles and values of the healthcare team	Communicates with other healthcare providers to meet the needs of healthy patients.	Participate as a member of the healthcare team in the delivery of care.	Effectively collaborate with the healthcare team in the delivery of patient care.	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
Access information and apply to patient scenarios.	Utilize informatics for well patient care.	Utilize appropriate technology for the delivery of nursing care to chronically ill patients.	Integrate the use of appropriate technology for the delivery of nursing care to acutely ill patients.	Utilize technologies for the management of information and in the delivery of patient care.	Utilize technologies for the management of information and in the delivery of patient care.

APPROXIMATE PROGRAM COSTS

Associates Level	UNM Valencia Tuition and Fees
<u>Resident Tuition and Fees</u>	<p>1-12 credits \$78.25/cr. Estimate 12 - 18 cr. credits- \$939 - \$1,409 Total Tuition- \$2,895 - \$3,129 Drug Screen \$80 (\$40 annually) Uniform (3 sets) and patches \$150 Books \$1,827 Background Check/fingerprinting- \$176.60 (\$88.30 annually) *not to include requirement for licensure KAPLAN Standardized Testing, Lab modules, Predictor Exam, & Live Review \$600.00 *Lab and Program Fees vary Estimated total - \$5,728 - \$5,962</p>
<p><u>Level 1</u></p> <p>7-10 credits- \$548- \$782 Drug screen- \$40 Uniform-\$150 Background check/fingerprinting- \$88.30 Books- \$1207 Kaplan- \$150 Total est. \$2,183 - \$2,417</p>	<p><u>Level 3</u></p> <p>10 credits- \$782 Drug screen- \$40 Background check/fingerprinting- \$88.30 Books- \$102 Kaplan- \$150 Total est. \$1,162</p>
<p><u>Level 2</u></p> <p>13 credits- \$939 Books- \$518 Kaplan- \$150 Total est. \$1,607</p>	<p><u>Level 4</u></p> <p>8 credits- \$626 Capstone 2-6 credits - \$156.50 - \$469.50 Kaplan -\$150 Total est. \$776</p>

Dual Degree	UNM College of Nursing Tuition and Fees	UNM Valencia Tuition and Fees	Total Combined Cost
<u>Resident Tuition and Fees</u>	<p>\$527/cr. (UNM 1-14 cr.) \$7,905- \$9,486 (UNM 15-18 cr.) HSC Library Fee- \$130, Needlestick Fee- \$25 (Fall only), HSC Student Council Fee- \$1 *Course Fees vary Estimated total - \$12,228</p>	<p>1-12 credits \$78.25/cr. 12 -18 credits- \$939 - \$1,408.50 Estimated Total Tuition- \$2,895 - \$3,129 Drug screen- \$80 (\$40 annually) Uniform (3 sets) and patches \$150 Books \$1,827</p>	<p>Estimated total \$17,957 - \$18,191</p>

		Background Check/fingerprinting- \$176.60 (\$88.30 annually) *not to include requirement for licensure KAPLAN Standardized Testing, Lab modules, Predictor Exam, & Live Review \$600.00 *Lab and Program Fees vary Estimated total - \$5,729 - \$5,963	
<u>Level 1</u>	3 credits- \$1,581 Course Fee- \$125 Needlestick Ins- \$25 HSC Library Fee- \$130 HSC Student Council Fee- \$1 Total est. \$1,862	7-10 credits- \$548- \$782 Drug screen- \$40 Uniform-\$150 Background check/fingerprinting- \$88.30 Books- \$1207 Kaplan- \$150 Total est. \$2,183 - \$2,417	Resident \$4,045 - \$4,279
<u>Level 2</u>	No courses at UNM CoN	13 credits- \$939 Books- \$518 Kaplan- \$150 Total est. \$1,607	Resident \$1,607
<u>Level 3</u>	No courses at UNM CoN **unless an upper-level elective is needed	10 credits- \$782 Drug screen- \$40 Background check/fingerprinting- \$88.30 Books- \$102 Kaplan- \$150 Total est. \$1,162	Resident \$1,162
<u>Level 4</u>	4 credits- \$2,108 HSC Library Fee \$130 HSC Student Council Fee \$1 Course Fees- \$175 Total est. \$2,414	8 credits- \$626 Kaplan- \$150 Total est. \$776	Resident \$3,190
<u>Level 5</u>	14 credits- \$7,378 HSC Library Fee \$131 HSC Student Council Fee \$1 HESI- \$ Course Fees- \$442	No Courses at Valencia	Resident \$7,952

COMMUNICATION

Effective, ongoing communication is a key element of success in the nursing program. Instructors and staff communicate with students via email when not in class. Students need to check their UNM, UNM Salud, UNM Health, and Canvas email accounts regularly. Full-time nursing instructors have voicemail, cell phones and text (if permitted by the instructor). All communication should take place directly with your instructor. Full-time instructors hold scheduled office hours as posted in their syllabus and outside of their offices, and students may schedule conference times as needed. In addition, there is student representation on the nursing

faculty committees, and the representatives are responsible for communicating pertinent information to their classmates. Part-time faculty will identify their preferred method for communication with the students.

CHAIN OF COMMAND

To ensure effective communication, professional behavior, and resolution of concerns within the nursing program, all students are required to follow the established chain of command when addressing complaints, academic concerns, or other program-related issues.

Purpose:

This process promotes fairness, accountability, and proper communication. Most issues can and should be resolved at the lowest level possible.

It is the student's responsibility to:

- Address concerns respectfully and professionally.
- Follow each level of the chain in sequence.
- Allow reasonable time for responses before escalating the issue.

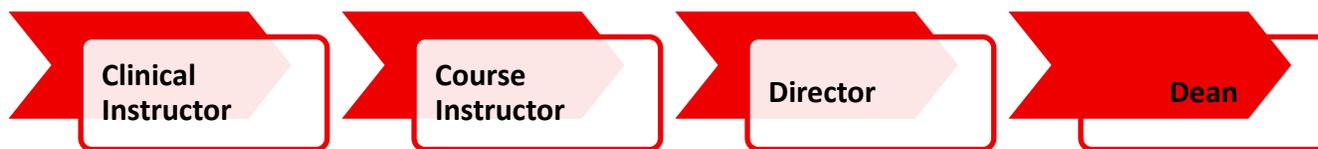
Consequences of Not Following the Chain of Command:

- Failure to follow the appropriate chain of command may result in:
- Delays in resolution or dismissal of the concern.
- Being redirected back to the appropriate level.
- Documentation of unprofessional conduct.
- Disciplinary action for repeated or disruptive bypassing of procedures.

Professional communication is an essential component of nursing practice. Adhering to the chain of command mirrors real-world expectations in clinical settings and supports the development of leadership and advocacy skills.

Students must direct their concerns in the following order:

Chain of Command-Flow Cart for Informal Resolution of Academic Disputes



-If resolved, no further action needed. -If not resolved, move to the next course of action.

STUDENT BEHAVIOR

Students are required to behave in a respectable, responsible, professional, mature manner while attending **classes/clinicals or lab sessions**, whether on-site or online. The nursing department will not tolerate any type of **student incivility**. The UNM Valencia nursing program will follow the American Nurses Association statement on civility. Students who engage in behavior that is disrespectful, abusive, intimidating, disorderly or dangerous will be disciplined **and** violations of this policy may result in immediate dismissal from the nursing program.

Some examples of unacceptable behaviors are unprofessional postings to social media, physical assault (hitting, slapping, spitting, etc.), verbal abuse (cursing, yelling, name calling, etc.), intimidating/bullying (making someone the butt of jokes, verbally/physically threatening, etc.), unsafe behavior in **class/clinicals/Labs** (not following unit protocols, not following clinical instructor's directions, etc.), and bringing weapons to class or clinicals will result in a progressive remediation and discipline plan (See Below). Disruptive behavior will not be tolerated in nursing department classrooms, labs or clinical areas. If these behaviors occur, students will be asked to leave, and disciplinary action will be **taken up to and including referral to Student Services and possible removal from the nursing program**.

Notification of Disciplinary Action

The UNM- Valencia Nursing Program is committed to upholding the highest standards of professionalism, academic integrity, and ethical conduct. Students are expected to adhere to all program policies, institutional rules, and the standards of professional nursing practice.

Violations of these expectations may result in disciplinary action. Students will be notified of violation of expectations with the following sequence:

- 1st Verbal Warning—required to meet with success coach and/or course instructor.
- 2nd Written Warning—written Success Plan or Student Warning Notice, notifying the student of the potential for course failure/withdrawal.
- 3rd Violation Warning-- The student will meet with course instructor and program director to discuss removal from nursing program.

