



Nursing Program

The University of New Mexico–Valencia Campus

ADN Nursing Program

Student Handbook of

Policies and Procedures

2017-2018

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DISCLAIMER STATEMENT

The content of this handbook is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the nursing program in order to fulfill its role and mission or to accommodate circumstances beyond its control. The nursing program reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication. The nursing program expects its students to have knowledge of information presented in this handbook and in any other college publications. Any such changes may be implemented without prior notice and without obligation, and, unless specified otherwise, are effective when made. In the event 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 programs or modify program requirements, content, schedule, delivery methods, and the sequence of the 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 is provided to students via Blackboard® and/or through their UNM (unm.edu) email. Private email addresses will not be utilized for program related communication. All University of New Mexico policies apply, as well. Those policies may be found in the UNM-Valencia catalog and at pathfinder.unm.edu/.

UNM-Valencia Nursing Program job placement rates, NCLEX licensure rates, and graduation rates are available upon request in the Nursing Office.

Completion of the Associate in Nursing from UNM-Valencia does not guarantee State licensure or employment.

Dear Nursing Student,

Welcome to The University of New Mexico-Valencia Campus Associate Degree in Nursing Program. Entry is competitive and the program is challenging, but the goal is a career in nursing!

The UNM-Valencia nursing program began in 2010 as a result of a Department of Labor grant. Since that date, 3 cohorts have graduated. The program has full approval from the New Mexico Board of Nursing through August 2020. This nursing education program has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN) through spring 2022.

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, and scheduled forums. I further encourage you to take advantage of all the resources available to you on campus and involve yourself in activities that support your development as a nurse and leader. There is an active Student Nurse Association, as well as campus-wide opportunities. Use your colleagues as resources as well. The importance of study groups cannot be overemphasized.

This handbook, as stated on Page 3, is used in addition to other UNM student policies and is specific to UNM-Valencia student nurses. Any extra requirements are related to the requirements of clinical sites used during the educational program. It was developed with input from a variety of groups including students and administration.

Again, welcome and best wishes as you enter this new chapter in your professional education.

Regards,

Marji

Marji Campbell, MSN, RN, CNE
UNM-Valencia Nursing Program Director
505-925-8872

UNM-VALENCIA NURSING PROGRAM MISSION STATEMENT

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

UNM-VALENCIA VISION STATEMENT

The UNM-Valencia ADN program will develop professional nurses with abilities 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 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 individual is an active member of the healthcare team and determines the course of care that they believe is in their best interest. 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 the 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 error, 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 caring 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 Associate Degree in Nursing (ADN) 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 August, 2020. This nursing education program has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN) through spring 2022.

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
 - BIOL237/247L- Anatomy & Physiology I & Lab*
 - ENGL110- Accelerated Composition
 - PSY105- General Psychology
 - HCHS111- Medical Terminology
- Kaplan Entrance Examination – composite score 68% (55th percentile) or better. The exam is scheduled through the nursing department and full policy is on the program website.
- Completed Application

At the time of admission, students are required to submit proof (documented immunization or titer) of immunity to Measles, Rubella, Chicken Pox, Mumps, Hep B, T-dap, and a documented current TB test and current influenza vaccine, valid Healthcare Provider BLS card or ASHI CPR Pro for the Professional Rescuer card, and obtain a background check before nursing program classes begin.

**The Lab portion may be waived if it is not offered in the same semester as the didactic course.*

Applications for admission to the nursing program are accepted in the spring semester for entry during the fall semester each year.

Applications must be logged in at the nursing department no later than noon (12:00) April 30th. If the 30th falls on a weekend, the following Monday at noon is the deadline. There are 16 available nursing

program seats each fall and entry is competitive. Nursing Program transfer students must meet all the requirements for admission to the program and be in good standing in their current nursing program. Review of transfer of nursing courses requires review by the program director and is then presented for consideration to the Selection and Progression (S&P) committee. Admission as a transfer student is on a space-available basis after approval of equivalent courses by the S&P committee.

