



## **Nursing Program**

**The University of New Mexico–Valencia Campus**

**ADN Nursing Program**

**Student Handbook of**

**Policies and Procedures**

**2022-2023**

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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/](http://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.



August 2022

Dear Student Nurse,

Welcome to The University of New Mexico-Valencia Campus 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, eight cohorts have graduated. The program has full approval from the New Mexico Board of Nursing through May 2023. 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).

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 and the student Peer Tutors cannot be overemphasized.

This handbook, as stated on Page 4, 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,

*Joseph Poole MSN, RN, CNE*

Joseph R Poole Jr., 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 May 2023. 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

- Kaplan Entrance Examination – composite score 68% (55<sup>th</sup> percentile) or better. The exam is scheduled through the nursing department and full policy is on the program website.
- 2.75 grade point average or higher on prerequisite credits.
- Completed application on-line in NursingCAS, 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 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 and drug screen before nursing program classes begin. Covid vaccine information must be kept up to date according to UNM policies.

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. 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 cumulate 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.*

## **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/](https://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 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](http://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.

### **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 (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.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](http://valencia.unm.edu/wellness-center/index.html) .

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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## CURRICULUM

Suggested program of study is listed in Appendix A.

The UNM-Valencia nursing associate degree 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 in the traditional curriculum are listed below.

## NMNEC GRADUATE OUTCOMES AND LEVEL OBJECTIVES

SLO=STUDENT LEARNING OUTCOMES

<b>Level One SLOs (Principles)</b> Upon successful completion of Level 1, the student will:	<b>Level Two SLOs (Wellness)</b> Upon successful completion of Level 2, the student will:	<b>Level Three SLOs (Chronic)</b> Upon successful completion of Level 3, the student will:	<b>Level Four SLO (Acute)</b> Upon successful completion of Level 4, the student will:	<b>Level Five SLOs (Complex)</b> Upon successful completion of Level 5, the student will:	<b>End of Program SLOs</b> 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.
<b>Level One SLOs (Principles)</b> Upon successful completion of Level 1, the student will:	<b>Level Two SLOs (Wellness)</b> Upon successful completion of Level 2, the student will:	<b>Level Three SLOs (Chronic)</b> Upon successful completion of Level 3, the student will:	<b>Level Four SLO (Acute)</b> Upon successful completion of Level 4, the student will:	<b>Level Five SLOs (Complex)</b> Upon successful completion of Level 5, the student will:	<b>End of Program SLOs</b> Upon successful completion of the NMNEC program, the graduate will:
Identify policies and procedures application 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 roles and values of the healthcare team	Communicates with other healthcare providers to meet the needs of well 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 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

Estimated cost of attendance for the Associate Degree option is included in Appendix B.  
Estimated costs of the BSN degree can be obtained from the UNM-College of Nursing.

## 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 Canvas 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 or 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 (**UNM Valencia Nursing Program follows the guidelines on civility per the NLN See Appendix I**). 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 immediate 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 (forbidden by UNM policy). 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, with or without accommodation, 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 faculty 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 Student Services. The Director of Student Services is Hank Vigil, [hvigil@unm.edu](mailto:hvigil@unm.edu).

## **HEALTH/IMMUNIZATION REQUIREMENTS**

Evidence of current immunizations or documented immunity is required prior to the first clinical experience (Covid-19, MMR, TDaP, Hep B series, Varicella) as well as an annual TB test and Influenza vaccine. Specific immunization requirements are listed at:

<https://shac.unm.edu/documents/immunizations-healthcare-programs.pdf>

Students are responsible for all record keeping and for having up to date documentation available at all times while in the clinical setting. (See Appendix D)

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](http://shac.unm.edu/shi.html). ACA supported policies may be obtained through Be Well New Mexico at [www.bewellnm.com](http://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 will 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 and the nursing insignia patch are all available at the bookstore and should be affixed to the upper left chest 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 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 (see Appendix D) 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. 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 2 hours 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. Excused absences, when faculty are notified before clinical is scheduled to begin, can constitute no more than 10% of total clinical hours and can be made up after the scheduled time if possible.

Students are expected to be at the clinical site prepared to participate at the time clinical is scheduled to begin. Students who arrive after that time may be asked to leave and the absence will be considered unexcused.

*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 and may be removed from the nursing program..*

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.
- Always exhibit professional conduct. Lab is Clinical
- 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.