NURSING STUDENT PARTICIPATION OPPORTUNITIES

Nursing Student Liaisons

Following the lead of The University of New Mexico, nursing program faculty and staff support

the self-governance model. Self-governance must include input from students to be effective. Students will elect a representative and an alternate from each cohort to serve as student liaisons each semester, attending selected nursing department meetings. Liaisons serve in an advisory capacity and are not voting members during faculty meetings. Additionally, SNA officers may participate in these meetings as well, or at the discretion of the liaisons.

The Liaisons/SNA Officers may:

1. Serve as the liaison to the nursing faculty and attend select nursing department meetings to communicate the nursing student body's ideas, concerns, and recommendations for quality improvement of the UNM-Valencia Nursing Program.
2. Solicit and present students' opinions related to Nursing Program policy-making decisions by discussing issues with colleague-students as necessary and appropriate.
3. Plan for and advise Nursing Program Faculty on more effective communication strategies between students and faculty.
4. Advise the Nursing Program Director and Faculty on how to better achieve the program's mission and be responsive to student needs, problems, and suggestions, ever striving to be a more learner-centered program.
5. Provide input to the systematic plan of evaluation (SPE) for accreditation.
6. Grade concerns or assignment grade concerns should only be discussed with the course faculty in private.

UNM-Valencia Student Organizations: All UNM-Valencia students are permitted to participate in any student organization and run for leadership positions that represent the student population of the campus.

Student Nurses Association (SNA)

Students have the opportunity to participate in a campus club to promote nursing in the community. Any UNM-Valencia student is welcome to join the SNA and attend meetings. Membership dues are \$10 per semester. A nursing faculty advisor is assigned, and their role is to assist the elected officers and members in planning and implementing activities. A designated bulletin board for SNA information is available in the Nursing Department. For more information about how to become a member, please see one of the current SNA officers.

ESSENTIAL FUNCTIONS FOR NURSING STUDENTS

CATEGORIES	ESSENTIAL FUNCTIONS A nursing student, with or without accommodation, must be able to:
Motor Skills	Students should have sufficient motor function to execute the movements required for providing general care and treatment to clients in all healthcare settings. Such motor function includes but is not limited to physical dexterity and a full range of motion to master technical and procedural aspects of client care, and adequate physical stamina and energy to carry out taxing duties over long hours. It does include the ability to lift 40 pounds.
Sensory/Observation	A student must be able to acquire information presented through demonstrations and experiences in the basic nursing sciences, gathering information through all the senses, especially sight, hearing, smell, and touch. They must be able to observe a client accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information.
Communication	The student must communicate, effectively, and sensitively with others, acknowledging and responding to emotions, and demonstrating awareness of social and cultural differences. Use of appropriate nonverbal communication is also essential.
Cognitive/Critical Thinking	A student must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of nursing study. The student must be able to read and comprehend extensive written material quickly. They must be able to evaluate and apply information, engage in critical thinking in both the classroom and clinical settings, be comfortable with uncertainty and ambiguity in clinical situations, and seek assistance from others when appropriate.
Behavioral/Emotional	A student must possess the emotional health necessary for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities associated with the diagnosis and care of clients and families. In addition, they must be able to maintain mature, sensitive, and effective relationships with others under all circumstances, including highly stressful situations. The student must possess emotional stability to function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must understand that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
Professional Conduct	Students must possess the ability to reason morally and to practice nursing ethically. Students must be willing to learn and adhere to professional standards of practice. They must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Students must be able to engage in client care delivery in all settings and be able to deliver care to all client populations, including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised clients, and vulnerable adults. The students must also adhere to the Civility policy.

Students with Disabilities:

If you have a documented disability, the Equal Access Services office will provide faculty with a letter outlining your accommodation. The faculty will then discuss the accommodations with you to determine the best learning environment for you. If you feel that you need accommodation, but have not documented your disability, please contact the Director of Student Services.

HEALTH/IMMUNIZATION REQUIREMENTS

Evidence of current immunizations or documented immunity is required prior to the first clinical experience (COVID-19 or UNM Covid Exemption, MMR, Tdap, Hep B series, Varicella) as well as an annual TB test and Influenza vaccine. Specific immunization requirements are listed at: [immunization-requirements-for-unm-students-in-hsc-programs.pdf](#)

Students are responsible for maintaining all record-keeping and ensuring that up-to-date documentation is always available while in the clinical setting. (See Appendix B)

A student who has any change in their physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects their physical or emotional endurance must have a permission form signed by their physician to continue in the nursing program that outlines specific requirements and restrictions.

BLS REQUIREMENT

American Heart Association or Red Cross Basic Life Support for Healthcare Providers Certification, or ASHI CPR Pro for the Professional Rescuer, is required prior to attending any clinical experience. A copy of your card from a verifiable AHA BLS or ASHI course must be on file. Failure to maintain certification will result in dismissal from clinical and failure of the course.

INSURANCE REQUIREMENTS

Health Insurance

Students are strongly encouraged to carry health insurance. Health insurance may be obtained through UNM or through various exchanges as required by the Affordable Care Act.

(ACA). Information on UNM coverage can be found at <https://shac.unm.edu/>. ACA-supported policies may be obtained through Be Well New Mexico at www.bewellnm.com. UNM-Valencia Campus does not assume any liability for health expenses incurred due to student participation in the program.

Liability Insurance

Students are covered while officially serving in a student capacity during the entire program under the Campus Risk Management Policy. Students are not required to purchase separate liability insurance.

UNIFORM POLICY

The UNM-Valencia Nursing Program uniform consists of a classroom/community service and clinical uniform. These uniforms may be worn by students only in designated nursing school clinical settings and for approved activities. The student clinical uniform consists of a white top (V-neck with patch pockets) and pewter grey pants. The nursing insignia patch is available at the bookstore and should be affixed to the upper left area of the uniform top. The clinical uniform is required for all scheduled lab or clinical days. Students may wear either uniform option to open lab.

Students must also wear all white or black shoes (no open-toe, open-back, boots, or canvas) and white or black crew socks that cover the ankles. All undergarments must be plain white or beige. *No other colors are permitted.*

If you need an undershirt for additional warmth, it must be white or grey with sleeves that can be easily pulled up and secured above the elbows. No outerwear (hoodies, jackets, etc.) may be worn in clinical/lab areas. A white or gray scrub jacket may be worn over the uniform and must have the UNM-Valencia Nursing Program patch sewn to the upper left front of the jacket. *No other colors are permitted.*

For classroom or community events, the student has the option of wearing a uniform that consists of beige khaki pants or black slacks (**no leggings, spandex, skinny pants, jeans, or ripped clothing**) and a UNM-Valencia Nursing Polo shirt in **either Black or Red** or program-approved scrubs. Specific information regarding the classroom uniform is available from the Nursing Department.

When in either uniform, students must wear the nursing student ID badge and adhere to all grooming policies specified in this handbook. Students are not allowed to wear the student uniform, UNM-Valencia nursing program ID card, or any other identifying insignia while performing outside job duties or participating in non-program-approved functions. The basic uniform includes the name tag, black/blue non-erasable pen, paper, stethoscope, penlight, and a watch with a second hand. The instructor of record and the program director must approve any exception to the uniform policy.

Dress Code Policies

Nursing students in uniform represent the college and the nursing program. Nursing Students **are always expected to look professional and their best**. Students who do not meet the dress code requirements **will be dismissed from clinical rotations (refer to attendance policy for missed clinical hours)**. The following is a list of expectations regarding grooming and dress.

- Daily bathing, deodorant; oral care
- Moustaches and beards must be neat and trimmed.
- Clean, neatly styled hair, off the collar and away from the face
- Minimal jewelry to include watch, wedding ring and small post studs (one only in each ear)
- Minimal use of makeup, especially eye makeup
- Cleaned, pressed uniforms.
- Clean white or black shoes, no open toes, open backs, canvas, or Crocs
- Under garments worn under uniforms may only be white or beige with no pattern. Undershirts must be white or gray with sleeves that can be easily pulled up and secured.
- No cover garments allowed except for a program approved white scrub jacket with program

- patch on the upper left.
- No gum chewing is allowed while in the clinical/lab area. Eating is permitted only in designated areas.
- Short, unpolished fingernails – **NO ARTIFICIAL FINGERNAILS**
- No visible tattoos
- No facial jewelry, no body piercings, and no nose, tongue, or eyebrow rings/studs.
- No offensive odors, such as perfumes, noticeable tobacco odors, and scented hair spray
- No colored hair
- Specific faculty requirements as described in the course syllabus
- Facility-specific policies will be reviewed and enforced by faculty

CLINICAL/SKILLS LAB POLICIES

Clinical and Lab experiences are provided to allow students the opportunity to apply knowledge and skills in real-world settings. Students are encouraged to use the open lab time for additional practice. Faculty are available during open lab hours to answer questions and clarify processes. To reserve open lab time, contact the lab technician or lab coordinator to determine availability and equipment.

