# STUDENT HANDBOOK FOR THE BACHELOR OF SCIENCE IN NURSING (BSN)
# PRE-LICENSURE TRACK

**Western New Mexico University**

**School of Nursing and Kinesiology (SONAK)**

**Academic Year 2025-2026**

Reviewed & Revised 12/18/2025

# Contents

# Nursing Degrees Offered by SONAK

Bachelor of Science in Nursing;

       Pre-Licensure Track

       RN-to-BS Track

Master of Science in Nursing

       BSN to MSN Track (traditional)

       RN-to-MSN (two accelerated tracks)

       Post Masters FNP certificate

# Student Acknowledgement

Students enrolled in the Pre-Licensure Bachelor of Science in Nursing (i.e. the prelicensure BSN) track at Western New Mexico University (WNMU) are responsible for their knowledge of an adherence to regulations printed in these Nursing Guidelines. The School of Nursing reserves the right to modify any provisions or requirements when such an action serves the interest of the client/patient, the nursing program, track, or its students. Notification of changes will be communicated to students.

# Mission and Vision of our Program

## Mission

The mission of the Western New Mexico University School of Nursing is to promote health and improve the quality of life for all populations by providing nursing education which instills the values of professional nursing practice, scholarship, and service to the community.

## Vision

The School of Nursing (SON) educates and mentors nursing health care professionals as clinicians, educators, and leaders to serve in rural, frontier, and global health communities. *Reviewed 08/05/2025*

# University Mission, Vision, and Values

## Mission

An open-access Hispanic-Serving Institution (HSI) and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

*Al ser una Institución al Servicio de Hispanos (HSI) y de inscripción abierta, así como la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.*

## Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their futures as independent thinkers who know themselves within the changing context of a global, digital world. Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

*Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas líder e innovadora que combina programas profesionales reconocidos internacionalmente y la preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital. Adoptando su identidad como una institución al servicio a hispanos, WNMU es la contribuyente central en su región para el servicio público, el desarrollo económico y el enriquecimiento cultural.*

## Core Values

1. **Innovation/Creativity:** In every obstacle we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward creativity and support actions toward positive changes for society.
2. **Integrity:** We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU's mission. We uphold standards of honesty, confidentiality, trust, respect, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.
3. **Intellectual Curiosity:** We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We continuously learn from our achievements and our challenges. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.
4. **Personal Responsibility:** We recognize our responsibilities to the students, to each other, and to the community. Individually and collectively, we strive to exceed our students' and our colleagues' expectations, achieving teaching and service excellence and creating a welcoming positive learning environment.
5. **Service to University and Community:** We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.
6. **Student Success:** We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens who can think critically about, adapt to, and change the world around them.

# Program Goals

The graduate of the Pre-Licensure BSN Program will:

1. Pursue a path of life-long learning that incorporates leadership, evidence-based practice, quality improvement initiatives, and the integration of advanced technology into the nursing role.
2. Provide patient-centered, culturally appropriate care that is professional, safe, competent, and compassionate to individuals, families, groups, communities, and populations.

# Learning Outcomes

Graduates of the WNMU Pre-Licensure BSN Program, as members of the New Mexico Nursing Education Consortium (NMNEC) are prepared to:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and the delivery of patient care.

# School of Nursing Accreditation

Western New Mexico University's accreditation is reaffirmed by the Higher Learning Commission (HLC). The commission is scheduled to conduct its next reaffirmation of accreditation for WNMU in Academic Year (AY) 2034-2035. Please see https://www.hlcommission.org/Directory-of-HLC-Institutions.html for additional details.

The baccalaureate tracks in nursing at Western New Mexico University are accredited by the Commission on Collegiate Nursing Education (https://www.ccneaccreditation.org), 655 K Street NW, Suite 750, Washington, DC, 20001, Telephone (202) 887-6791.

*The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) are integrated throughout the BSN program.

# School of Nursing Team

| | |
|---|---|
| Associate Dean, School of Nursing (SONAK) Associate Professor | *Dr. Kimberly Petrovic, PhD, MSN, MA, RN* |
| Pre-licensure BSN Program Director, Professor | *Charnelle Lee, MSN-Ed, RN* |
| Professor | *Krista Wood, MSN, RN* |
| Associate Professors | *Angela (Angie) Cox, MSN, RN, AHN-BC, HWNC-BC* <br> *Margaret "Fran" Driver, MSN, MBA, RN* <br> *Jennifer Franz, APRN, MSN-FNP-BC* <br> *Erin Wood, MSN, RN* |
| Assistant Professors | *Ariana Yurcic, MSN-Ed, RN, CLC* <br> *Joline Lowe, MSN-Ed, RN* |
| Deming Campus Coordinator, Assistant Professor | *Brandalyn Hassman, MSN, RN, CNL, CMSRN* |
| Family Nurse Practitioner Program Director Associate Professor | *Brittany Parks, FNP-C* |
| RN-to-BSN Program Coordinator, Assistant Professor | *Mary McBrayer, MSN-Ed, MAIS, RN* |
| Simulation & Lab Coordinator Assistant Professor | *Lorenzo Saenz, MSN, RN* |
| Adjunct Faculty | *Amber-Rose Hawkins, MSN, APRN, C-PNP-C* <br> *Amanda Winter, FNP-C* |
| Senior Program Manager | *Socorro Rico, BS* |
| Clinical Coordinator/Immunization Records Specialist | Elisha Sanchez |
| Nursing Advisor | *Sandra "Serene" Vannoy, BA* |

Customer Service Assistant, Silver City      *Sarah Anderson*
Administrative Support Worker I, Deming        *Aziza Espinoza*


Simulation Technician Analyst                  *Marlene Holman, CHSOS*

# Pre-Licensure Track Enrollment

Western New Mexico University offers the pre-licensure nursing track leading to a Bachelor of Science in Nursing (BSN). The pre-licensure BSN track is an active member of the statewide New Mexico Nursing Education Consortium (NMNEC) and uses its curriculum. Students who complete this track are eligible to take the licensure examination (NCLEX) through the National Council of State Boards of Nursing required to become a Registered Nurse (RN).

The pre-licensure nursing track is a limited enrollment track. Students are admitted once per year in the fall semester. All students interested in applying for admission must first be admitted to WNMU as specified in the WNMU catalog. Upon admission to WNMU, interested students may then contact the School of Nursing through its website or in person to apply for admission to the pre-licensure nursing track. All pre-licensure nursing students are advised by a dedicated nursing advisor following completion of the first semester at WNMU. This includes assistance with the completion of developmental courses if needed. All students admitted to the pre-licensure nursing track must have a minimum 2.75 grade point average (GPA) on a scale of 0.00-4.00 in designated supporting courses and must successfully complete all pre-requisite coursework before being considered for admission to the nursing track.

Students convicted of a felony may not be eligible for nursing licensure in the state of New Mexico. Any individual who has a felony conviction should contact the New Mexico Board of Nursing for further information prior to enrolling in the WNMU Pre-Licensure BSN program. A criminal background check is performed on all students entering the track, and students may be unable to complete a clinical rotation because of the host facilities policy regarding felony convictions or failure to disclose a felony conviction in the application process. Students unable to participate in a clinical rotation due to a previous felony conviction or students who failed to disclose a felony conviction in the application process will not be able to complete the track.

*Successful completion of the pre licensure nursing education track does not guarantee licensure as a registered nurse, nor does it guarantee passage of the NCSBN NCLEX-RN licensure exam. Students who are applying NCLEX-RN in other states or countries need to check with the appropriate board of nursing to make sure that WNMU nursing education is compliant with their requirements. WNMU does not guarantee that all states or countries accept their nursing curriculum.*

# Pre-Licensure Pre-Requisites

## Table 1: *Pre-Licensure BSN General Education Track of Study*

| Course Number | Course Title | Credits | Semester |
|---|---|---|---|
| ENGL 1110 | Composition I | 3 | Fall |
| BIOL 1140/L | Biology for Health Sciences/Lab | 4 | Fall |
| MATH 1220 | College Algebra | 3 | Fall |
| PSY 1110 | Introduction to Psychology | 3 | Fall |
| ALAS | Applied Liberal Arts & Science Course | 3 | Fall |
| | Total | 16 | |
| GEN ED | Area I | 3 | Spring |
| ENGL 1120 | Composition II | 3 | Spring |
| BIOL 2210/L | Human Anatomy & Physiology I/Lab | 4 | Spring |
| CHEM 1120/L | Introduction to Chemistry/Lab | 4 | Spring |
| ALAS | Applied Liberal Arts & Science Course | 3 | Spring |
| | Total | 17 | |
| MATH 1350 | Introduction to Statistics | 3 | Fall |
| PSY 2120 | Developmental Psychology | 3 | Fall |
| BIOL 371/373 | Microbiology/Lab | 4 | Fall |
| BIOL 2225/L | Anatomy & Physiology II/Lab | 4 | Fall |
| | Total | 14 | |
| BIOL 2505 | Pathophysiology | 4 | Spring |
| KINS 300 | Nutrition | 3 | Spring |
| GEN ED | Area 5* | 3 | Spring |
| ALAS | Applied Liberal Arts & Science Course | 3 | Spring |
| GEN ED | Area 6* | 3 | Spring |
| | Total | 16 | |