Admission to the Nursing Program is competitive. Cohorts are selected through a scoring process, reviewed by the S&P committee. A score sheet is used as a guide for the S&P committee as they review all qualified applicants for best selection. 40% consideration is on Pre-requisite GPA, 50% on the Entrance Exam, and 10% on other scoring items. Scoring of individual applications is accomplished by the Nursing Director, a nursing department staff member, and a staff/faculty member outside of the nursing department to ensure the integrity of the process. The S&P committee will meet at the end of the spring semester after final grades for UNM students are posted. Students transferring credits in that Spring semester are required to have those grades to the S&P committee by the Monday following the end of the Spring semester. The S&P committee is not required to postpone their selection meeting to meet the dates of final grade postings by schools other than UNM or for UNM courses where grades are not posted by the required deadline as in the faculty handbook. ***All pre-requisite and admission requirements must be met for consideration by the S&P committee.***

The S&P Committee will review all eligible applications and determine the ranking of each applicant. The top 16 ranked applicants will be selected for the cohort. If the first two (2) ranked alternates are not admitted for that cohort, they can be considered for the following cohort with the same admission data, or they can retake the Kaplan admission exam without penalty.

The members of the S&P committee include:

- Full-time Nursing Faculty members
- The Nursing Lab Assistant
- The Nursing Advisor or their representative
- A faculty member from General Education
- The Nursing Program Director

Progression

Students must pass all required nursing courses with a grade of “C” or better (75% or better test average, 75% course grade, and pass the clinical component) in order to complete the program. Sequential courses requiring successful completion (grade of “C” or better) in order to progress through the program include NURS 110, NURS 115, NURS 130, NURS 131, NURS 230, NURS 232, and NURS 234

Successful completion of NURS 242, NURS 243, and NURS 245 in the final semester are required for program completion and awarding of the degree. The S&P committee will meet at the end of each semester, and other times as needed, to review all students who are not successful in one or more courses during that semester.

A. Level 1 students who are unsuccessful in NURS 115 Fundamentals must reapply to the program and complete the requirements listed below:

Readmission for unsuccessful completion of NURS115

If a student is unsuccessful in the Fundamentals (N115) course:

- The student may reapply to the program.
- Three points will be subtracted on the selection tool for failure to complete NURS 115.

- *Re-application to the nursing program after failure of NURS 115 does not guarantee that the student will be readmitted.*

If the student is readmitted after failing NURS 115, any subsequent failure to complete a course will be considered a second failure and the student is not allowed to continue in UNM-Valencia's nursing program. They may reapply after a period of 2 years (2 application cycles). All additional readmission policies apply

B. Additional Progression Policies:

- The student who fails to complete any nursing course with the exception of N115 (see above policy) must retake that course the next semester it is offered if there is space available in that class. If there is no space available, the student will be required to re-apply to the program and repeat all previous nursing courses.

If a student fails to complete two nursing courses, including two in the same semester, the student is withdrawn from the program and will not be eligible for reapplication or readmission for a period of 2 years. They may reapply after a period of 2 years (2 application cycles) and must repeat all previous core nursing courses for grade (no courses may be audited). Students may be admitted to the program a maximum of 2 times. Students who are unsuccessful following two (2) admissions are ineligible to reapply to the UNM-Valencia Nursing Program.

- A student who fails any portion of the clinical requirements in any course, including skills check-offs, will be withdrawn from that course. A *W* for documented failure of any portion of a nursing course is the same as a failure to complete and considered a failure of the course.
- Students who are repeating courses due to failure of the course must repeat all parts of the course, including theory, skills, clinical and any other requirements in the syllabus. Failure of the clinical component of any required class results in failure of the entire course

Stop-out and drop-out policies

- Students who stop or drop out of the nursing program in good standing for anything other than failure as determined by the S&P committee would be considered for re-entry into the program. The student must reapply and meet all of the current requirements for readmission. If the student reapplies for the next year, they are not required to repeat previously completed nursing courses. If more than one year has passed, the student must start the program from the beginning.
Extenuating circumstances such as medical issues or military duty will be considered for exception by the S&P committee upon written request of the student.

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 pathfinder.unm.edu/campus-policies/student-grievance-procedure.html.

NURSING STUDENT RESOURCES

Student Advising

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

Financial Assistance

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

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: valencia.unm.edu/academics/catalog/2016-2018/index.html . 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 policies. 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.