Psychomotor Skills:

Students are expected to demonstrate and maintain safe performance of all psychomotor skills. If a student is observed by clinical instructors and faculty performing a skill in an unsafe manner, the student must complete a second skills check-off, regardless of the status of previous check-offs. This policy aims to maintain patient safety in a clinical setting and ensure that all students working with patients are competent in their skills. This policy applies to all skills learned during the current and previous levels. If a student is unable to meet competency in a second skills check off this will result in an automatic failure of the clinical course.

Psychomotor Skills Maintenance:

Students are expected to demonstrate and maintain safe performance of all psychomotor skills. If a student is observed by clinical instructors and faculty performing a skill in an unsafe manner, the student must complete a second skills check off NO matter the status of previous check offs. This policy is to maintain the safety of patients in a clinical setting and ensure all students working with patients are competent in their skills. This policy applies to all skills learned during current and previous levels. If a student is unable to meet competency in a second skills check off, this will result in an automatic failure of the clinical course.

Clinical Readiness Checklist

Each student will receive a checklist (see Appendix B) of items that need to be completed and kept up to date to participate in clinical experiences. Additional items may be required based on clinical site requirements. It is also the responsibility of the student to update and ensure accuracy of Psychomotor Skills list in Trajecsyst. Theory instructors will review the list at least once a semester, and students should be prepared to show the checklist and supporting documentation when asked by theory instructors, clinical faculty, or facilities.

Clinical/Lab Preparation Requirements

Students are required to complete annual training through Learning Central on HIPAA and Bloodborne Pathogens prior to entering the lab/clinical setting. Clinical sites may also require completion of their training modules, **such as EPIC or CERNER** prior to placement of students on units. Additionally, students may be required to complete assignments prior to completing a clinical or lab experience. Failure to complete required preparation assignments will result in dismissal from the clinical/lab that day. Dismissal from clinical/lab will result in loss of clinical hours refer to attendance policy for resulting consequences. All students will complete mandatory skills assigned to each semester. Successful completion of these skills is documented on the psychomotor skills checklist.

Clinical/Lab Attendance Policy

Clinical, lab and simulation attendance are **MANDATORY** in the following courses: NMNC 1135, NMNC 1235, NMNC 2335, and NMNC 2435. There are some circumstances under which students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses. It is always the responsibility of the student to notify the clinical instructor and the course faculty member 2 hours prior to the expected time of attendance if possible.

A student can only miss 12 hours of lab, simulation, deliberate learning and/or clinical time. This time constraint considers all absences and lateness regardless of reason. **Missed time will not be made up.** The reduced hours in attendance will be impactful to the overall clinical course grade at faculty discretion. See individual course syllabi for further information. **Missing more than the allotted hours per course will result in course failure.**

Special accommodations are provided in specific cases, including the opportunity to make up hours to enable students to pass the course. These cases are based on the discretion of the Program Director and the course instructor.

Trajecsys Policy

1. All clinical, lab, and simulation hours must be tracked in Trajecsys. Each student will be given 1 “missed” clocking.
2. You may not clock in until you are ON-SITE, meaning in class, in lab, or on the unit. You must activate your location. If you clock in or out from an incorrect location, it will be recorded as a “missed” clocking.
3. All students must clock in prior to the start of the clinical day and at the end of the day. You can only clock in **6 minutes before or 1 minute after** the start-time for clinical or lab. This is the same expectation that all staff are held to at all three area hospital systems.
4. Missed clockings or clocking corrections will be penalized as follows:
 - First is forgiven
 - Second = 2-hour deduction from course attendance, verbal warning
 - Third = 3-hour deduction from course attendance, written warning/success plan and mandatory meeting with faculty

- Fourth = 4-hour deduction from course attendance; disregard of the success plan results in a required meeting with the program director for additional disciplinary action that could result in course failure.

CLOCKING IN AND OUT IS YOUR PROFESSIONAL RESPONSIBILITY. HARSH PENALTIES EXIST IN THE HOSPITAL FOR STAFF AS WELL, INCLUDING TERMINATION. THIS IS NOT TO BE TAKEN LIGHTLY.

Tardiness/Leaving Early:

This is separate from clocking in/out. This refers to being actually present on-time and for the entire time. Students are expected to be at the clinical site (or in lab) prepared to participate at the time clinical or lab is scheduled to begin and stay until dismissed by the instructor. **Students who arrive late, return late from break, or leave early will incur a time penalty equal to the time missed, up to 2 times per semester.** Additional penalties are as follows for habitually not being fully present:

- 1st-2nd occurrences penalty equals minutes missed PLUS verbal warning
- 3rd occurrence = minutes missed PLUS an additional 4-hour deduction and written warning/success plan and mandatory meeting with faculty. Success in NMNC 2435 could be at risk due to penalties
- 4th occurrence = minutes missed PLUS an additional 6-hour deduction; disregard of the success plan requires a meeting with the program director for additional disciplinary action that could include course failure.

Leaving without Notification:

Under no circumstances is a student to leave the clinical setting without first notifying the instructor. If a student leaves clinical or lab without notification, this is similar to patient abandonment and will result in course failure. Students cannot leave without notice under any circumstances; this will result in course failure. Patient abandonment is illegal, and proper communication is your professional responsibility.

Being Unprepared/off task:

Being out of dress code, not having proper equipment or badge, doing non-course related activities during lab or clinical will be penalized as follows:

- 1st occurrence: 1-hour deduction PLUS verbal warning
- 2nd occurrence: 2-hour deduction PLUS written warning (success plan) and meeting with faculty or success coach.

Remediation Sequence:

At 1.0 undocumented absence—required to meet with success coach.

At 2.0 undocumented absences—written success plan, notifying the student of the potential for course failure/withdrawal.

At 2.5 undocumented absences—the student will not complete the course.

Two (2) documented absences will be permitted if make-up work is submitted within 7 days, or 24 hours prior to the last class meeting day (whichever is first). Make-up work is required, or the absence will be converted to an undocumented absence.

If you miss the final class meeting day, it will be an undocumented absence as there is

insufficient time to make-up the hours.

Student Lab Responsibilities

It is expected students WILL:

- Leave the mannequins and beds clean. Supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment and sharps in the nursing labs.
- Report any problems with the lab equipment, supplies, beds and mannequins to the simulation lab assistant or instructors.
- Be considerate of those around you — keep noise/voice level under control.
- Always exhibit professional conduct. Lab is Clinical and the attendance and professionalism policy applies.
- Keep conversations at a professional level (no off-colored jokes, profanity, touching other's property or any other action deemed to be uncivil)
- Bring required equipment to each lab/clinical session. (Being unprepared will be considered a ½ undocumented absence.)
- Adhere to all lab, student handbook and university policies.
- Respect possessions of the school and other students. Do not touch items that do not belong to you.

Absences, including leaving clinical early, are unacceptable. Attendance and timeliness are required for course success. Professionalism requires adequate and timely notification and a commitment to be present. Extenuating circumstances will be addressed through collaboration between the student success team, faculty, and the program director.

Use of Videos

Videos may be used as a part of skills lab activities. **Students may not make personal videos and use of videos is limited to personal use for educational purposes and may not be shared in any way.** Such use requires that the "Training & Policies Video Contractual Agreement" form (Appendix E) be completed and on file. **Use of videography or photography is strictly prohibited within clinical settings and will result in removal from the site and disciplinary action.**

Clinical Conduct Policies

Behavior must always be professional while in clinical situations. Any violations will fall under the Civility Policy. Cell Phone usage is not permitted in clinical areas, including the lab. They are not permitted to be with you except during breaks or lunch. In addition, students should always exhibit safe and honest behavior while in clinical. Preventing injury and ensuring the patient's or client's safety is an essential component of practice. Smoking, as well as any other tobacco or nicotine products, will not be permitted during clinical hours. ***Cell Phones are not permitted in the clinical/lab setting. You may not carry your phone in your uniform pocket during your clinical shifts.***

Student Behaviors Requiring Disciplinary Action:

- Being unprepared for classroom, clinical or lab
- Any action that could endanger a life or interfere with recovery or maintenance of a client's health or another student.
- Failure to immediately report a medication/patient-care error/ incident to the faculty or nursing staff.
- Charting of false information
- Disruptive behavior, including any conduct while in any clinical or non-clinical facility that adversely reflects the UNM-Valencia nursing program.
- Violation of confidentiality or inappropriate communication, including texting or taking pictures which are violations of HIPAA.
- Failure to follow clinical/lab policies. These are posted in the lab.
- Tardiness or absenteeism (See attendance policy)
- Coming to clinical while under the influence of drugs or alcohol
- Any other unprofessional behaviors as reported by your clinical faculty.
- See the Civility Policy below.
- All clinical hours must be tracked in Trajecsyst. Each student will be given 1 "missed clock in". Greater than 1 missed clock in, will result in 0.5 unexcused absence and a success plan.