*These courses can be completed before graduation

# Pre-Licensure BSN Core Nursing Courses

## Table 2: *Pre-Licensure BSN Core Courses*

| Course Number | Course Title | | Credits | Semester |
|---|---|---|---|---|
| *Level I* | | | | |
| NMNC 3110 | Introduction to Nursing Concepts | | 3 | Fall |
| NMNC 3120 | Evidence Based Practice | | 3 | Fall |
| NMNC 3135 | Principles of Nursing Practice | | 4 | Fall |
| | | Total | 10 | |
| *Level II* | | | | |
| NMNC 3210 | Health & illness Concepts I | | 3 | Spring |
| NMNC 3220 | Health Care Participant | | 3 | Spring |
| NMNC 230 | Nursing Pharmacology | | 3 | Spring |
| NMNC 3235 | Assessment & Health Promotion | | 4 | Spring |
| | | Total | 13 | |
| *Level III* | | | | |
| NMNC 4310 | Health & Illness Concepts II | | 3 | Fall |
| NMNC 4320 | Professional Nursing Concepts I | | 3 | Fall |
| NMNC 4335 | Care of Patients with Chronic Conditions | | 4 | Fall |
| | | Total | 10 | |
| *Level IV* | | | | |
| NMNC 4410 | Health & Illness Concepts III | | 4 | Spring |
| NMNC 4435 | Clinical Intensive I | | 4 | Spring |
| NMNC 4445 | Clinical Intensive II | | 4 | Spring |
| | | Total | 12 | |
| *Level V* | | | | |
| NMNC 4510 | Concept Synthesis | | 3 | Fall |
| NMNC 4520 | Professional Nursing Concepts II | | 3 | Fall |
| NMNC 4535 | Clinical Intensive III | | 4 | Fall |
| NMNC 4545 | BSN Capstone | | 4 | Fall |
| | | Total | 14 | |

# Nursing Elective Options

**Table 3:** *Suggested Nursing Elective Courses*

| Course Number | Course Title | Credit Hours |
|---|---|---|
| CHDP 2110 | Introduction to Addiction | 3 |
| CHDP 304 | Helping Skills in Chemical Dependency | 3 |
| CHDP 305 | Chemical Dependency and Family | 3 |
| CJUS 322 | Substance Abuse and Crime | 3 |
| CJUS 347 | Response to Terrorism/Natural Disasters | 3 |
| CJUS 367 | Women and Crime | 3 |
| CJUS/SWK 413 | Human Trafficking | 3 |
| COMM 400 | Cross-Cultural Communications | 3 |
| HLTH 470 | Human Sexuality | 3 |
| KINS 300 | Nutrition | 3 |
| PSYC 2120 | Developmental Psychology | 3 |
| PSY/SOC 406 | Social Psychology | 3 |
| PSY 411 | Health Psychology | 3 |
| PSY 425 | Theories of Personality | 3 |
| PSY 435 | Human Motivation | 3 |
| PSY 440 | Interpersonal Psychology | 3 |
| PSY 441 | Cultural Psychology | 3 |
| PSY 445 | Psychology of Sports/Exercise | 3 |
| PSY 447 | Psychology of Prejudice | 3 |
| SOC 313 | Social Inequality | 3 |
| SOC 352 | Sociology of Gender | 3 |
| SWK 342 | Human Behavior in a Social Environment | 3 |

*Note: This table is a list of suggestions for nursing elective courses. Most of these courses are offered online. Not all courses are taught every semester. Please contact the School of Nursing advisor to seek substitution/approval for a different course.*

# Specific Admissions Criteria

1. Students interested in the nursing track must arrange for transcripts from all other universities attended to be sent as soon as possible to the admissions office of WNMU no later than April 1st of each academic year.

2. Students wishing to be considered for fall admission in the current year are required to apply to the School of Nursing to request admission. Students who applied previously must submit a new, updated application for each year that the student is requesting consideration for admission. Deadlines for the submission of applications are found on the [School of Nursing website.](#)

3. The selection process for the nursing track begins after receipt of the student's application to the School of Nursing between February 15th and May 15th of each calendar year. It is the responsibility of the student to notify the School of Nursing of any change of address, telephone number, or other information potentially affecting the student's application.

4. Nursing student selection ordinarily will be made by June 15th of each year. Students selected for admission will be notified by an email sent to the student's WNMU email account. No information regarding selection status will be given by telephone nor will any such information be posted prior to the release of admission status for all applicants.

5. The following outlines the selection process followed by the WNMU School of Nursing in alignment with the NMNEC Admissions guidelines. Please see the WNMU Pre-Licensure Track website for specific information related to criteria for candidate selection for admission.

6. Students shall be selected for admission based on their ranking using the system described in the selection process (#5). Selection is competitive, with the highest scoring students selected first in order of ranking from high to low.

7. All courses must be completed with a minimum grade of "C" or higher (including pre-requisite supporting courses).

8. All supporting courses must be completed by the end of the spring semester prior to admission.

9. Pre-requisite science support courses may be repeated only once for a maximum of two attempts for each course.

10. Selected science courses are required to be repeated if completed more than seven years prior to the entrance track.

11. Science courses that students have taken more than twice but are greater than seven years old may be taken again, with a maximum of two attempts.

12. Students must have a TEAS test score of 64% overall and 50% on the reading section within the same calendar year as the start of nursing school, no later than May 15th.

13. Students may not enroll in core nursing courses without admission to the nursing track.
14. Students are admitted to the WNMU School of Nursing, which is inclusive of the Silver City and Deming campuses. ***NO GUARANTEE is made as to the clinical site accommodation either regarding geographic location or specialty unit (e.g. ICU, Labor & Delivery, etc.).*** All students shall be expected to attend clinical agencies at multiple sites located throughout the region of Grant/Luna/Dona Ana/Hidalgo counties. Students shall be required to rotate among available clinical sites in different locations and campuses throughout the duration of the track. Student clinical agency assignments may occur at any point throughout the week and are not restricted to weekdays or daytime shifts. Students are responsible for their own transportation to and from clinical sites, which may be as much as two hours from the campus.

# Transfer Student Guidelines

1. Transfer students applying to a nursing track at WNMU from another academic track the student must be admitted to WNMU and must submit official transcripts from **all** colleges or universities attended. Transcripts must be submitted to the WNMU admissions office. Transfer credit may be granted after review of transcripts by the WNMU transcript evaluator and the School of Nursing associate Dean. A minimum grade of "C" or higher is required for transfer of any credits from any nursing course in the WNMU nursing track.
2. Students wishing to transfer to the WNMU School of Nursing may be asked to submit a catalog course description or syllabus in effect at the time the course is taken to verify transferability.
3. Students requesting transfer credit for nursing courses must have attended a State Board of nursing approved track or an accredited college or university. Such students may be asked for a letter of recommendation from the director of the former track. Students requesting credit for clinical nursing courses may be asked to take a clinical challenge and/or written exam to demonstrate competency prior to being granted credit for previous nursing courses.
4. Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the university catalog. Transfer students will be admitted on a space-available basis only.
5. Any attempt to misrepresent or obscure student status at any other school or institution will result in disqualification from the transfer process.

# Entry & Annual Clinical Agency Clearance Requirements

## *Table 4: Pre-Licensure Track Clinical Agency Requirements*

| Requirement | Criteria |
|---|---|
| Acknowledgement and Admission/Disclosure of Criminal Record | MUST be received by **July 1ˢᵗ** |
| CPR Certification | **American Heart Association ONLY**<br>No other certification is accepted<br>Card must be VALID through the end of the semester in which student is enrolled |
| Completion of required background checks | NMDOH (fingerprinting) National background check<br>CastleBranch/DISA background check |
| Drug screen | **Annual requirement** *and at any time throughout the program,* depending on clinical site requirements or because of signs of mental/physical impairment indicative of alcohol or drug use. A urinalysis is required annually – if a background check or urinalysis is >12 months old, new background check and urinalysis will be required. Change in clinical sites may result in a new urinalysis and background checks being required, depending on facility policy. |
| Blood Borne Pathogen Certificate | **Annual requirement** |

## Proof of Immunity from the following:

| | |
|---|---|
| Rubella (German measles)<br>Rubeola (measles);<br>Mumps;<br>Varicella (Chicken Pox) | Two vaccinations or titer |
| Hepatitis B | May include documentation that vaccination is in progress for the series of three (3) injections. Students with a false positive reaction history to the PPD will follow CDC guidelines. CDC recommendation for the Heplisav, a two-vaccine series, is accepted. |
| Tdap (tetanus, diphtheria & pertussis) | Received within the last ten (10) years |
| Influenza (flu) | **Annual requirement** - after admission and prior to clinical agency experiences in keeping with annual release schedules of the updated flu vaccine formulation or documented exemption |

| Tuberculosis (TB) | Recent (within the last 12 months) two (2) step skin test or negative chest x-ray; after initial requirement, 1-step TB skin test (PPD) or a negative chest x-ray is **required annually** |
|---|---|

# General Guidelines

The Pre-licensure bachelor's degree in nursing (NMNEC-BSN) track is divided into five regular semesters. (Semesters are referred to as "Levels" in the NMNEC Curriculum.) Admission into the track occurs for the fall semester of each year. Holidays and breaks follow the regular WNMU academic calendar for the nursing degree tracks.

Clinical agency coursework is conducted at various clinical facilities and agencies within the Silver City and/or Deming/Southwest NM regional area. Students are provided schedules and locations for clinical assignments at the beginning of each clinical course. Established schedules may require modification based on clinical or school issues; and notification of any changes will be provided by instructors. Simulation is part of clinical hours and in accordance with the guidelines of the New Mexico State Board of Nursing up to 50% of all clinical hours within the entire nursing track can be substituted with simulation. The status of any public health emergency will be monitored in conjunction with the percentage of simulation approved for substitution of clinical hours per the New Mexico Board of Nursing.

**Students should check announcements and campus emails frequently (at least daily). Students are responsible for transportation to and from clinical facilities and for following schedule changes as they are posted.**
**If the student misses clinical the clinical absence policy applies immediately. *Students are responsible for their own transportation and lodging for any out-of-town clinical rotations.***

Students are required to pay all tuition and fees as they are due. Students experiencing difficulties meeting this obligation to the University are recommended to schedule a meeting with the WNMU Financial Aid Office.

## Fundraising

Fund-raising activities undertaken by students related to ~~any~~ school coursework or clinical requirements, etc. must be approved by the School of Nursing administration (up to and including the Associate Dean) or faculty advisor for the WNMU Chapter of the National Student Nurse Association (NSNA). Efforts must adhere to established WNMU and NSNA rules, regulations, and guidelines (if applicable) prior to any undertakings.