UNM-Valencia Nursing Website

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

The Learning Commons

Tutorial services are available through the Learning Commons in the Learning Resource Center for students to receive tutoring, assistance with writing and math, and for support in successful completion of the Nursing Program. Any required remediation or actions through student success plans will be coordinated through the Learning Commons.

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 of time. 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

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. Contact them directly at 925.8830 or visit valencia.unm.edu/wellness-center/index.html .

CURRICULUM

The UNM-Valencia nursing curriculum includes four semesters of nursing courses designed to prepare an entry level to 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 are listed below.

QSEN Competencies	Level 1 Student Learning Outcomes	Level 2 Student Learning Outcomes	Level 3 Student Learning Outcomes	Graduate Learning Outcomes
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.	Begin to demonstrate professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.	Apply principles of professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.	Select appropriate principles of professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.	Participate in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
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.	Identifies roles of the members of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes.	Demonstrates roles of a member of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes.	Applies principles of teamwork and collaboration to membership in the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes.	Functions effectively as a member of the interprofessional healthcare team for the delivery of healthcare for quality patient outcomes.
Evidence-based Practice (EBP)- Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.	Define nursing care that is evidence based in a variety of healthcare settings.	Identify nursing care that is evidence based in a variety of healthcare settings.	Analyze nursing care that is evidence based in a variety of healthcare settings.	Deliver nursing care that is evidence based in a variety of healthcare settings.
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.	Discuss and identify the principles of quality improvement within a variety of healthcare settings.	Define the principles of quality improvement within a variety of healthcare settings.	Report evidence of the principles of quality improvement within a variety of healthcare settings.	Apply the principles of quality improvement to nursing practice within a variety of healthcare settings.
Safety- Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.	Demonstrate principles of safe nursing practice.	Apply principles of safe nursing practice.	Analyze principles of safe nursing practice.	Integrate principles of safe nursing care into nursing practice.
Informatics- Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Demonstrate the use of different types of technologies for the management of information.	Collect information using different types of technologies for the management of information.	Select appropriate types of technologies for the management of information.	Utilize technologies for the management of information and in the delivery of patient care.

RECOMMENDED COURSE OF STUDY

Prerequisites		Credits
BIOL 237/247L*	Human Anatomy & Physiology Lab	4 (3+1L**)
PSYCH 105	General Psychology	3
ENGL110	Accelerated Composition	3
HCHS111	Medical Terminology	3
	Prerequisite Total Credits	13
First Semester		Credits
BIOL 238/248L*	Human Anatomy & Physiology/Lab II	4 (3+1L**)
NURS115	Nursing Fundamentals	8 (7+1L**)
HCHS125	Introduction to Pharmacology	3
NURS110	Professional Development	1
	Semester 1 Total Credits	16
Second Semester		Credits
PSYCH220	Developmental Psychology	3
NURS130	Medical-Surgical Nursing I	5 (3+2L**)
NURS131	Principles of Mental Health	4 (3+1L**)
	Semester 2 Total Credits	12
Third Semester		Credits
ENGL120	Composition III	3
NURS230	Women's Health Nursing	4 (3+1L**)
NURS232	Pediatric Nursing	4 (3+1L**)
NURS234	Medical-Surgical Nursing II	5 (3+2L**)
	Semester 3 Total Credits	16
Fourth Semester		Credits
NURS 243	Medical-Surgical Nursing III	9 (6+3L**)
NURS242	Nursing Practicum	2 (2L**)
NURS245	Professional Seminar	1
	Semester 4 Total Credits	12

*The Lab portion may be waived for students based on availability of lab sections at UNM-Valencia.

**Nursing courses with +L designations include a clinical/lab component. 1L credit is the equivalent of 3 hours clinical/lab per week.

APPROXIMATE PROGRAM COSTS

<i>Program Requirement</i>	<i>Approx. Cost</i>
Drug screen (annually)	\$40.00
Uniform (3 sets) patches and shoes	\$150.00
Books	\$1200.00
Background Check/fingerprinting (not to include requirement for licensure)	\$73.30
KAPLAN Standardized Testing, Lab modules, Predictor Exam, & Live Review	\$540.00
Immunizations/Titers	\$300.00
Tuition and fees: 69 credits (not to include license or NCLEX-RN fees)	\$5174.25
Travel to clinical sites	\$150.00
Total Approximate Costs	\$7627.55

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 and Blackboard email accounts regularly. Full-time nursing instructors have voice mail, and 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 committee, and the representatives are responsible for communicating pertinent information to their classmates. Part-time faculty will identify their preferred method for communication to the students.