Civility

The UNM Valencia nursing program will follow the American Nurses Association statement on civility. Violations of this policy may result in immediate dismissal from the nursing program.

Statement of ANA **Position**:

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

The full white paper is available at:

<https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

Any occurrence of the above items will require a meeting with the instructor of record and the Nursing Program Director. Disciplinary action will be commensurate with the severity of the

behavior.

In the faculty's judgment, a student who behaves in an unsafe manner that endangers the safety or confidentiality of a patient will be removed from the clinical area immediately. The faculty will document the incident on the Student Warning Notice (see Appendix G). The students will not be allowed to return to the clinical site until the program director, in collaboration with the instructor, develops an appropriate plan of action. A copy of the Student Warning, success plan and plan of action will be provided to the student, and a copy placed in the student's file.

Safety issues are taken very seriously, and the student involved in unsafe practice may receive a failing grade or removal from the program.

Clinical Medication Event Policy

Medication events are defined as any event that violates the established rights of medication administration. Any medication event must be reported to the staff nurse and clinical instructor immediately.

Failure to report to the clinical instructor about any and all clinical events, including medication events, will result in immediate dismissal from the program. Students may not fill out incident/occurrence reports without clinical instructor or preceptor supervision.

Both students and instructors are expected to follow the policies of the facility in which the event takes place.

Clinical and Simulation Confidentiality Policy

The client's privacy must be respected. Failure to maintain confidentiality is an offense which will result in disciplinary action and possible dismissal from the program. Students must sign and return the confidentiality statements each semester. In addition, the student will read and sign a simulation confidentiality policy each semester that outlines the specific requirements for maintaining confidentiality of the simulation experience. **Patient information should not be input into any databases outside the clinical sites; this includes any AI sites that store data.**

Clinical Scope of Practice

No clinical activity may be performed with non-faculty registered nurses without UNMV clinical instructor approval. **All skills are required to have documented skills lab check-off prior to performing them in the clinical settings with patients.** The student is responsible for maintaining their skills checklists in their portfolio. The following is a list of clinical activities. Any exception, or skill or activity not addressed on this list must be cleared through the clinical instructor and under the direction of the course instructor of record or the nursing program director.

Clinical Activity	Under Direct RN Supervision	Not Allowed
Take telephone or verbal provider's orders		X
Transcribe provider orders		X
Witness Consents		X
Insert or manipulate any central line (including PICC lines)		X
Obtain, verify, monitor or hang blood products		X
Prepare or administer IV medications	X	
Operate invasive hemodynamic monitoring equipment	X	
Remove arterial lines, central lines, or chest tubes		X
Administer medications	X	
Sign out narcotics	X	
Take client report	X	
Remove drains	X	
Insert IVs in Children <18 years of age		X
Administer pediatric medications	X	
Provide test results to client and/or family members	X	
Complete or assist with incident/occurrence reports	X	

Blood Borne Pathogen Exposure Policy

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor /preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using eyewash.
3. See Appendix A for complete policy.

Clinical/lab Grading Policies

All clinical/lab rotations will be graded with a "Pass/Fail." To pass, a student must successfully complete all required clinical hours, assignment work, and meet the following performance evaluation criteria:

- During a clinical rotation, the students will complete a Summative and Formative Clinical Evaluation Tool (CET). The Formative CET will be completed halfway through clinical rotation. The Summative CET will be completed at the end of the clinical rotation. Clinical instructors will review and give feedback to students once CETs are completed.
- A student is required to receive a "Satisfactory" on the Summative (CET) at the end of the clinical rotation to demonstrate completion of all objectives and pass course.
- It is understood students MAY NOT meet all of the CETs in the beginning weeks of the course. Students may be "Developing" on Formative CET. Student and clinical instructor will discuss plans for how to meet all objectives by end of clinical rotation. .

- If a student is not meeting clinical objectives or violates clinical guidelines/expectations, the student will first meet with the clinical instructor for a verbal warning. If behavior or performance does not improve, student will meet with the course instructor and a Student Warning notice will be issued as written warning. Lastly, if no improvement is made, student will meet with the course instructor and Program director for discussion of dismissal from program.

Failure to pass the clinical/lab component will result in a failure of both theory and clinical components of the course. All admission and progression policies apply.

Simulation Policies

Introduction:

Simulation and Deliberate Learning helps students develop knowledge, skills, and abilities needed for real life experiences. Simulation bridges the gap between classroom and real-life clinical practice and has demonstrated the ability to promote critical thinking and clinical judgment. It is a valuable tool for providing students with exposure to diversity, high-risk, low-volume events, failure to rescue, and inter-professional learning experiences. **Simulation and Deliberate Learning hours are counted toward clinical hours, and all attendance policies apply.** Simulations will be completed on an additional clinical day per semester. The simulation session will be scheduled with the course instructor and simulation coordinator. Students will be notified of the date at the beginning of the semester.

Purpose:

Simulation-Based Learning (SBL)/Deliberate Learning (DL) is an integral part of the nursing curriculum and is embedded into clinical courses where appropriate. The Department of Nursing A.S.N. Curriculum Committee continually evaluates the use of SBL/DL in the curriculum to ensure appropriate and best use. SBL is introduced to students in the program in level one and is integrated throughout the curriculum, culminating with the final clinical course. Deliberate learning begins in Level 3 and continues in Level 4.

As students' progress through the curriculum, the level of complexity of simulated cases increases incrementally to align with course content and the expected level of knowledge, skills, and abilities of the student (For more specific policies and procedures, see the Simulation Policy Folder).

Student Responsibilities in Simulation:

- Students are expected to arrive prior to the start time of their session as determined by the instructor and abide by the following requirements:
- Participate in a Simulation Lab orientation provided by Simulation Educator and/or Simulation Lab staff.
- Read and acknowledge the Simulation Contract and Confidentiality Agreement.
- Adhere to the Simulation Laboratory Guidelines and Code of Conduct.
- Complete pre-simulation assignments.
- Gather and return equipment used for skill performance.
- Approach situations and scenarios as if they are actual patient interactions.

- Maintain safe practice.
- Maintain cleanliness in the area.
- Dispose of sharps appropriately.
- Display professional courteous conduct showing respect and consideration for self and others.
- Active participation in debriefing session due to large portion of learning occurring during discussion of actions after scenarios.

Confidentiality, Distribution, and Retention of Simulation Data:

- All simulation scenario practice sessions, video recordings and student records are considered confidential and are the property of the University of New Mexico Valencia Campus.
- All interaction with simulators should be treated as real client experiences.
- **Discussion of scenarios or information outside of these parameters is considered a violation of the Simulation Contract and Confidentiality Agreement and is considered Academic Dishonesty (Appendix and UNM Pathfinder).**
- Simulation Educators, staff, and students are expected to adhere to the Simulation Contract and Confidentiality Agreement and uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students should report any violations to the Simulation educator
- Simulation Educator and/or staff should report any violations to their respective course coordinator.
- All simulation data, video recordings, electronic and non-electronic documents are stored in a secure location.
- Video recordings used solely for teaching purposes during debriefing and peer review are deleted after use.

Student Orientation

- Students receive an orientation to the Simulation Program prior to their Simulation Lab experience.
- Orientation includes, but is not limited to, the Simulation Laboratory Guidelines, confidentiality expectations, and the simulated environment (equipment, manikins, and supplies).
- The Clinical Course instructor schedules the simulations with input from the Simulation faculty and lab teaching assistant.
- A simulation pre-briefing is conducted prior to scenario practice. A well designed and executed pre-briefing sets the tone for the scenario and debriefing. Pre-briefing activities include, but are not limited to, clarifying expectations, review of scenario objectives, orientation to the simulated environment, and review of relevant information through an assignment completed by students.

The complete simulation policy is available from the nursing faculty and in the simulation lab.

Classroom policies

The classroom is available for student use outside of regularly scheduled classes when other classes are not in session. There is a reference area. Students may have water in enclosed bottles during class.

Cellphones must be silenced and put away. Cellphones that ring or are used during class or

testing will result in the student being excused from the class or test. Any missed exams due to violation of this policy will result in a zero for the test grade.