## Nursing Student Involvement in School of Nursing Governance

Students are encouraged to participate in governance activities related to their nursing track. Faculty meeting agendas include time for student representative participation. Students may bring requests and concerns to faculty. Students will be excused from faculty meetings when discussion items are confidential or not appropriate for student participation.

## Students with Accommodations – Testing and Accommodations

Testing accommodation is provided when approved through the Wellness and Accessibility Services (WAS) office. Faculty are not expected to lower their academic standards using accommodations available, as students should be able to demonstrate their knowledge without the need for alternative tests or different evaluation/grading standards. The accommodation letters state the appropriate testing accommodations, depending on the coursework and the student's needs.  Information regarding location, phone, and email for Wellness and Accessibility Services is available at:

**Wellness & Accessibility Services**
**P.O. Box 474 | 1000 W. College Ave**
**Silver City, NM 88061**
**Phone Number: 575-538-6277**
**Email: accessibility@wnmu.edu**
**Website: https://css.wnmu.edu/accessibility/students/**

The WNMU School of Nursing testing center is at 1000 West College Avenue. Students who qualify for exam accommodations, or those who need to test outside of the normal testing time (i.e., make-up exams) will take their exams at the  School of Nursing or at the John Arthur and Janette Smith Educational Center (in Deming)

The accommodation letter must be submitted to the faculty teaching the course two weeks before test(s) are administered. Exceptions will be made for exams administered within the first two weeks of a semester. Letters will be accepted up to 24 hours prior to any exam administered within the first two weeks of a semester. Accommodation letters do not follow the student throughout the track. A new accommodation letter must be handed in to the faculty at the start of each semester. The School of Nursing will have specific areas within the testing room that will be set up for privacy and noise reduction. The faculty teaching the class will be responsible for making sure there is a spot for the student to test

with specified accommodations. All accommodations are customized to the individual student per their specific requirements through WAS.

## Testing with Quiet/Extended Time

1. Check in with the faculty of record at the School of Nursing.
2. Belongings (e.g., cell phones/smart watches) will be placed away from the testing area per the faculty proctor's direction.
3. Report to the designated room, or another quiet testing area at the Silver City SONAK or per faculty instruction. Then, sign in with the assigned proctor.
4. For the John Arthur and Janette Smith Educational Center (in Deming), faculty or staff will direct students to the designated room or nursing classroom. Be sure to sign in with the assigned proctor.
5. The faculty/staff will open the door and help with the seating.
6. Each student will be given a set of blue/black noise-blocking headphones if accommodation is given for a quiet environment.
7. Sign into ATI, and the faculty proctor will open the test.
8. Proctoring of the test will occur simultaneously with the other students in the class.
9. Cubicles are reserved for students with an accommodation letter.

# Essential Eligibility Requirements

**Table 5:** *Essential Eligibility Requirements for Participation in the School of Nursing*

| ESSENTIAL FUNCTIONS (with or without accommodation) | SOME EXAMPLES OF NECESSARY ACTIVITIES |
|---|---|
| Critical thinking abilities sufficient for clinical judgment | Identify cause/effect relationships in clinical situations; develop nursing care plans. |
| Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | Establish rapport with patients/families and colleagues. |
| Communication abilities sufficient for interactions with others in verbal and written form. | Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. |
| Abilities sufficient for observation and assessment necessary in nursing care. | Observe patient/client responses. |
| Abilities sufficient to monitor and assess health needs. | Hear monitor alarms, emergency signals, auscultate sounds, and cries for help. |
| Abilities sufficient to move from room to room and to maneuver in small places. | Move around in patients' rooms, workspaces, and treatment areas, and administer cardio-pulmonary resuscitation. |
| Abilities sufficient for physical assessment. | Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter. |
| Abilities sufficient to provide safe and effective nursing care. | Calibrate and use equipment, position patients/clients. Safely lift and move clients/patients. |

# ANA Code of Ethics for Nurses and Scope & Standards of Practice

**Table 6:** *Code of Ethics for Nurses with Interpretive Statements*

| Provision | Description |
|---|---|
| Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person. |
| Provision 2 | The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population. |
| Provision 3 | The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care. |
| Provision 4 | Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care. |
| Provision 5 | The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence. |
| Provision 6 | Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses. |
| Provision 7 | Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns. |
| Provision 8 | Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends. |
| Provision 9 | Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing. |
| Provision 10 | Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being and flourishing. (ANA, 2025) |

**Table 7:** *ANA Nursing: Scope and Standards of Practice, 4th edition*

| Standard | Description |
|---|---|
| Standard 1: Assessment | The registered nurse collects pertinent data and information relative to healthcare consumer's health or information. |
| Standard 2: Diagnosis | The registered nurse analyzes assessment data to determine actual or potential diagnosis, problems, and issues. |
| Standard 3: Outcomes Identification | The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation. |
| Standard 4: Planning | The registered nurse develops a collaborative plan encompassing strategies to achieve expected outcomes. |
| Standard 5: Implementation | The registered nurse implements the identified plan. |
| Standard 5a: Coordination of Care | The registered nurse coordinates care delivery. |
| Standard 5b: Health Teaching and Health Promotion | The registered nurse employs strategies to teach and promote health and wellness. |
| Standard 6: Evaluation | The registered nurse evaluates progress toward attainment of goals and outcomes. |

(ANA, 2021)

# Technology Requirements

Students must have access to a laptop computer capable of high-speed internet use with a working microphone and camera. At least 8 GB of RAM is the least memory amount that will facilitate ease of access, 16 GB is recommended. Tablets are not acceptable. Computers are available for check out, on a first-come-first-serve basis at the WNMU media center. Computers should have the capability to support the Canvas learning management system. A current version of JAVA, Microsoft Office 365, 2016 or higher for documents and written assignments, and Adobe Reader for opening PDF files is needed. Chrome web-browser, the latest version is suggested for the best experience. Please note that this information will be updated as appropriate.

**Internet connection:** High speed internet at least 10 (Mb) or higher. Dial up networks will not work for most school applications and testing.

**Smart-phone application**: Access to a smartphone to load the Unbound Medicine app as a nursing reference application is recommended. These are essential to have during clinical to look up patient laboratory results, medications, and other findings that will help you care for a patient.

## Required Technology Skills

- Use of the [Canvas Learning Management System (LMS)](#)
- Ability to communicate via email, including opening and sending attachments.
- Downloading, installing, and using required applications/software (e.g. Microsoft Office Suite, Nursing Central)
- Ability to submit files to Canvas LMS using specified format (e.g. doc, docx, pdf, jpg)
- Ability to use video conferencing tools and software (e.g. Zoom, VoiceThread, Panopto) for class and assigned work

## Zoom Technology

Zoom Technology for Classroom communication, lectures and testing will be utilized to facilitate learning and taking exams in a proctored environment. The information technology department is available online to help with this program. Access to WNMU information technology help is available at ITService@wnmu.edu or 575-574-4357.

## ATI Proctorio

Exams may be given online with a remote proctoring platform. ATI Proctorio utilizes video, audio and screen recording designed to maintain the integrity of exams and ensure uncompromised exam results.

## Digital Literacy Skills

Students will need digital literacy skills to complete assignments in the nursing track. These include:

- Using online libraries and databases to locate and gather appropriate information
- Using computer networks to locate and store files or data
- Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters
- Properly citing information sources in 7th edition, APA format
- Preparing a presentation of research findings

# Communications

As with all practices in the School of Nursing, students, faculty, and staff are expected to conduct themselves ethically and professionally. This includes professionalism with respect to all written and verbal communication, regardless of the purpose of communication. When sending written communication, the use of correct grammar, spelling, and punctuation, appropriate professional titles, and generally accepted

professional etiquette is essential to maintaining a professional atmosphere conducive to a positive working and learning environment. For telephone communication, professionalism is also required, which includes the provision of identifying information and a return contact number as part of any voicemail message. Parties who do not leave a voicemail message with identifying information and/or contact information should not expect that their call will be returned.

Program faculty and staff strive to respond to student email and telephone communication in a timely manner and are allotted up to 2 working days to respond to communication. Please note that this timeline may be adjusted due to a variety of conditions such as holiday or break schedules, timing (during finals week or the first week of classes, for instance), workload, or other factors, so patience is appreciated. If urgent attention is required, students should follow up an initial communication with a second follow-up communication. After the second follow-up, students should contact the School of Nursing main line (575) 538-6960 or the department's main email at nursing@wnmu.edu for support in reaching the party they are trying to contact.

## Communication Policy Statement Regarding Official Email

WNMU policies require that all official communication be sent via Mustang Express/WNMU email addresses. As a result, all emails related to enrollment at WNMU, and class communication will be sent to wnmu.edu email addresses. If students receive most of their email at a different address, they are expected to forward their messages from Mustang Express to the other address.

***Official communication from the School of Nursing will happen through either Canvas or WNMU email. Nursing students are expected to monitor both Canvas and WNMU email daily***.

Contact IT for information on how to forward Canvas messages to your WNMU email and/or how to forward your WNMU email to a different email account.

## Contacting Students in Emergencies

Students may be contacted in an emergency directly from the course instructors or from the School of Nursing main numbers. The main number for the Silver City Campus School of Nursing is (575-538-6960) and for the Deming John Arthur and Jeanette Smith Educational Center is (575-545-0019).

# Student Retention and Progression

WNMU nursing students must achieve a minimum score of 77.0% or higher in nursing course content to pass any course and progress to the next semester or level. Total exam scores must be a minimum of 77% for the students to progress to the next semester. Individual assignments and/or exam scores shall not be rounded up nor down. For example, a 76.999…..% does **not** round up to a 77.0%.

There are no retakes of exams or extra credit opportunities offered within individual courses. Complete scoring and grade calculation information is offered within the course syllabus for each individual course, and the scoring and grade calculation information contained within an individual course syllabus shall determine the final grade calculation for that course.