STUDENT BEHAVIOR

Students are required to behave in a responsible, adult, mature manner while attending classes/clinicals whether on-site or on-line. The nursing department will not tolerate any type of student incivility. Students who engage in behavior that is disrespectful, abusive, intimidating, disorderly or dangerous will be disciplined and consequences can be as serious as a dismissal from the 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 (not following unit protocols, not following clinical instructor's directions, etc.), and bringing weapons to class or clinicals. 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.

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 in order to be effective. Students will elect a representative and alternate from each cohort to serve as a student liaison each semester to attend selected nursing department meetings. Liaisons serve in an advisory capacity and are not voting members during faculty meetings.

The Liaisons 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 of more effective communication strategies between students and faculty.
4. Advise the Nursing Program Director, and Faculty, 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.

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 the in community. Any UNM-Valencia student is welcome to join the SNA and attend meetings. Membership dues are \$10 per semester. There is a nursing faculty advisor assigned, and this person's 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 the current SNA officers.

ESSENTIAL FUNCTIONS FOR NURSING STUDENTS

CATEGORIES	ESSENTIAL FUNCTIONS A nursing student must be able to:
Motor Skills	Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to clients in all health care settings. Such motor function includes but is not limited to physical dexterity and 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 includes the ability to lift 40 pounds.
Sensory/Observation	A student must be able to acquire the information presented through demonstrations and experiences in the basic nursing sciences, gathering information with all senses, especially sight, hearing, smell, and touch. He/she 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 clearly and effectively and sensitively with others acknowledging, and responding to emotions, and exhibiting 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 quickly read and comprehend extensive written material. They must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting, be comfortable with uncertainty and ambiguity in clinical situations, and seek the assistance of others when appropriate.
Behavioral/Emotional	A student must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to 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 have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must understand that his/her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
Professional Conduct	Students must possess the ability to reason morally and to practice nursing in an ethical manner. Students must be willing to learn and to abide by professional standards of practice. He/she 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.

Students with Disabilities:

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. The faculty will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925.8910 or jmlujan@unm.edu.

HEALTH/IMMUNIZATION REQUIREMENTS

Evidence of current immunizations or documented immunity is required prior to the first clinical experience (MMR, TDaP, Hep B series, Varicella) as well as an annual TB test and Influenza vaccine. If you are unable to have a TB test due to a past positive result, you must complete the Annual Student Tuberculosis Survey from your Health Professions Office and have a negative chest x-ray within the last 3 years. If you are unable to have the influenza vaccine, you must have this waiver completed by a provider at the Student Health and Advising Center (SHAC) on main campus, and the waiver must be on file in the nursing department and the individual portfolio. During influenza season, anyone with a may be unable to participate in some clinical activities; individual facilities may allow participation with a mask. If immunizations are not documented, Laboratory (IgG titer) screening indicating satisfactory immunity to Rubeola, Rubella, Mumps, Varicella, and Hepatitis B must be demonstrated. *NO OTHER DOCUMENTATION IS ACCEPTABLE.*

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

BLS REQUIREMENT

American Heart Basic Life Support for Healthcare Provider 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 shac.unm.edu/shi.html. 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 the capacity of a student during the entire program through 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 pant. The nursing insignia patch can be obtained 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, 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 the clinical/lab areas. A white 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.

For classroom or community events, the student has the option of wearing a uniform that consists of beige khaki pants (no leggings or skinny pants) and a UNM-Valencia Nursing Polo shirt in Black or Red. 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 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.

CLINICAL/SKILLS LAB POLICIES

Clinical and Lab experiences are provided to allow students the opportunity to apply knowledge learned and skills required. Students are required to use the open lab time for additional practice. Faculty are available during open lab times to answer questions and clarify processes.

Clinical Readiness Checklist

Each student will receive a checklist of items that need to be completed and kept up to date to participate in clinical experiences. The Psychomotor skills list is also the responsibility of the student to have with them in the clinical setting. The student is responsible for keeping the checklist, psychomotor skills list and original documents in the portfolio binder. 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 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 a failed grade for that day and failure of the clinical portion of the course.