### **Dress Code Policies**

Nursing students in uniform represent the college and the nursing program. Nursing Students **are always expected to look their best**. Students who do not meet the dress code requirements may be dismissed from the lab and 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, boots, 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 allowed only in designated areas.
- Short, unpolished fingernails – **NO ARTIFICIAL FINGERNAILS**

- Tattoos are permitted but the student must follow each clinical facility's guidelines
- 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
- No colored hair
- Specific faculty requirements as described in course syllabus
- Facility specific policies will be reviewed and enforced by faculty

### **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 H) be completed and on file.

### **Clinical Conduct Policies**

Behavior must always be professional while in clinical situations. Cell Phone usage is 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 always exhibit safe and honest behaviors 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.

<b>Clinical Activity</b>	<b>Under Direct RN Supervision</b>	<b>Not Allowed</b>
Take telephone of verbal provider's orders		<b>X</b>
Transcribe provider orders		<b>X</b>
Witness Consents		<b>X</b>
Insert or manipulate any central line (including PICC lines)		<b>X</b>
Obtain, verify, monitor or hang blood products		<b>X</b>
Prepare or administer IV medications	<b>X</b>	
Operate invasive hemodynamic monitoring equipment	<b>X</b>	
Remove arterial lines, central lines, or chest tubes		<b>X</b>

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 C 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, pass NMNC XX35 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 meet all 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 level one and is integrated throughout the curriculum culminating with the final clinical course.

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.
- 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

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. 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% with two possible repeats, before they are permitted to enter the 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 the 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 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. Several dosage calculations may be included in other exams.



## Exams

The student's exam average must be above the passing level to pass the course. If a student's exam average is below the passing level (77%), the course grade will be a D+ or lower.

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 via email 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

## Exam security

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

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

## Student Success Plan

Students who are experiencing academic difficulty are expected to complete an academic success plan (see Appendix E) and review it with faculty. This can be initiated by either the student or a faculty member.

## 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 as directed by faculty, the Kaplan component is 35% of the course 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 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

<b>Focused Review (practice) Test in Assigned Content Area</b>	<b>Points</b>
90-100%	25
80-89.9%	20
60-79.9%	15
40-59.9%	10
< 39.9%	0
<b>Integrated (proctored) Test in Content Area</b>	
≥ 70 <sup>th</sup> percentile	25
60- 69.99 <sup>th</sup> percentile	20
50-59.9 <sup>th</sup> percentile	15
40-49.9 <sup>th</sup> percentile	10
<40 <sup>th</sup> percentile	0
<b>Remediation of Focused Review Test(s)</b>	
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
<b>Remediation of Integrated Test</b>	
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
<b>Total points</b>	

### **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 NMNC 2445, ADN Capstone, 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 3 attempts to pass the course. The purpose of this test is to predict student readiness for the NCLEX-RN. The full policy on Kaplan point distribution in NMNC 2445 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 65% in a maximum of 3 attempts to pass the course. The purpose of this test is to predict student readiness for the NCLEX-RN.

**This is a UNM-CON requirement to graduate.**

### **Student Portfolio**

Each student will keep a portfolio throughout the program. Students should save at least one assignment from each course in the individual student's binder.

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 always available in the skills lab and clinical settings. Students will keep a clinical log to determine completion of required skills and clinical hours for each course.

## **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 regards 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:**

- The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. Student may check with their faculty if they 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, 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](https://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.*

## **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 G) 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:

- a. Unsteady gait
- b. Unusual sleepiness or drowsiness
- c. Slurred speech or change in the student's usual speech pattern
- d. Bloodshot eyes
- e. Unusually disheveled appearance

- f. Aggressive tone
- g. Physical aggression
- h. Odor of alcohol or marijuana
- i. Residual odor peculiar to some chemical or controlled substances
- j. Personality changes or disorientation
- k. 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
- l. Repeated failure to follow instructions or operating procedures
- m. Violation of clinical, practical or laboratory facility or UNM safety policies
- n. Involvement in an accident or near-accident
- o. Marked decrease in manual dexterity and/or coordination in body movement
- p. Discovery of or presence of alcohol, drugs, or drug paraphernalia in student's possession
- q. 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:

1. Student will be notified by the Lab of the positive result first. At this point, the College will not yet be notified.
2. Students have the right to review the information reported by Lab for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.
3. 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.
4. 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 and faculty will select a Pinning Committee. 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/](http://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.