## LPN Referral

A student who does not progress past Level IV didactic, Clinical Intensive II, or does not pass at any point in Level V may, at faculty discretion, be referred to an LPN bridge course.

# Classroom Etiquette

To maintain an environment that is conducive to learning, students must adhere to proper classroom etiquette. Students may be asked to leave the classroom if a disruption occurs. Expectations for classroom etiquette include:

- o Food/Drinks are not allowed in the computer testing or simulation areas.
- o Please reserve your food consumption to break time.
- o Drinks are allowed in the classroom if they are covered. The exception to this is room 104 (the computer lab) where no food or drink is allowed.
- o Conversations need to stop when the instructor begins or is conducting class.
- o No use of cell phones or other high tech devices during class is allowed unless directed by your instructor. (This includes no texting, checking phone messages, etc.)
- o No unrelated course content should be viewable on laptop computers, cell phones, or computer screens during scheduled classes.

# Code of Civility (Conduct)

To promote a positive, professional atmosphere among students, faculty, and staff, the following Code of Civility has been adopted:

**Respect**: Treat all students, faculty, staff, and property with respect and in a courteous and professional manner. This includes all communications whether verbal or written. Student actions should reflect pride in themselves, the university, and their profession.

**Kindness**: A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person's feelings. Be nice.

**Truth**: Exhibit honesty and integrity in dealings with fellow students, faculty, and staff members. Don't lie, don't cheat, and don't steal.

**Responsibility**: Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

**Cooperation**: Exhibit a cooperative manner when dealing with students, faculty, and staff so we may all work towards our common goals and mission.

**Acceptance**: Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs and ideas and everything else that makes us unique individuals.

**Professionalism**: Always conduct yourself in a manner that will bring pride to your profession, to Western New Mexico University, and, most importantly, to yourself.

## Code of Conduct Policy

Students who distract faculty, other students, or clinical partners with disruptive behavior during class are in violation of the *Code of Conduct* for students at WNMU. These students may be asked to leave the classroom, laboratory, simulation, or clinical settings. The student may return to the classroom after meeting with and receiving the approval of the instructor, Program Director, and the Associate Dean of the School of Nursing & Kinesiology (SONAK). Continued disruption may result in suspension or permanent dismissal from the nursing track and/or from WNMU following the Student Disciplinary Procedures. Students need to review and ensure compliance with the Student Code of

Conduct. Please see the WNMU website for the Student Handbook with an extensive description of the student code of conduct, or see the [Academic Regulations section of the WNMU catalog.](#)

# Grading Policy

The grading scale utilized by the WNMU School of Nursing complies with the grading scale established by NMNEC and is as follows:

**Table 8:** *Pre-Licensure BSN Program Grading Scale*

| Numeric Scale | Letter Grade |
|---|---|
| 90 to 100 | A |
| 80 to 89.99 | B |
| **77 to 79.99**<br>67-76.99 | **C** |
| | D |
| Below 67 | F |

As adult learners, students are expected to assume responsibility for monitoring their own progress throughout the semester. If a student has trouble, then it is the **student's responsibility** to seek help from the nursing faculty and/or the academic support center.

## Extra Credit Policy

The WNMU School of Nursing does not allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties surface within a course. *There will be no extra credit opportunities to allow students who are unsuccessful in course assignments and/or exams to achieve passing scores.*

# Assigned Written/Electronic Work Guidelines

**Submission Instructions**: All assignments will be submitted electronically through the Canvas LMS unless notified by faculty of alternative requirements.

**Turnitin® Parameters:** The nursing track utilizes Turnitin® to help detect problems related to improper citations, duplicate submissions throughout the country, plagiarism, and other issues involving the quality of assigned work.  Faculty will utilize Turnitin® and other AI/LLM detectors to "flag" written assignments requiring further scrutiny and to review for the issues identified above.

Late assignments will have 5% deducted for each day that the assignment is late, including weekends and holidays/breaks. After five days, the student will earn a "0" for the late assignment.

A student who anticipates an assignment will be late may ask the instructor in an email for an extension before the assignment's due date. The extension may or may not be granted at the discretion of the faculty. If an extension is granted, a new due date will be given to the student for the assignment. If a student has not requested/received an extension, late work will be deducted by 5% per day for five days; after five days, the student will earn a "0" for the late assignment.

*Late assignments will not be afforded an opportunity for re-submission.*

## APA Style Guidelines for Nursing Assignments

Nursing students are required to follow American Psychological Association (APA) stylesheet guidelines for all written work unless specified otherwise. WNMU uses the **APA 7th edition**.   For tutorials on APA, an excellent resource is Purdue Online Writing Lab. See also WNMU Academic Integrity Policy. Students are encouraged to use the WNMU Writing Center for assistance. *APA 7th edition General Guidelines*:

- Papers should be double-spaced, typed and with 1-inch margins. Left alignment is specified
- References must be cited and listed using APA style
- Headings, introductions, and conclusions are to be used for organization
- Correct grammar, punctuation, and spelling are mandatory
- Use unbiased language – avoid the use of ethnic and gender labels
- Use abbreviations that follow APA guidelines

- Pages should be numbered
- Submissions should include a cover page following APA guidelines, the course number, the date, and the instructor's name

Please Note: Professional writing assignments are not formed by a series of quotations and data from other sources. Quotations should be kept to a minimum.

# Academic Integrity Policy and Code of Civility (Conduct)

Western New Mexico University policies on Academic Integrity and Student Code of Conduct specified in the WNMU Catalog and WNMU Student Handbook apply to students enrolled in any program offered by the School of Nursing and Kinesiology. Students are expected to abide by these policies and by all policies and procedures established by WNMU.

Violations include any behavior that misrepresents or falsifies a student's knowledge, skills, or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

## Cheating

Cheating includes but is not limited to using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of other to misrepresent the student's knowledge, skills, or ability.

## Plagiarism

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

## Utilization of Artificial Intelligence (AI)

(Credit to Professor Jost, WNMU)

Artificial Intelligence (AI) resources can be useful and powerful tools in the educational experience. As an institute of higher learning, WNMU also promotes expectations for the development of human skills and learning. For each WNMU course, the instructor will establish guidelines and rules for the use of AI based resources, including whether their use is permitted at all. To satisfy University standards of academic integrity, students must read and adhere to the specific AI usage policies and guidelines that have been established for each course by its instructor. This information will be in each course syllabus.

# Exam Policies

Proctored exams are given at scheduled times. Students must notify the instructor before the exam if they cannot take the exam at the designated time. ***Failure to notify faculty will earn the student a grade of zero, with no option of a make-up exam***. Missed exams must be rescheduled with course faculty within **24 hours** and taken within one week of the original exam day/time. Students can make up a maximum of one exam per course if the faculty receives notification at least 2 hours before the missed exam. Any additional exams missed after the student has completed one make-up exam shall receive a score of zero (0). Severe or extenuating circumstances will be reviewed individually at the course lead's discretion.

**Please review the next three items carefully as they are important to student success!**

1. **The unweighted arithmetic mean (average) of all exams within a course must be greater than or equal to 77% (excluding quizzes or other written and/or scored activities) to be successful in the course.**
2. **Quizzes and/or other scored activities shall not be factored into course grades in the event that the unweighted written exam arithmetic mean (average) is less than 77%.**
3. **No exam scores will be dropped from the student's grade calculation**

**In such circumstances, the student's final grade in the course shall be the letter grade corresponding to the unweighted arithmetic mean (average) of all written exam scores, *excluding* open-book quizzes or other scored activities.** Individual scores shall not be rounded up or down, nor shall there be any normative (curve) adjustments made to scores that have not met the minimum 77% standard.

## General Information Regarding Exams

- Unit exams will be at least 50 questions with a limit of 75 questions for a unit exam. Course faculty determine the number of exam questions within these guidelines.
- Final exams are 100 to 125 questions.
- Next-generation exam questions will be added starting with Level I. Exams with NextGen questions will have increased time allotted to them by faculty based on the level of difficulty.
- Exams will be time-limited as follows:
  - Level I & II Students will have 1 minute per question
  - Level III & IV Students will have 1.5 minutes per question
  - Level V will have 2 minutes per question
- Students with accommodations will have exam time adjusted according to their accommodation letter.

## Exam Administration

- High-tech devices (e.g. Smart Watches, AI glasses, cell phones) are to be turned off and not accessible (within reach of the student) in the classroom and testing areas.
- All student possessions (backpacks, cell phones, water bottles, hats, etc.) must be left at the designated area of the room and completely out of reach of students. The student may have nothing, but a pencil, paper, and approved calculator provided by the instructor during the testing period. No other electronic devices, even if used as a calculator, are permitted.
- Any last-minute study must be conducted outside the test room. No notes and/or textbooks are allowed in the test room. Students may not write on their blank paper prior to entering officially into the exam (e.g. the timer has started
- There will be no discussion of test items between students and faculty on the day of the exam.
- If a student is absent from a test, the student may take a different test than the one administered to the class at the regularly scheduled time. The replacement test may be of a different format (essay, short- answer, etc.) but will be of similar complexity and will address the assigned content.
- Exams may be proctored utilizing Zoom, classroom cameras, and/or face-to-face methods. When Zoom is utilized, the recording function will be turned on.
- Students are not permitted to talk to one another during exams.
- Printed or electronic copies of exams or course materials (including screen shots,

print screens, etc.) may not be removed from the School of Nursing. To do so constitutes grounds for a grade of zero on the exam and dismissal from the track. Exams will be taken electronically via computerized testing

wherever possible. Dosage calculation exams may be offered in paper-and-pencil format. Students may make an appointment with a faculty member to review concepts within the exam should students have questions or concerns after exam completion and after all students have taken the exam.