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

Attendance is mandatory. 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 prior to the time of the absence. If proper notification is not provided, the absence will be considered unexcused. An unexcused absence will result in a 0 for that clinical day and failure of the course.

Under no circumstances is a student to leave the clinical setting without first notifying the instructor. If a student leaves clinical any time before the end of the scheduled clinical, the student will not receive credit for this clinical day.

Absences, including leaving clinical early, are unacceptable and may result in course failure.

Student Lab Responsibilities

It is expected students **WILL**:

- Leave the mannequins and beds clean with 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 Lab Assistant or instructors.
- Be considerate of those around you — keep noise/voice level under control.
- Exhibit professional conduct at all times
- Keep conversations at a professional level (no off-colored jokes, or profanity)

- Bring required equipment to each lab session.
- Adhere to all lab policies.
- Respect possessions of the school and other students.

Grooming Policies

Nursing students in uniform represent the college and the nursing program. Nursing Students are expected to look their best at all times. Students who do not meet the dress code requirements may be dismissed from clinical rotations. 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; thongs are not allowed. 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 allowed 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, obvious tobacco odors, and scented hair spray
- Specific faculty requirements as described in course syllabus
- Facility specific policies will be reviewed and enforced by faculty

Clinical Conduct Policies

Behavior must be professional at all times while in clinical situations. Cell Phone are not permitted in the clinical area, including the lab. They are not permitted to be on your person except during breaks or lunch. In addition, students should exhibit safe and honest behaviors at all times 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:

1. Being unprepared for clinical or lab
2. Any action that could endanger a life or interfere with recovery or maintenance of a client's health
3. Failure to immediately report a medication/patient-care error/ incident to the faculty or nursing staff
4. Charting of false information
5. Disruptive behavior including any conduct while in any clinical or non-clinical facility that adversely reflects on the UNM-Valencia nursing program
6. Violation of confidentiality or inappropriate communication, including texting or taking pictures which are violations of HIPAA.
7. Failure to follow clinical/lab policies

8. Tardiness or absenteeism
9. Coming to clinical while under the influence of drugs or alcohol
10. Any other unprofessional behaviors as reported by your clinical faculty

Any occurrence of the above items will require 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 D). The students will not be allowed to return to the clinical site until the program director, in collaboration with the instructor, develop an appropriate plan of action. A copy of the Student Warning and plan of action will be provided to the student and a copy placed in the student 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 any and all clinical events including medication events will result in dismissal from the program. Students may not fill out incident/occurrence reports without clinical instructor or preceptor supervision.

Both students and instructor 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.

Clinical Scope of Practice

No clinical activity may be performed with non-faculty registered nurses without their approval. All skills are required to have documented skills lab check-off prior to performing them in the clinical settings. 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 of 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/nurse/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:

- Student is expected to *Meet Expectations* for Clinical Evaluation Tool (CET) in order to pass the course.
- It is understood student MAY NOT meet all of the CETs in the beginning weeks of the course. It is expected the student will be meet all of the CETs within the last weeks of the clinical experience.
- If student *Meet Expectations* in all CETs, it is optional for the course instructor of record to write a narrative note.
- If student DOES NOT *Meet Expectations* in one competency, the course instructor of record is required to write narrative note.
- If a student DOES NOT *Meet Expectations* in one competency two weeks in a row, the course instructor of record will discuss with student options for improvement.
- If a student DOES NOT *Meet Expectations* in one competency three weeks in row, the student will be placed on Clinical Probation and a written improvement plan developed by the course instructor of record and signed by both that instructor, the program director, and the student.

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 helps students develop knowledge, skills, and abilities needed for real life experiences. Simulation bridges the gap between classroom and real-life clinical practice. It is a valuable tool for providing students with exposure to diversity, high-risk, low-volume events and inter-professional learning experiences.

Purpose:

Simulation-Based Learning (SBL) is an integral part of the nursing curriculum and is imbedded into clinical courses where appropriate. The Department of Nursing A.D.N Curriculum Committee continually evaluates the use of SBL in the curriculum to ensure appropriate and best use. SBL is introduced to students in the program in NURS 115, Fundamentals of Nursing, and is integrated throughout the curriculum culminating with the final clinical course, NURS 243, Medical Surgical Nursing III. 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.