See the specific course syllabus for attendance and classroom etiquette policies specific to that course.

Course grading policies

A syllabus is available for each nursing course. This syllabus serves as an agreement between the students in the class and the faculty. **The syllabus is reviewed by the faculty and is specific to the course being taught. The syllabus is approved by the program director prior to posting to the course.** Students are expected to know the information in the syllabus and follow all instructions to meet course deadlines.

Course Grading

77% is the pass standard for all nursing classes; no grades are rounded up.

98-100%	A+		83-86%	B		75-76%	D+
93-97%	A		80-82%	B-		75-76	D
90-92%	A-		79%	C+		68-74	D
87-89%	B+		77-78%	C		0-67	F

Test Reviews

Test/exam reviews are done at the discretion of the course instructor and success coordinator. No changes or adjustments will be made to any grades on the day of the exam to allow time for item analysis and discussion by faculty.

Assignment grading policy

Assignments are due by the scheduled date and time. **All late assignments will be deducted by 50% from assignment grade and must be turned in within 72 hours from original due date.** No points will be awarded if the assignment is turned in later than this unless previous arrangements have been discussed with the course instructor. Assignments are to be submitted to the course instructor through Canvas unless otherwise identified in the individual course syllabus.

Math grading and math testing policies

To ensure the safety of the clients, students must successfully pass a dosage calculation test each semester and must have a minimum of 90% with two possible repeats before they are permitted to administer medication in clinical setting. The dosage calculation exams are assigned to one course each semester. These examinations will be developed and delivered by an assigned faculty member, after review by the program director.

Failure to achieve 90% on the first attempt will result in a student success plan that

includes specific remediation. The student must complete the required remediation within one week and re-test. Failure to achieve 90% on the second attempt requires the student to review their success plan and work with the course instructor to identify the most appropriate additional remediation plan. The students will be given a third (and final) attempt to achieve the required 90%. **The inability to pass the dosage/calculation tests in a maximum of 3 attempts will result in clinical course failure (NMNC 1135, 1235, 2335, 2435).**

All failure and progression policies described in the student handbook apply. Several dosage calculations may be included in other exams.

Calculations to be Tested at each Level of Program

Level 1

1. Interpret standard abbreviations needed for dosage calculations.
2. Convert within and between these selected measurement systems:
 - a. Convert weight between micrograms, milligrams, grams, and kilograms.
 - b. Convert volume between milliliters and liters.
 - c. Convert metric to household.
 - d. Convert weight between pounds and kilograms.
 - e. Convert volume between ounces and milliliters.
 - f. Convert volume between teaspoons and milliliters.
3. Translate between military and regular time.

Level 2

Same as Level 1 with the following additions:

1. Calculate dosages of oral medications.
2. Calculate parenteral medication volumes and dosages. Parenteral for Level 2 includes subcutaneous, intradermal, and intramuscular but not intravenous.
3. Determine if an ordered oral or parenteral (not intravenous) amount is within the safe/recommended range.
4. Determine oral and parenteral dosages (not intravenous) based on a patient's clinical data (age, weight, vital signs, or lab results).

Level 3

Same as Level 1 and 2 with increasing difficulty appropriate for Level 3 plus the following:

1. Calculate infusion rates and times for intravenous administration.
2. Calculate volumes between milliliters per hour and drops per minute.
3. Calculate total/end infusion times for intravenous fluids.
4. Calculate amounts/times to administer intravenous push medications.
5. Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
6. Determine intravenous dosages based on a patient's clinical data (age, weight, vital signs, or

lab results).

7. Calculate rates/dosages/amounts for intravenous medication drips.

Levels 4 & 5 All of the above with increasing difficulty that is appropriate for the level. 

Exams

The student's exam average must be greater than or equal to 77%. **If a student's exam average is below 77%, the course grade will be a D+ or lower. If 77% is not obtained, it will result in the failure of the course.** If a student must miss an exam, the instructor for the course must be notified as soon as possible prior to the exam. If the notification is received prior to the time of the test, the faculty member may reschedule the test or offer an alternate format, such as an essay test. If the student does not notify the instructor prior to the exam, **the test grade will be zero (0). Make-up exams WILL NOT be permitted unless previous accommodations are made with the course instructor.**

If a student scores below 77% on any exam, they are required to meet with the Success Coach and must arrange a time to meet with the Peer Tutors. The Tutors and Success Coach will sign off that they have met with the student. The student may receive points for attending remediation. These points are at the discretion of the instructor's syllabus but cannot exceed 5% of the total points of the test. 

Exam security

Faculty members take test security seriously, and students are expected to surrender watches, phones and present an ID prior to every exam.

The nursing program adheres to the policy regarding incompletes in the University of New Mexico-Valencia catalog. Refer to the current issue of the catalog for more details. Issuing an incomplete in some core nursing courses may prevent progression to the next semester (ex.

Incomplete in NMNC 1110 prevents progression to NMNC 1210) if the incomplete is not removed prior to the beginning of that semester.

Student Success Plan

Success plans are utilized to ensure timely notification for areas of improvement and to develop a plan between faculty and student to ensure student is meeting all necessary goals to successfully complete program. It is a collaboration that requires the input of faculty and the commitment of students to ensure all goals are met. Once a success plan has been completed, it is required that the student following through on the plan established by both parties' failure to demonstrate completion of success plan by student will result in a course failure.

The Success Plan may be applied in cases of academic performance or civility concerns within the classroom or clinical environment. If issues of civility arise with the course instructor, appropriate actions will be taken in accordance with the Success Plan. Should a student fail to complete the requirements outlined in the Success Plan, they will be subject to removal from the course.

KAPLAN POLICY

The UNM-Valencia Nursing Program has adopted a comprehensive assessment and review

program from Kaplan Nursing. The intent of this program is to provide students with the tools they need to be successful in the nursing program and on the NCLEX-RN. The Kaplan program is at least 10% of the student's grade.

Kaplan also provides both focused review (practice) and integrated (proctored tests). The focused review tests are designed for student self-assessment and provide students with immediate question feedback and rationales. Instructors will direct the students to the appropriate focused review test in each course. To receive credit, students must complete the focused review tests as assigned and during the designated time period specified in individual course syllabi. For the student to take the Kaplan integrated test, each student must have completed the assigned online focused review test(s). Grade points for focused review tests are awarded based on the score achieved. At least 10% of each course grade allotted to the Kaplan exams will be determined by each course instructor. Below is an EXAMPLE of a possible breakdown of points.

Focused Review Tests

Focused review tests are assigned by the course faculty. Tests taken at times other than when they are assigned will mean no points are awarded for the test.

KAPLAN NCLEX-RN® Secure Predictor Exam

As a part of NMNC 2445, ADN Capstone, the student is required to take the Kaplan NCLEX-NGN RN Secure Predictor Exam and achieve a minimum cut score of 72% during their 3 attempts to pass with the cut score. The score will count as 10% of NMNC 2410. The purpose of this test is to predict student readiness for the NCLEX-RN. The full policy on Kaplan point distribution in NMNC 2410 is in the course syllabus.

KAPLAN NCLEX-RN® Secure Predictor Exam for Dual Enrollment Students

As a part of NMNC 4510, BSN Dual Enrollment Concept Synthesis, the student is required to take the Kaplan NCLEX-RN Secure Predictor Exam and achieve a minimum cut score of 72% in a maximum of 3 attempts. The purpose of this test is to predict student readiness for the NCLEX-RN.

This is a UNM-CON requirement for the L 5 course

U-WORLD POLICY

U-World was purchased for all Level 3 Students. This was done to improve the UNM-Valencia NCLEX first-time pass rates. This policy will ensure that U-World is being used in all nursing courses from Level 3 and Level 4 and that the students are using their resources.

1. Each Level 3 & 4 course will administer faculty-assigned quizzes, and the number of quizzes will be determined by the faculty who is teaching the course. However, the minimum for each course is 5. U-World quizzes will total 10% of the final grade for each course. U-World recommends 100 questions per week across courses, and 100 questions per day for the final weeks prior to NCLEX. Faculty will coordinate efforts across courses to hit these targets.
2. At the end of NMNC 2310, the students will complete NCLEX Assessment Exam #1. This will be weighted at 10% of the final grade.

3. In NMNC 2410, the students will take 4 faculty administered NCLEX assessment exams (#2-5) (every 4 weeks). These will be weighted at 5% each/10% of the final grade. They will be graded on a sliding scale to reflect that the test is difficult and >72% is a high likelihood of passing the NCLEX.
4. The final assessment #6 will be reserved for a retake if the student has not demonstrated a “likelihood” of passing on assessment #5.