- Exams are not shown to students. ***Any requests to meet with faculty to discuss an individual examination or assignment must be received within five (5) university working days of the date of the posting of results or scores.*** Student requests to remediate exams and/or meet with faculty concerning a specific examination or assignment shall not be honored if received more than five (5) university working days after the date of the posting of results or scores. Final Exams will not be reviewed or remediated.

## Guidelines for Canvas Exam Administration

**In some cases, exams may be given on Canvas. Guidelines for testing in Canvas are as follows:**

- Tests will be administered via a student laptop or desktop in an environment that is private and quiet.
- Students should have childcare and a place to take the exam without interruption.
- Students must have a camera set up on their individual laptops or desktops that shows their entire face throughout the exam.
- Students will be assigned a zoom number to enter the zoom classroom to take the exam.
- Students will each have a designated instructor to test under using the instructor's zoom link.
- Students need to be ready to start their exam on time. Students should enter the zoom room 15 minutes before the exam starts.
- Students will not be allowed to test if they enter the zoom room late. There is no window for this. Be ready to start the exam at the time designated.
- Late students will have to reschedule their exam at another time. The instructor reserves the right to test the student with alternate means of delivery if the student is late. Examples include essay questions, concept maps, or another test with different questions.
- Students who need to reschedule an exam must contact the instructor within the 24-hour time period to reschedule the exam. Failure to do this will result in a zero for the exam.

- When a student reschedules an exam, this counts towards a missed exam. As per our testing policy, students can only reschedule one exam per course

## Policy for Students When Actively Testing

- Students must show their full face during the testing time.
- Students will avoid moving in and out of the computer screen during the exam.
- Students must stay logged in throughout the Canvas exam.
- Upon finishing the exam students will notify their instructor via chat and wait for permission to exit the exam.

## Policy for Disqualification and Receiving a Zero on Exams

- Students will be given a zero for the exam for the following actions:
  o Students who are moving in and out of the instructor's view on the computer screen.
  o Excessive typing or logging in and out of the Canvas system.
  o Logging out and failure to submit a chat message stating student is finished with the exam.
  o If a student leaves the Zoom classroom prior to submitting his/her test, he/she will receive a zero for that exam.
  o Students who miss the exam and fail to notify their instructor as described above.

## Proctored Exam Testing Policy (ATI-Specific)

- Examinees should not engage in other activities, such as using a cell phone, during the testing process.
- Students will be provided two blank pieces of paper, calculator, and a pen/pencil for the test. The paper(s) will be turned in at the end of the exam, and the paper(s) may be kept on file. Student papers will be identified to make sure all papers are turned in.
- All personal belongings must be stored out of reach; this includes books, coats, jackets, hats, and sunglasses with discretionary allowances for religious apparel.
- No electronics of any kind are allowed.
- No food or drink is allowed in the computer testing room.
- Students should plan to use the bathroom before the start of the exam. Students may go to the bathroom during the assessment but will not be allowed to make up for the time missed. Proctor approval is required. Only one student may go at a time. Time in and out will be documented.
- Students cannot leave the testing room during the assessment without proctor approval.
- No communication is permitted among students while taking the assessment.

- Questions will not be answered concerning the exam content while the exam is being administered.
- If a student clicks outside of the assessment greater than three times, the test proctor will investigate the occurrence and will deny or allow the student to restart the exam.
- If reentry into the exam is denied the student must talk with the proctor, the faculty of record and the program director. Based on the investigation the student and faculty will meet with the Associate Dean of Nursing concerning the circumstances and outcomes of exam non-completion. University and SON student guidelines will be followed in the event of academic misconduct.
- The ATI test platform Proctorio screens data from assessments for anomalous student responses. Students should be aware that their responses on all exams will be statistically analyzed for possible academic misconduct.

## Collaborative Testing Review

Some courses within the School of Nursing may make use of collaborative testing (group testing) procedures. This is at faculty discretion and can be discontinued if it is no longer productive to complete group testing in the classroom. ***Incivility is a reason for stopping collaborative review.***

## Collaborative Testing Review Guidelines

- After students finish the exam, those who choose to participate in the collaborative review must **remain in their seats and quietly wait** **for all students to complete the exam.**

- No student is required to participate in the collaborative review.

- While awaiting the collaborative review, all backpacks, books, phones/smartwatches (turned off) and other belongings should remain in the designated areas and may not be accessed.

- After the allotted time for the exam has finished, or when all students have completed the exam (whichever comes first)**,** students will be placed in groups by the instructor.

- Each group will be given one paper test to complete as a groups. (T)he groups will quietly discuss each question and select an answer. There are NO resources that may be used to find the answer other than the small group discussion. In other words, students may NOT look up information in any manner.

- Groups shall submit the paper test to the instructor when completed**,** and the written exam shall have the names of all group members printed on it at the top. **Time allowed for collaborative exam review will depend on the number of Next Generation Testing Items on the exam and will be determined by individual instructors.**

- All collaborative exams, whether complete or not, will be turned in when the allotted time is reached.

- Students who take an exam later will not be able to participate in collaborative exam process.

- Final exams will not have collaborative exam review.

## Grading the Group Collaborative Exam

- (S)tudents who do not pass the individual exam (< 77%)**,** will not receive extra points will be given for participation in the group exam.

- (S)tudents who do pass the individual exam with a score of 77% or greater, will receive extra points as outlined below.

  - Group exam grades:
    - If the group scores an 'A' on the group exam**,** two points will be added to individual exam scores.
    - If the group scores a 'B' on the group exam**,** one point added onto their individual exam scores.
    - If the group scores a 'C' or less on the group exam, no points will be added to individual exam scores.

- **There is NO penalty for a low ~~group~~ collaborative exam score.**

## Test Analytics and Score Release

- The faculty will perform test analytics on the exam within 3 working days of all students taking the exam.
- Faculty will not review the test questions with the students.
- If the analytics suggest further review, points may be given back to students who missed the question or those who received credit for a second correct answer. Students who answered the question correctly will not receive additional points.
- Test analytics will be reviewed by three faculty with knowledge of the exam content.
- Final scores may increase only if test analytics and questions are approved, and the item analysis of the question supports points being given back.
- Students' grades will posted in the Canvas grade book.

## Dosage Calculation Exams

Dosage calculation (aka medication calculation) exams are given at each level throughout the pre-licensure nursing track.

**A score of 90% must be achieved on the medication calculation exam for a student to pass the exam in each level of the nursing track**.

- For Levels 1, 2, & 3, the exam may be repeated for a **total of three attempts.**

- For Levels 4 & 5, the exam may be repeated once for a **total of two attempts.**

Students who are unsuccessful with the final allowed dosage calculation exam in a given level (either attempt number 3 or attempt number 2 as identified above) <u>shall not continue in the nursing track in that semester.</u>

- The student will not be allowed to continue in any program courses for that level regardless of grade, as the courses are concurrent.
- The student will be dismissed from the level and will be eligible to re-apply for admission to the nursing program at the level from which they were dismissed.
  o If a student has more than one failure or more than one program attempt, please review the NMNEC progression policy for re-admission eligibility.
- A "Withdrawal" (W) will be given for the course in which the dosage calculation exam was failed – for the purposes of the NMNEC and WNMU progression policies, this Withdrawal (W) will count as a failure of a course.
- For the other concurrent courses, a "Withdrawal" (W) will be given but WILL NOT count as failed courses per NMNEC progression policies.

# Lab/Clinical/Simulation Experiences

Clinical agency experiences (clinicals) are evaluated on a graded scale, where passing is substantiated by a minimum score of 77.0% and a satisfactory rating. If a student does not receive a satisfactory grade in clinical agency work (including skills labs, simulation, and clinical written assignments), they may not progress in the track. Students must receive a passing grade of 77% in clinical, lab, and simulation averaged grades to continue in the track regardless of exam grades.

The criteria for passing clinicals are included in the syllabus and clinical evaluation tools in every nursing course. To receive a passing clinical grade (77% or higher), the nursing student must receive a cumulative satisfactory rating on ALL requirements in the summative evaluation tool.

The rating criteria are as follows:

**S = Satisfactory: Meets expectations and competencies**
**U = Unsatisfactory: Unsafe, consistently needs guidance, unable to perform independently, unable to demonstrate appropriate clinical judgment.**
***Note: To be successful, all level objectives, course competencies, and program clinical objectives need to be met at satisfactory level as determined by the instructor in the summative evaluation.***

Students will be evaluated each clinical day, at mid-semester, and again before completing the course. Student evaluations will provide a chance to assess skills and professional behaviors and identify areas that may need improvement.

Students will be videotaped within the clinical, lab, or simulation settings. Students will be recorded for all objective structured clinical examinations (OSCE) safety assessments, simulations, and check-offs at the discretion of faculty.

Patient safety in clinical, lab, & simulation settings is of utmost concern. If at any time the clinical instructor determines that student conduct or performance is ***unsafe*** then the student may be immediately removed from the lab, clinical or simulation setting by the clinical instructor. The WNMU clinical faculty will notify the course lead and/or the pre-licensure program director that the student's conduct or performance in the clinical, lab, or simulation setting is unsafe. The School of Nursing will determine if the student will be placed on clinical probation or allowed to continue in the clinical, lab or simulation setting.

# Skills Lab and Safety Assessment Competency

**Skills labs** are part of the student requirements for achieving clinical competence in Levels 1, 2 & 3. Completing a skills checkoff satisfactorily is required for the student to progress in the course. In **levels 1, 2 and 3** students will have **three** attempts to complete a skill check off. Students who do not complete their skills checkoff per the guidelines in the allotted number of attempts will be dismissed from the track. The student will be dismissed from the level and will receive a "Withdrawal" in the clinical course. NMNEC progression policies count this withdrawal as a course failure. The student can reapply for readmission to the level within one year, depending on space availability and alignment with the NMNEC progression policies.