- **Student Responsibilities**
 - 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 (Appendix B).
 - Adhere to the Simulation Laboratory Guidelines and Code of Conduct.
 - Complete pre-simulation assignments PRIOR to lab attendance.
 - Gather and return equipment used for skill performance.
 - Approach situations and scenarios as if they are actual patient interactions.
 - Maintain safe practice.
 - Maintain cleanliness of the area.
 - Dispose of sharps appropriately.
 - Display professional courteous conduct showing respect and consideration for self and others.
- **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 (Appendix B).
 - 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 Semester coordinator.

- All simulation data, video recordings, electronic and non-electronic documents are stored in a secured 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).
 - Semester Coordinators schedule and coordinate student orientation with the Simulation Lab and teaching assistant and Simulation Educator(s).
 - 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, and orientation to the simulated environment.

The complete simulation policy is available from 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 and computers available. In accordance with UNM policy there is no eating or drinking allowed in the classroom. Students may have water in enclosed bottles during class.

Cellphones are not permitted in the classroom setting. They must be silenced and put away. Cellphone that ring or are used during class or testing will result in the student being excused from the class or test. Any make-up of assignments or exams due to violation of this policy is solely at the discretion of the instructor.

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 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

UNM-Valencia nursing students must achieve a minimum of 75% test average, pass any clinical component, and achieve 75% overall course grade in order to pass the nursing course. The following grading scale applies to all core nursing courses.

Grading Scale

98-100 A+	84-87 B	70-74 C-	0-59 F
94-97 A	81-83 B-	67-69 D+	
91-93 A-	78-80 C+	64-66 D	
88-90 B+	75-77 C	60-63 D-	

Special Notes

There is no rounding of scores of any coursework or course grade. Examples: a coursework score of 74.99% does not round to 75%. A course score of 90.99% does not round to a 91%.

Student Success Plans:

Any student who achieves less than 76% on an assignment or exam will complete a student success plan and meet with the instructor to discuss that plan.

Course grades

All courses with three or more credits derive the grade as follows: 75% from test average, 10% from Kaplan points, 5% from simulation and 10% from other course assignments.

Test Reviews

Test/exam reviews are done at the discretion of the course instructor. 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. Assignments will be lowered 10% of the total possible points for each day the assignment is late. No points will be awarded if the assignment is more than three (3) calendar days late. Assignments are to be submitted to the course instructor through the Blackboard Learning Management System 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% after a maximum of three (3) attempts, before they are permitted to enter the clinical setting. The dosage calculation exams are assigned to NURS 115, NURS 130, NURS 234, and NURS 243. These examinations will be developed and delivered by an assigned Med/Surg faculty member, after review by the program director.

Failure to achieve the 90% on the first attempt will result in a student success plan that includes specific remediation through the LC. The student must complete the required remediation within one week and re-test. Failure to achieve the 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 the maximum attempts will result in a clinical failure that results in failure of the course. All failure and progression policies described in the student handbook apply. Five (5) dosage calculations will be included in every theory exam in all Med/Surg courses, and in at least one theory exam for pediatrics, women's health, mental health, and fundamental courses.

Exams

Students are expected to attend all classes, including those when tests are scheduled. If a student must miss a test, notify the instructor of the course directly prior to the time of the test. If notification is received prior to the time of the test, the faculty member may reschedule the test or schedule a test over the material in an alternate format, such as an essay test. If notification is not received by the instructor prior to the time the test is scheduled, the test grade will be zero (0). The opportunity to make-up any

exam, whether notification is received or not, is at the discretion of the instructor as outlined in their course syllabus, and if allowed, the date and format is determined by the instructor. If a student misses more than one test in a semester, the S&P committee will meet to discuss the issue and determine consequences, up to and including failure of the course.

Incomplete grades

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 NURS 130 prevents progression to NURS 234) if the incomplete is not removed prior to the beginning of that semester.

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 10% of the student's grade in all nursing courses except HCHS125, NURS242, and NURS110. In NURS242, the Kaplan component is 35% of the course grade and there are no Kaplan points in HCHS 125 and NURS 110.