GRIEVANCE PROCESS

UNM-Valencia nursing program follows the specific Grievance Procedure when a student’s behavior results in disciplinary action as provided in the UNM-Valencia Catalog, Code of Conduct and Related Policies [<https://valencia.unm.edu/academics/catalog/2016-2018/code-of-conduct-and-related-policies.html>]

Any grievance in regard to a UNM-CON course (Level 5) must be discussed with the course instructor at the CON and or the undergraduate program director at the CON.

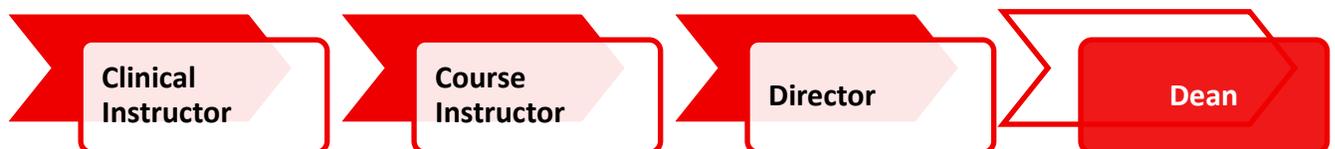
In accordance with the Student Grievance Procedure, prior to participating in the formal process, for an academic grievance, the student should first try to resolve the matter informally. The Nursing program encourages students to use the Situation, Background, Assessment, Recommendation (SBAR) tool for informal resolution within the nursing department by following these steps:

Situation, background, assessment, recommendation (SBAR): To be used as a tool for communicating student concerns in a professional manner. (See Appendix F)

Instructions:

1. The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. Students may check with their faculty if they are unsure if this process is necessary.
2. Email the completed SBAR to the instructor.
3. The instructor will contact the student after reviewing the SBAR to schedule a face-to-face meeting to discuss the SBAR. The student should bring a printed copy to the meeting.

Flow Cart for Chain of Command Pertaining to Grievances



-If resolved, no further action needed. -If not resolved, move to the next course of action.

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism, falsifying documents, or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment and may be subject to discipline as explained in the Student Code of Conduct and the Student Grievance Procedure. Here is the link to the UNM Academic Dishonesty Policy:

policy.unm.edu/regents-policies/section-4/4-8.html. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

AI POLICY

Purpose

The purpose of this policy is to establish guidelines for the responsible, ethical, and appropriate use of artificial intelligence (AI) tools and technologies by students, faculty, and staff within the nursing program. AI tools may offer valuable support in education, clinical decision-making, and academic work; however, their use must align with professional nursing standards, academic integrity policies, patient safety, and regulatory guidelines.

Scope

This policy applies to:

- All nursing students enrolled in the program
- Use of AI in academic, clinical, research, and administrative activities within the program.

Definitions

Artificial Intelligence (AI): Any technology or software application capable of generating text, images, or other content, analyzing data, or providing decision support without direct human input (e.g., ChatGPT, DALL·E, Grammarly, AI clinical decision support tools).

Generative AI: A subset of AI that creates new content (e.g., text, images, code) based on input prompts.

Guidelines for Students

Acceptable Use:

- Assist with brainstorming ideas or study aids.
- Supplement understanding of nursing concepts.
- Generate practice questions or study guides for personal use.

- Review grammar and spelling in assignments.

Prohibited Use:

- Submit AI-generated work as their own without acknowledgment.
- Use AI tools for graded assessments, exams, clinical documentation, or care plans.
- Use AI in clinical settings for patient care decisions.
- Use AI to access or transmit any protected health information (PHI).

Academic Integrity

- All AI use must comply with the institution's Academic Integrity Policy.
- Disclose the tool and how it was used (e.g., 'ChatGPT was used to generate an outline').
- Undisclosed or unauthorized use may constitute academic dishonesty.

Clinical Practice Considerations

AI tools must not be used for clinical decisions, documentation, or accessing health records. Any AI tools in clinical learning require prior faculty approval.

Privacy, Confidentiality, and Professionalism

AI tools must not input, store, or transmit PHI. Users must recognize potential inaccuracies, biases, and outdated AI content. Professionalism standards apply in all contexts.

Policy Violations

Violations may result in academic penalties, disciplinary actions, or dismissal from the nursing program.

Review and Updates

This policy will be reviewed annually and updated as necessary to reflect technological, professional, and regulatory changes.

REASONABLE SUSPICION DRUG AND ALCOHOL SCREENING POLICY

The College may require any nursing student to submit to a drug screen for the use of controlled or prohibited substances and alcohol when the action(s) of the student are such to provide reasonable suspicion of the use of controlled substances or alcohol.

Reasonable suspicion is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based upon specific, contemporaneous, articulate observations concerning changes in behavior and speech, or personal hygiene of the student. The observations may include indications of chronic and/or withdrawal effects of the prohibited substances or alcohol.

College administrators, faculty, staff, or preceptors may report reasonable suspicion to the Nursing Program Director. Due to the location of student clinicals and internships, it will not always be possible for the director to observe or speak with the student prior to requesting the reasonable suspicion drug and alcohol screening. However, to the extent possible, the director will attempt contact with the experiential student prior to ordering the drug and alcohol screening.

All reports of reasonable suspicion should be memorialized in writing (see Appendix D) and

should (a) describe each witness' observations of the students; (b) include the date and time of the student was suspected to be using or in possession of a controlled substance or alcohol; and (c) contain the names of all involved parties.

Reasonable Suspicion Factors May Include:

Current students, while in patient care, clinical, practical or laboratory settings, may be asked to submit to a drug or alcohol test if cause or reasonable suspicion of substance use exists. Factors which could establish reasonable suspicion include, but are not limited to:

- Unsteady gait
- Unusual sleepiness or drowsiness
- Slurred speech or change in the student's usual speech pattern
- Bloodshot eyes
- Unusually disheveled appearance
- Aggressive tone
- Physical aggression
- Odor of alcohol or marijuana
- Residual odor peculiar to some chemical or controlled substances
- Personality changes or disorientation
- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment
- Repeated failure to follow instructions or operating procedures
- Violation of clinical, practical or laboratory facility or UNM safety policies
- Involvement in an accident or near-accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Discovery of or presence of alcohol, drugs, or drug paraphernalia in student's possession
- Theft or absence of narcotics from the student's clinical or practical site.

Procedures:

If reasonable suspicion exists that a student is under the influence during clinical, practical or laboratory settings, the student will be required to proceed immediately to a SAMSHA certified lab ("Lab") for urinalysis. The cost of this urinalysis is the responsibility of the student. Further, the student will be required to arrange and pay for an unimpaired driver to transport them to the testing site.

Prescription or over-the-counter medications shall be disclosed to the Lab prior to providing a urine sample or on the day immediately following the drug screen procedure. Medications disclosed will require written confirmation from the prescribing provider. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

Refusal:

Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Depending on the circumstances, this will result in a clinical, class, lab or testing absence at a minimum, and may be referred to the Student Services as an alleged violation of University policy.

Refusal to submit to testing shall include any or all of the following:

- Failure to provide adequate urine for the urinalysis without a valid medical explanation after he or she has received notice of the requirement for the drug and alcohol screening;
- Engaging in conduct that obstructs or interferes with the testing process;
- Failure to be readily available for testing;
- Failure to report to and undergo prohibited substance testing as required.

Positive Results:

If a positive test result is returned, the following actions will be taken:

- Students will be notified by the Lab of the positive result first. At this point, the College will not yet be notified.
- Students have the right to review the information reported by the Lab for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.
- After any challenge period with the Lab, a positive result will be communicated to the Director of Student Services for review under the Student Code of Conduct.
- The Student will be referred to the Director of Student Services for the determination of whether any Student Code of Conduct violation occurred.

Appeal:

Any initial positive tests can be appealed, but only by having a second test conducted on the same urine specimen at the same Lab to assure that no error has occurred. The cost of this additional testing will be assumed by the student. This process of appeal must be started within 24 hours of the student receiving notice of a positive test result.

Academic Consequences:

Students who test positive or refuse a drug/alcohol screening are not permitted to participate in the clinical setting. This prohibition on clinical participation is driven by patient safety and the University's affiliation agreements with clinical sites.

VISITORS ON CAMPUS

- FERPA (Family Educational Rights and Privacy Act) rules prohibit any person from entering a classroom to call a student out for phone calls or visitors. UNM- Valencia students, staff and faculty are not allowed to identify students for visitors.
- The campus Visitor Code of Conduct is included in its entirety in the UNM- Valencia catalog.