**Objective Structured Clinical Examinations (safety assessments)** are given in Levels IV and V in Clinical Intensive courses. Safety assessments are composed of patient care scenarios with skills that the student has already completed and passed in the previous levels. Students will be allowed two attempts to complete a safety assessment. The student may not attend clinical until the safety assessment is successfully completed. If a student does not complete the safety assessment per the guidelines, they cannot progress in the level. If unable to progress, the student will be dismissed from the level and will receive a "Withdrawal" in the clinical course. NMNEC progression policies count this withdrawal as a course failure. The student can reapply for readmission to the level within one year, depending on space availability and alignment with the NMNEC progression policies.

# Student Success Plans

Student Success Plans will be created to support retention, success, and progression and may be initiated by the student or faculty. Reasons may include life circumstances, failing, or at risk for failing. Success Plans are designed to outline strategies that may help the student complete the nursing track and optimally are a collaborative and supportive effort between faculty and student. Success Plans are strategies for success and are not intended to be punitive. If applicable, conditions of probationary status will be detailed within a Student Success Plan.

# Clinical/Lab/Simulation Attendance

Students are expected to attend clinicals prepared to care for their assigned patient(s) according to guidelines in this handbook, the course syllabus, and other directions as provided by instructors. Students deemed unprepared will be dismissed from the setting and will accrue an unexcused absence. Students will be placed on a student success plan.

Clinical, lab, and simulation experiences are vital components of the educational process and are necessary to meet course objectives. Achieving the correct number of clinical hours is mandatory. Required clinical hours will vary from semester to semester and from course to course, in keeping with New Mexico Board of Nursing (NMBON), New Mexico Nursing Education Consortium (NMNEC), and the Commission on Collegiate Nursing Education (CCNE).

# Clinical Absences

Students who miss clinical, lab, or simulation experiences shall be allowed to make up to a maximum of two clinical experiences per 16-week semester. Students who miss a third clinical experience must attend a meeting in which their clinical instructor(s), Program Director, and the Associate Dean determine what actions will be taken. This may include a student success plan or failure of the course and dismissal from the track.

## Clinical/Laboratory/Simulation Absences

- Each student is expected to contact and verify response from the clinical faculty member if they will be absent or late to clinical.
- "Make-up" hours for missed clinical, laboratory, or simulation will be determined by the course faculty.
- **All missed clinical hours, whether excused or unexcused, must be made up**.
- The student will contact the clinical instructor to arrange make-up of missed clinical experiences within 24 hours of the missed experience. If a student fails to contact faculty within 24 hours, the absence is unexcused.
- **More than two unexcused clinical absences in a 16-week semester will result in an "F" (failure) for the final course grade and dismissal** from the track for that semester or permanently based on NMNEC and WNMU readmission policies.

## Definitions of Excused and Unexcused Absences

A clinical absence is defined as "excused" when the student personally notifies the instructor _prior to the absence_ (notification method is at the discretion of the faculty). Examples of excused clinical absences include, but are not limited to personal illness, family death, unexpected life emergencies. Determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty member.

- An _unexcused_ absence is defined as:
    - A student being absent without prior notification to the instructor facilitating that clinical experience.
    - A student sent home when determined by faculty to be unprepared or unsafe
- An _excused_ absence is defined as:
    - A student absent with prior notification to clinical faculty per the guidelines may avoid an unexcused or late penalty. However,

even excused absences may impact a student's grade for that course. Multiple absences may make it impossible for the student to meet the clinical course requirements, resulting in a failing grade. Students should consult with faculty and the nursing advisor early when absences are repetitive.

  - o More than two absences (excused or unexcused or any combination thereof) will require the student to meet with the faculty member(s), the Program Director, and the Associate Dean for the School of Nursing to determine if the student will need to withdraw and re-enroll per the NMNEC progression policy. Students will be placed on a Student Success Plan.

## Tardiness

Students are expected to arrive at the designated clinical on time as indicated in the course schedule. Students are expected to notify their clinical instructor of anticipated tardiness at least one-half hour before the designated clinical start time. Students arriving late will have their tardiness documented and may be sent home. Tardiness ~~or late arrival~~ may result in an excused or unexcused absence at the clinical instructor's discretion.

## Clinical Absences Related to Illness/Injury

Should a student with an injury or illness not be able to fulfill the scheduled clinical activities the clinical activities may be accomplished per the clinical instructor's discretion though alternate methods such as: rearrangement of clinical schedule, virtual technology, or another assignment that meets the clinical objectives.

Students must be in the clinical setting with patients to successfully progress in the nursing track in Levels IV and V. Alternative clinical activities such as in-person simulation and virtual simulation are limited to 50% of total clinical hours in the track per the New Mexico State Board of Nursing regulations.

Specific abilities are required for certain tasks to protect the students and the patients from injury or illness. See "Essential Eligibility Requirements for Participation in the School of Nursing." Additional information on clinical experiences will be specified in individual course syllabi.

## Healthcare Provider Release Requirement

Any student who is absent from the clinical setting due to health conditions will need to check with their faculty of record to see if the School of Nursing will require a provider's release before returning to class, clinical, lab and simulation.

  - • Reasons for needing a healthcare provider's release may include but are not limited to the following:
    - o Health conditions which compromise the student's ability to participate in class, lab, simulation or clinical.

- Health conditions that may place the student, faculty, classmates, staff and/or patients at risk due to exposure to or contact with the student.
- Health conditions that place the student at risk due to exposure to faculty, staff, or patients.
- Health conditions which compromise the student's ability to comply with the essential functions required to function as a student nurse.
- More than two absences will require the student to meet with the faculty member(s), the Program Director, and the Associate Dean for the School of Nursing to determine if the student will need to withdraw and re-enroll per the NMNEC progression policy.

# Lab, Simulation, and Clinical Assignments

To assist the student to develop clinical abilities and competence, each student's weekly clinical assignments and performance will be reviewed by the agency RN and/or clinical faculty instructor. The clinical instructor will identify areas needing improvement. The student is expected to review comments on the weekly assignments in lab, clinical & simulation performance evaluations; subsequent weekly clinical assignments and performance evaluations should show improvement. Should a student's weekly assignments be incomplete or unsatisfactory, the student may be asked to redo the assignment and have it re-evaluated. The student is expected to seek faculty assistance as needed. Failure to revise clinical assignments may result in clinical failure. A clinical grade of "F" will be recorded as the course grade. (Weekly Clinical assignments are available online in Canvas). Guidelines and format for clinical assignments are available on Canvas. For each clinical, lab & simulation, *unless otherwise specified*, students are expected to fill out their portion of the clinical paperwork and provide examples of care provided during their experience.

*Clinical courses and simulation may have preparation assignments required as a ticket to attend.* If these are not turned in as required, the student will not participate and may be sent home. This will count as an unexcused absence.

# Professional Conduct Guidelines in Clinical, Laboratory & Simulation Settings

Students are to wear a clean, pressed uniform for all clinical, simulation, or laboratory experiences.

- Students shall follow personal appearance criteria as described in the WNMU SON Handbook.

- Students are expected to return all equipment and supplies to the original state and location in the clinical and laboratory setting unless instructed otherwise.
- Students shall help keep the area clean and neat.
- Students are not to leave the clinical area until officially dismissed. This expectation applies to lunch and personal breaks during clinical days.
- Students are expected to always exhibit professional and courteous behavior in all clinical settings.

## Clinical and Laboratory Attendance/Preparation Dress Code

*When attending clinical agency sites, laboratory, simulation, or attending any other scholarly function, students will wear the school uniform and identification badge, unless advised otherwise by faculty. The required nursing student uniform consists of the following-*

- Purple (Grape) short sleeved scrub top with pockets
- Student nurse patch sewn on the **left** shoulder of the scrub top
- Optional undershirt (plain white/black or purple) under the scrub top and/or
- Purple Scrub jacket/ No street wear such as hoodies/jackets, etc.
- Matching purple scrub pants
- University photo ID with Track Level identification ribbon
- Clinical facility ID as required.
- Stethoscope, Bandage scissors, Penlight
- Watch with a second hand that remains functional for more than one minute (i.e. a smartwatch must be able to stay on and functional for more than one minute)
- Surgical masks may be required during simulation and clinical practice
- Clinical facilities will have their own guidelines which must be adhered to
- Nursing shoes can be of any color or design appropriate to the nursing profession with closed toes (no holes i.e. Crocs). An example of inappropriate design would be skull and cross bones.  Shoes must be as impermeable as possible to fluids.
  - If students have a question about uniform choices, they are encouraged to reach out to the faculty for verification of appropriateness before purchasing. *If a student presents to clinical in questionable shoes, faculty will require that shoe covers be worn and appropriate/approved shoes obtained by the student for subsequent clinicals.*

## Professional Appearance, Hygiene & Behavior

**Students are expected to follow good hygiene rules** and be clean, odor-free, and well-

groomed. Hair must be neat and clean. Long hair must be secured back, so that it does not fall forward. Beards, mustaches, and sideburns must be neatly trimmed and must meet infection control guidelines for personal protective equipment.

**While in uniform, undergarments must be worn** but must not be visible. Fragrance may not be worn in class or clinical settings.

**In the nursing laboratory and clinical settings**, students must wear the complete student uniform. A flat wedding band with no protrusions, wristwatch, and small pierced jewelry (studs) are the only permissible articles of jewelry. Tobacco products of any kind and foul language are not permitted in clinical or classroom settings. Students in violation will be asked to leave the classroom, lab, simulation, or clinical agency, and will accrue an absence.

**Fingernails may have polish**, but it cannot be chipped and must conform to clinical facility policy. Fingernail length may not extend beyond fingertips. No acrylic or "fake" fingernails.

**Students who present themselves to the clinical setting** in violation of the dress code will be sent home to change, resulting in either an unexcused absence or a tardy.