## APPENDIX A

### UNM-Valencia ADN NMNEC Curriculum Program of Study

	Course	Title	Credits
<i>Sem 1</i>	Chem 111 **	Elements of General Chemistry	4
11 cr	Bio 123/124L **	Biology for Health Related Sciences +lab	4
	Psy 105	General Psychology	3
<i>Sem 2</i>	Bio 237 (lab optional)	Anatomy and Physiology I	3(1)
12 cr	Psy 220 (lifespan)	Developmental Psychology	3
	Eng 110	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 238 (lab optional)	Anatomy and Physiology II	3 (1)
	NURS 240	Pathophysiology II	3
<i>Sem 4</i>	NMNC 2310	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 120	Composition III	3
<i>Sem 6</i>			
10 cr	NMNC 2435	Clinical Intensive I	4
	NMNC 2445	ADN Capstone	2
12 credits of health sciences (A&P and patho) required			
Required for application			
** either Chem or Bio 123/124 grade for admission GPA, not both			
72 total credits (2 additional optional A&P labs)			

## Appendix B

Estimated Cost of Attendance Associate Degree Program	
(Tuition and Fee rates subject to change)	
<u>UNM-Valencia Nursing Program Students</u>	
Associate Degree Level	UNM Valencia Tuition and Fees
<u>Resident Tuition and Fees</u>	<p>1-12 credits \$78.25/cr.  12 -18 credits- \$939  <b>Estimated Total Tuition-</b> \$2,895 - \$3,129 <b>Drug screen-</b> \$80 (\$40 annually) <b>Uniform (3 sets) and patches</b> \$150 <b>Books and lab kits</b> \$1,751  <b>Background Check/fingerprinting-</b> \$149.10 (\$74.55 annually) *not to include requirement for licensure <b>KAPLAN Standardized Testing, Lab modules, Predictor Exam, &amp; Live Review</b> \$580.00  *Lab and Program Fees vary <b>Estimated total -</b> \$5,830 - \$6,064</p>
<b>Level 1</b>	<p>7-10 credits- \$548- \$782 <b>Drug screen-</b> \$40  <b>Uniform-</b>\$150  <b>Background check/fingerprinting-</b> \$74.55 <b>Books-</b> \$963  <b>Lab kits-</b> \$126 <b>Kaplan-</b> \$145 <u><b>Program Fee-</b></u> \$75  <b>Total est. \$2,122.30 - \$2,356.30</b></p>
<b>Level 2</b>	<p>13 credits- \$939  <b>Books-</b> \$449.96 <b>Kaplan-</b> \$145 <b>Lab kits-</b> \$23.57 <u><b>Program Fee-</b></u> \$75  <b>Total est. \$1,747.03</b></p>
<b>Level 3</b>	<p>10 credits- \$782 <b>Drug screen-</b> \$40  <b>Background check/fingerprinting-</b> \$74.55 <b>Books-</b> \$146  <b>Kaplan-</b> \$145 <b>Lab kit-</b> \$42 <u><b>Program Fee-</b></u> \$75 <b>Total est. \$1,119</b></p>

Level 4	8 credits- \$626 Capstone 2-6 credits - \$156.50 - \$469.50 Kaplan- \$135 <b>Total est. \$761</b>
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## APPENDIX C

### 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 (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 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](http://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/](http://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. Eff. 8/8/15; X:\Handouts\Patient Handouts\Blood Body Fluid\NeedleStick-InsuranceWebFlyer\_15-16.doc

## 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](http://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>

## APPENDIX D

### UNIVERSITY OF NEW MEXICO-Valencia Campus NURSING PROGRAM

Tuberculosis Screening: <b>UPON ENTRY TO PROGRAM:</b>		
Two-Step Tuberculosis Skin Test within 6 months: Two separate placement and results, each test separated by one week <b>OR:</b>	Date:	
Current T-Spot or Quanti-FERON Gold TB Test within 6 months <b>OR:</b>	Date:	
Documentation of positive TB test, chest x-ray result and treatment completion	Date:	
<b>IMMUNIZATIONS/HEALTH REQUIREMENTS</b>		
<b>ANNUALLY:</b> TB skin test placed day 0, read within 48 to 72 hours OR T-Spot or QuantiFERON Gold TB test OR Symptom screen with history of positive TB test and negative chest x-ray	Date:	Date:
	Results:	Results:
INFLUENZA (Due annually)	Date:	Date:
MMR x 2 or titer	Date:	Date:
	Titer results:	
HEP B ( Series of 3 or titer)	Date:	Date:
	Date:	Date:
Tdap (Every 10 years)	Date:	Date:
VARICELLA x 2 or titer	Date:	Date:
	Titer results:	
<b>OTHER</b>		
CURRENT CPR (Health Care Provider)	Date:	Expires:
CONFIDENTIALITY STATEMENT	Date:	Date:
	Date:	Date:
BACKGROUND CHECK	Date:	Date:
DRUG SCREEN	Date:	Date:
Updated by:	Date:	
Updated by:	Date :	
Updated by:	Date :	

<https://shac.unm.edu/documents/immunizations-healthcare-programs.pdf> (further details for immunizations)





## Appendix E

# Nursing Program Academic Success Plan

Your Nursing faculty and advisors are committed to helping you reach your academic and career goals. Planning early for your success is paramount to you reaching those goals.