INCLEMENT WEATHER

In case of inclement weather: Call 925.SNOW (925.7669) for UNM's status. Listen to local radio and TV stations for school closures including UNM (local media may not announce early closures during the business day).

Delays: In the event UNM Valencia announces a two-hour delay, any morning class scheduled to begin before 10 a.m., will be cancelled. However, nursing classes that scheduled through 10 a.m. (9-12 p.m. for example) will meet at 10 a.m., when the campus opens. Classes scheduled to begin after the delay time will run as scheduled.

Cancellations: In the event that UNM announces a closure, all classes are cancelled for the duration of the closure. Early closures: In the event that UNM announces an early closure to the business day, afternoon classes will be allowed to leave early and evening classes will be cancelled. These announcements can take place when the weather is questionable and may be posted any time before 5 p.m. outside.

Clinical Cancellations are at the discretion of the instructor in collaboration with the program director.

OUTSIDE EMPLOYMENT

Students are encouraged to limit outside employment. Missing class, lab, clinical experience or any other scheduled nursing school function due to outside employment will result in an unexcused absence.

Students may NOT work the shift just PRIOR to any scheduled class, clinical or lab hours.

GRADUATION INFORMATION

UNM-Valencia awards an Associate of Science in Nursing degree. Dual degree students will also receive a BSN from UNM. Dual degree students must take at least 30 credits through UNM main to receive the degree from that institution. All course requirements on the nursing degree checklist must be satisfied by the deadlines. All core nursing courses must be completed with a C+ grade or better. (No C- grades permitted). A representative from Student Services will work the students to petition for graduation. The UNM-Valencia Nursing Program notifies the NM Board of Nursing that requirements are met as part of the graduate's application process to take the NCLEX-RN.

PINNING CEREMONY

Pinning is a traditional ceremony in which graduate nurses receive their school pin. It is scheduled during the final week of the Spring Semester. The SNA students will assist faculty with Pinning. The director will determine the theme, music, program, and attire with input from the faculty and SNA. The Director will secure the guest speaker.

APPLYING FOR LICENSURE

The graduate is responsible for applying for both licensure and examination. Information may be found at the New Mexico Board of Nursing website nmbon.sks.com/. Completion of a passing grade on the NCLEX-RN will result in obtaining RN licensure. Students planning to license in a

State other than New Mexico will need to work directly with that State for completion of licensure requirements.



Appendix A

BLOOD-BORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to blood borne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HBC), and the human immunodeficiency virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens, regardless of diagnosis.

Standard Precautions will be the minimum standard of practice throughout UNM Health Sciences Center. Whenever possible, Body Substance Isolation will be used. Body Substance Isolation takes Universal Precautions one step further and requires the same barrier precautions for all moist body substances and surfaces, not just those associated with the transmission of HIV and HBV. All human blood and body fluids will be handled as if they are infectious.

II. Prevention of Blood borne Pathogen Exposure

Reducing the Risk of Healthcare Associated Infections and Blood borne Pathogens for HSC training is required annually. Training can be accessed online through my.unm.edu on Learning Central. Certificates of completion need to be printed and a copy provided to the Allied Health program staff as well as the clinical instructor.

III. Methods of Compliance

Students will become familiar and comply with the Blood Borne Pathogen Exposure Plan of the clinical sites to which they are assigned.

IV. General Screening

UNM will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his or her private physician, the UNM Student Health Center, or the county health department.

V. Accidental Exposure Incidents

A student in the Nursing program who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency.

The student should immediately notify the course instructor and proctor who will then immediately notify the supervisor within the health care facility where the exposure occurred. As

much information as possible about the blood donor should be collected (i.e., HBV antigen, HCV, and HIV antibody status). The clinical agency will usually require the completion of an incident report and will usually ask for permission from the client to test for blood borne pathogens.

The student should report to the UNM Student Health Center within 6 to 8 hours to discuss prophylaxis treatment. If the exposure occurs when the Student Health Center is not open, the exposure may be reported at University Hospital Urgent Care or Emergency Room. The University is not liable for treatment costs.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 3 months, and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The course instructor should notify the Nursing program staff when a student has been accidentally exposed. Notification of the Administration is necessary to assist in the protection of the faculty and College in the event of subsequent liability issues or actions occurring following the incident.

When a student experiences a blood borne pathogen exposure while in a clinical agency, the policy of all agencies mandates that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

VI. Guidelines for Exempting Students from Clinical Assignment to Clients with Blood borne Diseases:

Confirmed Pregnancy

- The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.
- The risk of transmission of other pathogens, such as cytomegalovirus, from patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent.
- Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood borne diseases.

Incompetent Immune Systems:

- The Centers for Disease Control and Prevention (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Retrospective studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.
- Based on this information, students with HIV infection need not be restricted from clinical

experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

Infections:

- Any student with an infectious process could further compromise the client with an incompetent immunological system. All students with exudative or weeping skin lesions should be restricted from direct client care contact.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

VII. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in blood borne pathogen exposure control and can satisfactorily demonstrate the knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VIII. Confidentiality

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify College authorities is difficult, if not impossible, to enforce and legally challengeable.

Individuals involved with health care-giving services who know they are infected with a blood borne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice.
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of blood borne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974 and the New Mexico HIV Test Act (Chapter of 1989. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

OBTAINING MEDICAL CARE FOR EXPOSURES

1. **When an exposure occurs:** Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.
2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.
3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours (eff. 8/14/15): Mon. thru Thu., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident* / <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf> form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

- a) **Insurance:** The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain Time).
- b) **Laboratory Testing/Treatment:**
 - To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.
 - If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.

4. For more information on testing and treatment decisions or protocols:

- PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health & Counseling (SHAC): (505) 277-3136 — SHAC Hours:

Mon. thru Thurs., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page:

<http://shac.unm.edu/medical-services/blood-body-fluid-exposure.htm>

Clinical Readiness UNIVERSITY OF NEW MEXICO-Valencia Campus Nursing Program

All healthcare students (e.g., Medical, Nursing, Physical Therapy, Occupational Therapy, Pharmacy, Physician Assistant, Dental Hygiene, Radiology, Speech-Language Pathology, Nutrition, Medical Technology, and Athletic Training), need to show evidence of having obtained the following immunizations and tests as part of their clinical education compliance. **Students need to submit their records to the UNM SHAC Allergy & Immunization Clinic for review and verification.** An appointment is also highly recommended.

If students have questions about these requirements, nurses in the Allergy and Immunization Clinic will advise, make recommendations, and provide vaccines or tests as indicated. Please call UNM SHAC reception to make an appointment after uploading documentation to the SHAC Health Portal, 505-277-3136.

Instructions on how to access the SHAC Health Portal and upload documents is located at <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>.

All Health Sciences Center students are required to upload documents to verify immunization information. Acceptable documentation includes official vaccine records such as:

- World Health Organization Certificate of Vaccination
- Childhood vaccine cards
- State registry printout
- School records
- Medical records
- Employee records
- Civil Surgeon records

If you do not currently have records of your past Immunizations, you may want to check the following:

- Your High School
- State Department of Health
- Pediatrician &/or current PCP's office

Please see the following pages for requirements and recommendations

Immunization Requirements for UNM Students in Healthcare Programs

MMR (Measles, Mumps, Rubella)* -- 3 options to meet requirement below

Option 1	Two doses of MMR vaccine
Option 2	Two (2) doses of Measles Two (2) doses of Mumps One (1) dose of Rubella
Option 3	Serologic proof of immunity for Measles, Mumps, and/or Rubella

**Serologic testing (Option 3) is required for individuals who received MMR vaccine prior to 1978*

Tetanus-diphtheria-pertussis -- One (1) dose of adult Tdap. If last Tdap is more than 10 years old, another dose of Tdap or Td is required.