**Picture identification badges are to be worn by lanyard or pocket clip**. It is considered unprofessional (and an infection control concern) to wear the uniform anywhere other than the clinical setting. ***Students may not wear the student uniform after clinical agency experiences while shopping, eating out at restaurants, etc.***

# Student Scope of Practice

## Activities Beyond Student Scope of Practice in Any Clinical Experience

The following are activities in which nursing students may **not** perform during clinical. **Activities of this nature may result in dismissal from the track.**

- Preparation or IV administration of complex critical care drugs including but not limited to: Amiodarone, Dopamine, Dobutamine, Levophed, Lidocaine, Nitroglycerin, Nipride, Thrombolytics, Mucomyst or Chemotherapeutic Drugs. (Contact your clinical instructor for clarification before hanging these types of medications if not listed).
- Witnessing consent forms, Living Wills, Belonging Sheets, and/or other legal documents.
- Signing out, hanging, changing the IV pump rate or cross-checking of blood products.

- Unsupervised presence in the medication area or use of the medication pyxis.
- Unsupervised narcotic sign-out (any licensed faculty or licensed registered nurse is considered a supervisor). Students may not carry narcotic keys.
- Operation of hemodynamic equipment (observation only).

- Insertion / removal of intraosseous (IO) lines may not be performed.
- Operation or removal of temporary pacemakers.
- Assuming responsibility for client's valuables or signing belonging sheets.
- Examinations related to labor progression (vaginal and/or rectal, and internal monitoring).
- Primary Circulating or Scrub Nurse
- Unsupervised charge of a unit
- Independent application of restraints.
- Students may not participate in mental health emergencies or be assigned primary responsibility in 1:1 patient observation assignment.
- Language translations for procedures, consents, or discharge instructions.
- Students may not serve as the official scribe for rapid response and/or code arrests.
- Students may not administer any medication while participating in a rapid response and/or code arrest.

## ACTIVITIES THAT THE STUDENT CAN PARTICIPATE IN WITH *DIRECT SUPERVISION* FROM FACULTY OR LICENSED REGISTERED NURSES

- Students may perform cardiac compressions, place "IVs," "NGs," during a code or Rapid Response when directed by faculty or partnering agency RN.
- Nursery IV or medication administration with direct supervision.
- Removal of subcutaneous sutures/staples.
- Students may monitor the administration of blood products with supervision from a registered nurse.
- Drips in Labor and Delivery: Oxytocin/Magnesium with faculty or licensed RN
- Heparin Drips must be supervised by a partnering agency RN or faculty member
- Insulin Drips must be supervised by a partnering agency RN or faculty member
- IVs with potassium (main or secondary bags) may not be given except with direct RN supervision.
- Removal of central, arterial, external jugular (EJ) lines may be performed under direct supervision of the clinical instructor or supervising registered nurse.
- The student may discuss telephone orders with an appropriate prescribing professional, but the partnering agency/supervising nurse must listen in on the call and write/enter the order into the health record.

# Medication Administration Policy (Clinical Intensive Courses)

To ensure safe and accurate patient care during clinical rotations that involve medication administration, the student nurse is required to adhere to the following guidelines in accordance with the hospital's policies and procedures and regulations and clinical faculty/Registered Nurse expert discretion.

# Medication Administration within a Clinical Facility – Level IV: Clinical Intensive I and II

a. Students will administer medications with the direct (physically present) supervision of the clinical faculty or assigned Registered Nurse expert. Medications will not be administered by a student during a rapid response or code situation.

b. Students must not solely accept verbal or telephone orders from any healthcare provider.

c. Students will prepare/draw up medications and/or add medications to solutions ONLY with direct (physically present) supervision from the clinical instructor or unit R.N. at this level. Critical drips should not be prepared by a student.

d. Students should be supervised at all times when in the medication room.

## PROCEDURE: The student must

e. Identify key information regarding the medication to not be administered:
   a. Mechanism of action
   b. Major side effects and incompatibilities
   c. Rationale for medication use
   d. Correct medication dosage/IV rate calculation completed.
   e. Available assessment considerations (i.e. BP, HR, drug levels, blood sugar)
   f. Selection of proper needle/syringe size, site (for IM/SQ administration), and volume capacity for site chosen
   g. Saline flush guidelines

f. Identify/verify patient's allergies prior to medication administration.

g. Identify at least the six rights of medication administration as follows:
   a. Right patient
   b. Right medication
   c. Right dose
   d. Right route
   e. Right time/frequency
   f. Right documentation

h. Maintain standards of patient safety, including proper hand washing and clean or sterile techniques, and disposal of sharps as appropriate during the entire medication administration process.

i. Use two patient identifiers prior to medication administration to ensure safety. The two

       acceptable identifiers include: Date of birth, and the individual's name in addition to the use of bar-code scanning technology where it is available.

j.   If the Clinical Partner's policy allows document with the clinical faculty or Registered Nurse expert's supervision in the patient's medication administration record with attention to the following:  providing correct medication, dose, and administration time according to the institutional procedures and the licensed personnel's signature/initials.

k.  A student who displays unsafe behaviors in this area will be placed on a student success plan and individualized remediation plan which may include the following:

    1.  A second instructor may be assigned to attend clinical to work individually with the student.

    2.  Evaluation from the individualized encounters will be used to determine if the student is safe to return to performing medication administration with a facility R.N. and/or the clinical instructor who is monitoring all students in the clinical setting.

l.   Students who continue to demonstrate unsafe medication administration behaviors will not be able to continue in the clinical settings and will be unable to progress in the program.

m. Student guidelines will be followed if the student is unable to progress in the program.

n.  The student may receive an "F" or withdraw (as appropriate) for that course and will have to repeat the course based on the NMNEC progression policy.

# ATI Concept Based Assessments

To address the current and evolving needs of nursing schools who host a concept-based curriculum (CBC), Assessment Technologies Institute (ATI) has developed a set of four standardized, nationally benchmarked concept-based assessments. The first of their kind in nursing education, these assessments feature 46 concepts and 245 exemplars commonly shared among concept-based curricula across the U.S. Because of their standardization, these assessments can be used to compare learning outcomes across cohorts and tracks.

The assessments are designed to be administered at four points or levels within a nursing track and provide robust reports for various outcomes, which are essential for state board approval and accreditation. Each set of level assessments includes online practice and proctored assessments supported by focused remediation for the concepts and exemplars that a student answers incorrectly (Assessment Technologies Institute, LLC., 2019).

## ATI Practice Assessments & Focused Review

To prepare for the proctored assessments there is a practice ATI concept-based

assessment for each level exam. Students will take this exam before the Proctored exam and participate in a focused review.

## What is Focused Review?

Focused Review is a media-rich, personalized study plan created after each assessment. Its content is based on your performance, linking to Review Modules for targeted study. After a practice assessment, Focused Review directs you to the exact material you need to study. You may receive multiple pieces of content to review and a post-study quiz. After a proctored assessment, your Focused Review directs you to the entire chapter for additional material to study (Assessment Technologies Institute, LLC., 2019).

## Where do I access Focused Review?

Upon completion of an assessment, you can access Focused Review by clicking MY ATI > IMPROVE > STUDY MATERIALS. After clicking Study Materials, you will see a list of major content areas. The content areas listed here are the same as the Topics to Review on your Results report. Click the BEGIN or CONTINUE button to access the content area review (Assessment Technologies Institute, LLC., 2019).

# ATI Concept-Based Proctored Assessments

## Table 9: *ATI Proctored Assessments and Level (I-IV) Administration*

| Proctored Assessment<br>*Pretest items do not contribute to student scores* | NMNEC Course Administered |
|---|---|
| RN Concept-Based Assessment Level 1<br>130 total items 100 scored items 30 pretest items | Level I - Introduction to Nursing Concepts<br>Time Allowance – 130 minutes (2 hours, 10 minutes). |
| RN Concept-Based Assessment Level 2 140 total items, 110 scored items, 30 pretest items | Level II - Health and Illness I<br>Time Allowance 140 minutes (2hours/20 minutes) |
| Pharmacology Concept Based Exam<br>RN Concept Based Level 3<br>140 total items, 110 scored items, 30 pretest items | Level II - Pharmacology<br>Level III - Health and Illness II<br>140 minutes (2hours, 20 minutes) |
| RN Concept Based Assessment Level 4 140 total items, 110 scored items, 30 pretest items | Level IV - Health and Illness III<br>140 minutes (2 hours, 20 minutes) |

# End-of-Track (Level V) Comprehensive Testing

A comprehensive exit exam (ATI Comprehensive Predictor) will be administered to all nursing students in their final semester in the Level V Concept Synthesis Course. A minimum score of 90% percentage of passing per ATI is needed to receive full credit for this exam. This exam is a predictor of a nursing student's ability to pass the NCLEX exam on a first attempt. Please see the ATI rubric for scoring and performance guidelines. Students must take a second ATI Predictor if they do not pass the first one. Low scores on the predictor can affect a student's final grade. If the student's final class average is less than 77% the student will not pass the Concept Synthesis course and will be required to repeat the course per the guidelines. Students are not eligible to sit for the NCLEX until the course is passed.

# Student Grievance and Appeal Process

## Appeal from Dismissal

A nursing student dismissed or recommended for dismissal may appeal such action under the WNMU Program Dismissal Appeals Policy.

## Student Complaint

Students with a complaint involving the assignment of grades or the professional conduct of an instructor that does not involve a complaint of discrimination or harassment will refer to the WNMU Student Handbook Student Academic Complaint Policy for the appropriate steps and information to address said complaint.

# Student Health

Student Health services are provided by Western New Mexico University through Hidalgo Medical Services (HMS). To see a complete description of these services please access WNMU Student Health Services .

Students are expected to schedule appointments for themselves or family members at times that do not conflict with class, test and/or clinical times.

Illnesses or injury incurred during participation in the nursing track are not covered by the university risk management policy or the clinical agency policies (employee health or worker compensation policies). Students are encouraged to purchase personal medical insurance coverage before attending an affiliated clinical agency. Any accidents in the clinical setting must be reported immediately to the instructor.