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 tests in each course. In order to receive credit, students must complete the focused review tests as assigned and during the designated time period specified in individual course syllabi. In order 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. The 10% of each course grade allotted to Kaplan will be derived from four sources and totaled for a possible 100 points

Focused Review (practice) Test in Assigned Content Area	Points
90-100%	25
80-89.9%	20
60-79.9%	15
40-59.9%	10
< 39.9%	0
Integrated (proctored) Test in Content Area	
≥ 70 th percentile	25
60- 69.99 th percentile	20
50-59.9 th percentile	15
40-49.9 th percentile	10
<40 th percentile	0
Remediation of Focused Review Test(s)	
Remediates all questions minimum of 1 minute	25
Remediates all questions minimum of 45 seconds	20
Remediates only wrong questions minimum of 45 seconds	15
Remediates >50% minimum of 45 seconds	10
Remediates < 50% and/or minimum of 45 seconds	0
Remediation of Integrated Test	
Remediates all questions minimum of 1 minute	25
Remediates all questions minimum of 45 seconds	20
Remediates only wrong questions minimum of 45 seconds	15
Remediates >50% minimum of 45 seconds	10
Remediates < 50% and/or minimum of 45 seconds	0
Total points	

Focused Review Tests

Focused review tests are assigned by 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 NURS 242, the student is required to take the Kaplan NCLEX-RN Secure Predictor Exam and achieve a minimum cut score of 65% in a maximum of 2 attempts to achieve full points. The purpose of this test is to predict student readiness for the NCLEX-RN. The full policy on Kaplan point distribution in NURS 242 is in the course syllabus.

Student Portfolio

Each student will keep a portfolio throughout the program. Each course will have a portfolio assignment to be kept in the individual student's binder. The course syllabus will provide direction on the portfolio assignment for that course. At the end of each semester, the student will turn in their portfolio for verification of completion of requirements up to that point. NURS 110, NURS 131, NURS 234, and NURS 245 will be utilized for portfolio checks. Additionally, students will be required to have their clinical readiness checklist, including copies of supporting documents, and their psychomotor skills checklist in a folder that is available at all times in the skills lab and clinical settings.

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 [valencia.unm.edu/academics/Catalog/code-of-conduct-and-related-policies.html]. Prior to participating in the campus procedure, the student is encouraged to review their complaint 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.

Instructions:

- The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. You may check with your faculty if you are unsure if this process is necessary.
- Email the completed SBAR to the instructor.
- 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.

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. 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.

IMPAIRED STUDENT POLICY

Use of drugs, alcohol, or any other substances that could be injected, ingested or inhaled that could result in physical, mental or emotional impairment may be grounds for dismissal from the nursing program. Students suspected of being under the influence during class, lab, clinical, testing or any student activity will be asked to submit immediately to a drug or alcohol test at the students' own expense. The student will be required to arrange for an unimpaired driver to transport them to the testing site. 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 result in dismissal from the program. Students who are tested and determined to be under the influence during class, lab, clinical, testing or any other student activity are subject to disciplinary action, up to and including dismissal from the program.

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 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. 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. Affidavits of degree awarded will be completed by the Registrar approximately two (2) weeks following the end of the final semester. These affidavits will be sent via certified mail or hand delivered to the New Mexico Board of Nursing by the Program Director or designee

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 students will select a Pinning Committee during NURS245 as a part of their leadership coursework. The committee will work with the faculty advisor assigned to the ceremony to determine the theme, music, program, attire, and 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/. Students planning to license in a State other than New Mexico will need to work directly with that State for completion of licensure requirements.

IMPORTANT CONTACTS

Dean of Instruction	<i>Dr. Laura Musselwhite</i>	925.8601	lmusselwhite@unm.edu
Nursing Program Director	<i>Marji Campbell</i>	925.8872	marjic@unm.edu
Administrative Assistant	<i>Barbara Sanchez</i>	925.8870	bsanchez7@unm.edu
Nursing Lab Assistant	<i>Kathryn Thompson</i>	925.8874	katrujil48@unm.edu
Nursing Lecturer II	<i>Sheral Cain</i>	925.8645	cains@unm.edu
Nursing Lecturer III Clinical Coordinator	<i>Dr. Mary Moser-Gautreaux</i>	925.8873	mmosergautreaux@unm.edu
Nursing Lecturer II	<i>Laura Newland</i>	925.8915	lanewland@salud.unm.edu
Nursing Student Advisor	<i>Tracy Owen</i>	925.8915	tracyb@unm.edu
Student Services	925.8560		
Academics Affairs Office	925.8600		
Financial Aid	925.8590		
Registrar	925.8580		
Library	925.8990		
Campus Police	925.8570		
Learning Center	925.8907		
Wellness Center	925.8830		
Bookstore	925.8801		