This tool is designed to help you develop an individual plan to discuss with your course instructor to work towards returning to solid academic standing.

Student # \_\_\_\_\_ Student Name: \_\_\_\_\_  
Semester \_\_\_\_\_ Date: \_\_\_\_\_

### Step 1: Identify the obstacles you are encountering.

Check all that apply and circle the top 3 obstacles that you believe are impacting your grade

	Academic		Personal
	Ineffective study skills		Financial difficulties
	Undeveloped time management skills		Health problems
	Unprepared for Exams		Hard to get out of bed in the morning
	What worked in pre-nursing courses doesn't work anymore		Use or abuse of alcohol or other substance(s)
	Hard to concentrate/daydreaming		Difficulty sleeping at night
	Conflict with Instructor		Pressure, stress, anxiety, or tension
	Unable to understand course content or find important information		
	Poor reading skills		

Other factors not listed  
above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

***Success is the result of perfection, hard work, learning from failure, loyalty, and persistence.***

**-Colin Powell**

## Step 2: Generate potential solutions for overcoming the obstacles you listed.

Use the matrix below to list the obstacles you face and three potential solutions for each obstacle.

Obstacle	Solution #1	Solution #2	Solution #3
1.			
2.			
3.			

Possible Solutions	
I will meet with my instructor to discuss my schedule and develop a plan for success	I will make better choices regarding my health, sleeping, and eating habits
I will develop a time management plan that works for me	I will make better choices regarding my use of free time, for example: online gaming and social media use/abuse
I will attend all of my classes	I will get to know my instructors
I will go to class prepared	I will ask my instructor for help if I am having difficulty in a course
I will set a study schedule for each class and follow it	I will meet with a counselor to discuss any personal issues
I will study in a place that allows me to get my work done	I will seek financial guidance from the Student Services office
I will attend tutoring sessions for reading, writing, and math	I will focus in class
I will work with the Learning Center to establish study skills and test taking strategies	Other solutions that will allow me to be successful

## Step 3: Commit to workable and achievable solutions.

Complete the solution grid below.

Solution	How will this solution help me?	What will this solution require of me in terms of time and effort?
1.		
2.		
3.		

## Step 4: Develop your plan of action!

Write your most important goal down below. Using the solutions you generated, list the steps you will take to reach your goal and the date by which you will complete those steps. Use the SMART formula for achieving your goal

### **S- Specific: Make your goal as specific as possible**

*Example: I will have a 80% passing grade on exams by midterm*

### **M- Measurable: Be sure that your goal is measurable**

*Example: I will be able to calculate my Exam scores using the course grade worksheet or viewing my grades in Blackboard*

### **A- Attainable: Set goals that you can achieve**

*Example: I have done the math and know that I am able to achieve the 80% exam average.*

### **R- Realistic: Set goals that are realistic**

*Example: I can realistically achieve the 80% exam average by midterm*

### **T- Timely: Establish a timeline for reaching your goal**

*Example: My goal will be achieved by midterm*

My Top Goal: \_\_\_\_\_

The Steps I will take to reach this goal:

1. \_\_\_\_\_ By \_\_\_\_\_  
*Projected Date*
2. \_\_\_\_\_ By \_\_\_\_\_  
*Projected Date*
3. \_\_\_\_\_ By \_\_\_\_\_  
*Projected Date*

## Academic Success Plan Tracking

Date	Discussion	Action Plan	F/U Date	Student Initials	Faculty Initials

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

## Appendix F



### *SBAR Report*

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

**Situation:**

**Background:**

**Assessment:**

**Recommendation:**

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

## Appendix G



### UNM-Valencia Campus Reasonable Suspicion of 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)		

I, as the Instructor/Preceptor observed student exhibiting behaviors, which rose to the level of creating reasonable suspicion that Student is currently under the influence of a controlled substances or alcohol. As such, Student was removed from the clinical, practical or laboratory setting, and instructed to proceed for a drug/alcohol screening. Student may not return to clinical, laboratory or classroom until the Reasonable Suspicion Alcohol/Drug Policy is complete. .

#### Observed Student Behaviors:

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

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:

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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 H

### **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, must only be used for educational purposes.

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

The training videos are the property of the University, and may not be disseminated to any social media outlet or Internet-based platform as rights are not relinquished to the third party. You may be subject to liabilities and possible lawsuits.

By agreeing to this contractual agreement, punishment may be determined by the Nursing Program Director or employees of the University.

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.

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



## Appendix I

### Civility

The UNM Valencia nursing program will follow the American Nurses Association statement on civility:

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>



## 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