Varicella (Chicken Pox) – 2 options below

Option 1	Two (2) doses of varicella vaccine
Option 2	Serologic proof of immunity for varicella

Hepatitis B Vaccination AND Serologic Testing*

Option 1	Three (3) doses of Engerix-B, Recombivax or Twinrix
Option 2	Two (2) doses of Heplisav-B

A Quantitative Hepatitis B Surface Antibody (titer) is **also required and preferably should be drawn 4-6 weeks after completion of the 3-dose or 2-dose (Heplisav-B only) Hepatitis B series is complete. If negative, follow up vaccination and testing will take place based on CDC guidelines and protocol. Please consult with a SHAC Allergy & Immunization nurse for guidance. <http://www.cdc.gov/mmwr/pdf/rr/rr6210.pdf>*

Influenza – One(1) dose annually during flu season by December 1st, or earlier if specified by program

Tuberculosis Testing (no history of positive result)* – Baseline 2 step Tuberculosis Skin Test or IGRA Blood Test; Individuals with history of BCG vaccine are encouraged to have an IGRA blood test

Option 1	Two (2) TST placement and reads separated by at least 1 week and within 6 months of start of program
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Option 2	IGRA blood test (QuantiFERON TB Gold [QFT] or T- Spot.TB) within 6 months before start of program	
<p><i>*Individuals with prior positive TB test history will need documentation of their positive test, a recent chest x- ray, and record for treatment of Latent TB Infection (LTBI) or Active TB Infection, if treatment completed. An annual symptom screen will be required for individuals who have not completed treatment for LTBI. Please consult with a SHAC Allergy & Immunization nurse for guidance.</i></p> <p>https://www.cdc.gov/mmwr/volumes/68/wr/mm6819a3.htm?s_cid=mm6819a3_w</p>		
COVID-19/SARS-CoV2		
<p>CDC recommends that everyone aged 6 years and older get 1 updated Pfizer-BioNTech or Moderna COVID-19 vaccine to stay up to date. Further considerations exist for those 65 and older and people who are moderately or severely immunocompromised.</p>		
OTHER REQUIREMENTS		
Medical clearance for N95 Respirator Fit Testing	Urine Drug Screening	Annual TB Testing
OTHER RECOMMENDATIONS		
Hepatitis A	Hepatitis A vaccine is recommended for person with chronic liver disease, international travelers, and certain other groups at increased risk for exposure to hepatitis A.	
Meningococcal (MCV4)	<p>Those who are routinely exposed to isolates of <i>N. meningitidis</i> should get one dose.</p> <p>A MCV4 series is recommended for HCP with known asplenia or persistent complement component deficiencies, because these conditions increase the risk for meningococcal disease.</p> <p>HCP traveling to countries in which meningococcal disease is hyperendemic or epidemic also are at increased risk for infection and should receive vaccine.</p>	
Pneumococcal (PPSV)	PPSV is recommended for healthy persons aged ≥65 years. PPSV is also recommended for persons aged <65 years with certain underlying medical conditions, including anatomic or functional asplenia, immunocompromise (including HIV infection), chronic lung, heart or kidney disease, and diabetes.	

<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr6007a1.htm>

[Recommended Immunizations :: Student Health and Counseling | The University of New Mexico](#) (further details for immunizations)



Appendix C
Nursing Program Academic Success Plan

Student Name: _____

Level: _____ **Term:** _____ **Date:** _____

Student's Strengths (Completed by student and instructor)	Concerns (Include level specific SLO followed by brief narrative)	Strategies to address concerns (what student can do to help with improvement; can include what student needs from faculty member)	Measures/ Outcomes (what student behaviors need to be exhibited consistently by end of course)	Evaluation

- Failure to demonstrate program expectations and/or course evaluation guidelines may lead to removal for the duration of the course(s) involved and/or a failing grade.
- The Student Success Plan may be shared with instructors involved in the course to assist the student in successfully completing the plan.
- The student must demonstrate passing performance for each of the program expectations and performance measures in the Clinical Evaluation tool, and continue to meet them, to avoid removal from the course.

Student Signature: _____ **Program Director/ Coordinator:** _____

Clinical Instructor: _____ **Success Coach/Peer Tutor (if needed):** _____

Date: _____ **Date:** _____

Appendix D

UNM-Valencia Campus Suspected Impairment Form

Student Name:	Date:	Time:
Course:	Location of event:	
Student Home Address (needed for safe transportation home, if treating as a positive drug/alcohol test)		

This student was removed from the clinical, practical or laboratory setting, based on the factors indicated below. This student may not return to clinical laboratory or classroom until they meet with the Health Sciences Division Chair, the Dean and or the Director of Student Affairs.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Unsteady Gait <input type="checkbox"/> Unusual sleepiness or drowsiness <input type="checkbox"/> Slurred speech or in a different pattern from the student's unusual pattern <input type="checkbox"/> Bloodshot eyes <input type="checkbox"/> Unusual disheveled appearance <input type="checkbox"/> Aggressive Tone (describe below) <input type="checkbox"/> Physical aggression (describe below) <input type="checkbox"/> Odor of alcohol or marijuana (circle one) <input type="checkbox"/> Residual odor peculiar to some chemical or controlled substance (describe) <input type="checkbox"/> Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory <input type="checkbox"/> Personality changes or disorientation <input type="checkbox"/> Repeated failure to follow instructions or operating procedures | <ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment <input type="checkbox"/> Violation of safety policies of the clinical, practical or laboratory facility or UNM <input type="checkbox"/> Involvement in an accident or a near accident <input type="checkbox"/> Marked decrease in manual dexterity and/or coordination in body movement <input type="checkbox"/> Discovery or presence of drugs/drug paraphernalia and/or alcohol in student's possession (circle one) <input type="checkbox"/> Theft or absence of narcotics from the student's clinical or practical site <input type="checkbox"/> Other behaviors (describe below) |
|---|--|

Other comments (include length of time observed, distance from student and how student responded when confronted): The following witness also observed the behavior (s) noted:

Witness (Print Name)

Witness Signature

Instructor/Preceptor (Print Name) Time/Date

Instructor/Preceptor Signature

(If a preceptor, please print the time a UNMVC instructor was notified and the instructor's name in the space below)

Appendix E



Training & Policy Videos Contractual Agreement

I, _____, do hereby consent and agree that the Nursing Program training videos provided by UNM-Valencia Campus, its employees or agents, may only be used for educational purposes.

The videos provided to me, the undersigned, may not be shared through electronic transfer — including all online forms — with another student or any outside party. The videos are for personal use only.

The training videos are the property of the University and may not be shared on any social media outlet or internet platform, as rights are not transferred to third parties. Violators may face liabilities and possible lawsuits.

By agreeing to this contractual agreement, disciplinary actions may be taken by the Nursing Program Director or university staff.

I affirm that I am at least 18 years old, have read and understood the above statement, and am competent to sign this agreement.

Signature:

Date: _____

Appendix F



SBAR Report

Name: _____

Situation:

Background:

Assessment:

Recommendation:

Signature: _____ **Date:** _____



Appendix G

Student Warning Notice

Student Name _____

Date of Warning ___/___/___

Type of Violation (Check all that apply)

Attendance	Carelessness in lab setting	Clinical Attendance
Lateness/leaving early	Failure to follow instructions	Clinical Performance
Rudeness to instructor or other students	Violations of College program Policies and Procedures	
Unsatisfactory work quality	Excessive class disruptions	

Previous Warnings

	Oral	Written	Date	By Whom
1 st warning				
2 nd warning				
3 rd warning				

Instructor Statement

Date of incident ___/___/___

Student Statement

____ I agree with Instructor's statement
 ____ I disagree with instructor's statement for the following reasons:

Student Signature

Action to be taken _____ Warning _____ Probation _____ Suspension _____ Dismissal _____ Other _____
 Consequence should incident occur again _____

I have read this Student Warning Notice and understand it.

Student Signature _____

Date _____

Signature of Instructor Who Issued Warning _____

Date _____

Signature of Program Director _____

Date _____

APPENDIX H



Multi-Media Model Consent & Release Form

I, the undersigned, do hereby consent and agree that **UNM-Valencia Campus**, its employees or agents, have the right to take photographs, voice or video digital recordings or take quotations of me, and to use these in any and all media, now or hereafter known, and exclusively for the purpose of promoting **UNM-Valencia Campus**. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to **UNM-Valencia Campus**, its agents and employees, all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that **UNM-Valencia** is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses because of any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Name: _____ Date: _____

Signature: _____ Phone: _____

Consent and Release for Parent/Guardian of Minor

I do attest that I am the parent or legal guardian of the above named minor, and have legal authority to sign on his/her behalf. I have read and fully understand the contents of this release and consent to the use of said photographs or recordings based on the contents thereof.

Signature: _____ Date: _____



The University of New Mexico-Valencia Campus Nursing Program

The *Student Handbook of the Nursing Program's Policies and Procedures* contains those descriptions, requirements and regulations that are in effect for The University of New Mexico-Valencia Campus Nursing Program. It is vital that all students become familiar with *ALL* the material in this publication. As changes occur, information will be posted on the bulletin boards in Nursing Department, presented both orally and in writing to each student. An acknowledgement form will be signed and placed in the student file. All changes become effective at that time. All nursing students are responsible for reading this updated information.

I have received a copy of the current *Student Handbook of the Nursing Program's Policies and Procedures* and I am aware that I am responsible for understanding the contents of this document.

_____	_____
Student Name (please print)	Signature

Date	
_____	_____
Witnessed by (please print)	Signature
_____	_____
Date	Title