APPENDIX A

BLOODBORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to bloodborne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), 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 Bloodborne Pathogen Exposure

Bloodborne Pathogen training is required annually. Training can be accessed online at <http://hospitals.unm.edu/ForEmployees.shtml>, or documentation of an external OSHA-accepted training can be submitted.

III. Methods of Compliance

Students will become familiar and comply with the Bloodborne Pathogen Exposure Plan of the clinical sites to which they are assigned. Copies of the Health Sciences Center Exposure Control Plan are available in the Student Advisement Office at the CON.

IV. General Screening

The CON 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 CON who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency (**See Exposure Guidelines contained in Appendix E.**)

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 clinical instructor should notify the Education Chair and Executive Dean 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 bloodborne 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

Bloodborne 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 bloodborne 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

VII. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in bloodborne pathogen exposure control and can satisfactorily demonstrate 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 bloodborne 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 bloodborne 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 227) 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.

Blood & Body Fluid Exposure/Needle-Stick

Insurance coverage is mandatory for all UNM students who are at risk for body fluid and blood-borne pathogen exposure. Coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, PA. Services are coordinated by AIG, Educational Markets.

Benefits & Coverage:

- Coverage is for academic-related exposures only
- No referrals needed
- Covered in any geographic location in any medical facility
- No deductibles
- Maximum benefit payable: \$21,000 per exposure
- 100% reimbursement for:
 - Physician visits
 - Lab tests done on the student and the patient/donor involved in the exposure
 - Emergency room visits, if necessary
 - Medications necessary to treat exposure

Coordination of Benefits:

This provision allows the plan to coordinate payment of benefits with other medical policies under which the insured is covered so that the total benefits paid under all available policies will not exceed 100%. It is the intent that this plan be primary to any other medical insurance under which the insured is covered. The Non-Duplication of Benefits does not apply if you do not have any other medical insurance.

Cost for 2015-2016:

- \$30 per semester / per student

Information & Questions:

- **Inquiries About the Plan and Payment of Claims:** Call **AIG, Educational Markets at 1-844-487-9360**. Office hours are Monday – Friday, 8 am – 5 pm (Central Time). **Website:** www.studentinsurance.com (check eligibility/claims status)
- **Enrollment / Effective Date Questions:** Call UNM Student Health & Counseling at (505) 277-7949.
- **UNM Student Health & Counseling (SHAC) SERVICES:** Visit shac.unm.edu/ or call SHAC at (505) 277-3136.
- **Testing and Treatment:** For OHS or ER Consult, call (505) 272-2000; or the PALS line, 1-888-866-7257.

Filing Claims:

1. If the student is seen at Student Health & Counseling (SHAC), claims will be filed by SHAC.
2. The student is required to file all claims for services incurred outside SHAC. The student must submit a claim form (available at SHAC or from the address below) and a *UNM Notice of Incident* form (available in the student's dept or at SHAC, or online at <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf>). The student will fill in the necessary info, have the attending physician complete his/her portion of the forms, attach all medical & hospital bills, and mail to the address below:

Educational Markets Mail Center

P.O. Box 26050

Overland Park, KS 66225

Bills must be received within 90 days of service to be considered for payment.

Enrollment:

1. Each department will determine which students are at risk and submit a list of students requiring coverage to UNM Student Health & Counseling. This list will be forwarded to AIG, Educational Markets, for coverage under this plan.
2. The student's UNM account will be charged the premium for this plan as a "needlestick fee."
3. The student will be given the plan coverage details and an exposure explanation (yellow) card. These will be sent to the student's department administrator for distribution.

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Blood & Body Fluid Exposure/Needle-Stick

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.

4. **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).

5. Laboratory Testing/Treatment:

a) 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.

b) 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.

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

- Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm
- 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 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 web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page: <http://shac.unm.edu/medical-services/blood-body-fluid-exposure.html>



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