## Legal Use of Substance under Direction of Healthcare Provider

(see Suspected Student Impairment Policy)

Legal drugs – Legal drugs are prescription drugs and controlled substances that are required by law to be prescribed by a physician or licensed health care provider for a specific individual. Legal Drugs also include over-the-counter medications (OTC). The drug is considered legal if the person has a current written prescription from their health care provider and verified by WNMU School of Nursing. WNMU SONAK prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected (CNM, 2020).

Medical Marijuana and Cannabinoids – Cannabis is not recognized as a legal drug under federal law. The WNMU policy for urine drug screening services which report a detectable

levels of marijuana metabolites as a positive result regardless of whether the donor holds a New Mexico Department of Health Medical Cannabis Card ("Card"). Per WNMU SONAK's clinical affiliation agreements, we are unable to send students to partnering facilities with positive drug screens even if students hold a valid Card. Please be advised that some cannabidiol (CBD) products can be contaminated with cannabinol (CBN) which can cause positive test results (CNM, 2020).

## Needle Sticks

- Students sustaining a needle stick injury and/or percutaneous or mucous membrane exposure to blood and/or body fluids should utilize the following procedure:
- Report the incident to the clinical instructor immediately.
- Report the incident to the infection control nurse at the facility.
- If the patient agrees to be tested and the necessary prescriber's order is obtained, blood work will be drawn from the patient per facility policy.
- The student will have samples drawn for laboratory tests according to the following protocol for WNMU:

    o If the needle stick is sustained during the hours that Hidalgo Medical Services is open, then the student may present to HMS to collect and process samples for related laboratory work following current CDC guidelines and based on the risk from the source patient. Evaluation and management of exposure will follow the latest CDC guidelines for exposures which place students at risk of blood borne infection.
    o Risk assessment will be determined by patient health history and/or actual or suspected disease diagnosis. Laboratory tests will include screening for Hepatitis and HIV status, as well as other laboratory tests as needed based on the source-patient risk concerning  the exposure.
    o Post-exposure-prophylaxis should be initiated for the student within 72 hours if the source patient is actively infected with HIV or is considered a high-risk patient. This protocol should follow the latest CDC guidelines as well.
    o If Hidalgo Medical Service is not available, then the student will present to the closest available emergency room to collect and process samples for related laboratory work at the student's expense.
- Complete an Incident Report form for the facility and WNMU School of Nursing.
- Current CDC guidelines can be obtained by calling 1-888-448-4911 Clinicians Post Exposure Prophylaxis (PEP). CDC information is available to healthcare providers as needed.

- The student is responsible for scheduling any follow-up laboratory work needed with their private healthcare provider, then Hidalgo Medical Services, health department or the hospital in the student's locale.
- Financial costs related to such testing and/or examination will be the responsibility of the student and not the university.
- Post-exposure prophylaxis medications, if needed and accepted by the student, will ideally be prescribed by the student's primary care provider. Other possible areas are in the setting of the emergency room depending on the situation.

## Active Infection/Outbreak Policy

**Use of masks will be based on the current state of public health in each School of Nursing location. These requirements are fluid and notifications for mask use will be sent as needed throughout the school semesters.** Students who feel ill will be asked to stay home or leave if they present to the School of Nursing building or to the clinical setting. If a student becomes ill, the guidelines from the Centers for Disease Control, New Mexico Department of Health, WNMU, and facility policy will be followed.

Compliance with each clinical site's requirements for vaccinations will be expected. *This can include exclusion from certain healthcare areas like nursery and maternal child, depending on agency guidelines. In some cases, clinical sites may refuse the student's entry into the facility if unvaccinated. This may cause the student(s) to be unable to fulfill the clinical requirements needed for graduation. This is subject to change based on WNMU policy.*

# Client Confidentiality

The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) protects all individually identifiable health-related information pertaining to individuals. Nursing students will have access to protected information during clinical experiences and may discuss cases in confidential conferences with faculty and other students. They may not discuss this information with others outside of the activities of the immediate clinical experience. **Any such breach of privacy shall be considered a breach of client confidentiality and constitutes grounds for immediate dismissal from the WNMU nursing education track.**

Students will sign a Confidentiality Agreement which will remain in the student file for the track's duration. Students may be asked to sign confidentiality agreements at clinical agencies in addition to the agreements retained by the School of Nursing.

# Social Networking Policy

Social media and electronic communication, while accessible and convenient, can also have unintended and potentially damaging consequences for individuals. The American Nurses Association (ANA) *Code of Ethics with Interpretive Statements* (2021) defines social media as any form of "electronic communication such as web sites for social networking and blogging where users create online communities to share information, ideas, personal messages, and other content (p. 46)." Anyone using these social networking sites should become familiar with the concepts of defamation , invasion of privacy (ANA, 2021), HIPAA (USDHHS, 2023; CMS, 2023), and FERPA (USDE, 2022). Provision Three (3) of the *ANA Code of Ethics with Interpretive Statements* (2021) requires the nurse to promote, advocate for and protect the rights, health, and safety of the patient. Interpretive statement 3.1 clearly outlines the nurse's responsibilities toward protection of the rights of privacy and confidentiality (pp. 9-10).

Individuals or groups within the school community are not permitted to present personal opinions in ways that imply endorsement by the School of Nursing or WNMU.

# Criminal Background Checks

The School of Nursing policy follows the guidelines of the Caregivers Criminal History Screening Track established by the New Mexico Department of Health. This track was established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended) to ensure to the highest degree possible the prevention of abuse, neglect, or financial exploitation of care recipients. The law further stipulates that persons convicted of certain crimes may not work with healthcare recipients. The track makes use of individual fingerprints that are submitted to the New Mexico Department of Health for monitoring and clearance of healthcare workers.

Following selection for the nursing track, the student will complete a Background Affidavit, Authorization for Release of Information and Criminal History Data Sheet. Students must have the data sheet and a photo ID (driver's license or Passport) when they are fingerprinted. Students will be fingerprinted by an appropriately designated entity. Fingerprints will be submitted to the New Mexico Department of Health for processing and verification. Results of the criminal background clearance will be returned to the School of Nursing and kept on file.

In addition to the above, the School of Nursing utilizes the services of Castle Branch to provide additional checks required by some clinical agencies. Students are required to log on to the Castle Branch website at www.castlebranch.com and complete the appropriate

information for the university. Some facilities also require a drug screen. Students will be given a drug screen form which they will take to a local testing site for the screen. Results will be reported to Castle Branch. Student immunization and CPR data will also be recorded at Castle Branch using their Immunization Tracker. The services of Castle Branch are at the student's expense.

## Disqualifying Convictions

The following felony convictions may disqualify an applicant for licensure as a Registered Nurse in the State of New Mexico.

1. Homicide
2. Trafficking in controlled substances
3. Kidnapping, false imprisonment, aggravated assault or aggravated battery, domestic violence
4. Rape, criminal sexual penetration, criminal sexual contact, incest, & indecent exposure
5. Crimes involving adult abuse, neglect or financial exploitation
6. Crimes involving child abuse or neglect

Student applicants whose background includes any of the above-noted felony convictions (as well as any other criminal background findings) may request consideration for granting of a nursing license by the State of New Mexico. Any such considerations are the responsibility of the student applicant and the New Mexico Board of Nursing and are not relevant to the nursing education process itself. Successful completion of and graduation from the WNMU School of Nursing does not guarantee licensure for practice as a Registered Nurse. The granting of a nursing practice license is the responsibility of individual states within the United States and not educational institutions.

## Nursing Student Suspected of Impairment in the Class, Lab, or Clinical Setting

Students who exhibit signs of impairment during class or clinical time may be asked to submit to a drug or alcohol test at their own expense. Faculty may request another faculty member or facility staff to validate suspected impairment. Students who refuse to submit to testing will not be allowed to participate in any classroom, laboratory, simulation, or clinical agency experiences. Depending on the circumstances, absences related to impairment will result in a clinical absence at a minimum and may result in dismissal from the track.

Although WNMU enforces policies regarding substance and alcohol use, the special needs of the School of Nursing tracks require additional procedures for handling the suspected

drug/alcohol impairment of students enrolled in nursing coursework. Due to the nature of the course of study, students enrolled in nursing courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal, prescription or otherwise), which impairs or is likely to impair the student's clinical judgment while in the classroom, clinical practicum, or laboratory setting.

This policy demonstrates the School of Nursing's commitment to safeguard the health of the students and the public and provides a safe place for students to learn. Drug or alcohol use, either on-campus or in a classroom, clinical practicum, or laboratory setting, can seriously endanger the safety of patients and students and make it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, practical or laboratory setting places the safety of students, patients, clinical staff, faculty, and the general public at unacceptable risk.

**The purpose of this policy is to:**
- Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs (legal or illegal) or controlled substances that affect or are likely to affect judgment in the classroom, clinical, practical or laboratory setting.
- Inform students of their responsibility to conform to all state and federal laws and regulations and WNMU policies regarding alcohol and drugs.
- Provide substance abuse guidelines for all nursing faculty regarding problem recognition and implementation of this policy.
- Balance the need to safeguard the public with the student's rights.

## Definitions
- Drug: A drug is any chemical substance that when consumed causes a change in an organism's physiology, including its psychology, if applicable. Drugs are typically distinguished from food and other substances that provide nutritional support. Consumption of drugs can be via inhalation, injection, smoking, ingestion, absorption via a patch on the skin, suppository, or dissolution under the tongue. In pharmacology, a drug is a chemical substance, typically of known structure, which, when administered to a living organism, produces a biological effect. A pharmaceutical drug, also called a medication or medicine, is a chemical substance used to treat, cure, prevent, or diagnose a disease or to promote wellbeing (AHSD, 2007; SMD, 2008; Ritter et al., 2023).
- Legal Drugs: Legal drugs include over the counter and medications (including controlled substances) prescribed for the specific individual with a current prescription from their health care provider and verified by the SONAK of WNMU. The School of Nursing prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.

- Per the Food and Drug Administration (FDA, n.d.), a [legal] drug is defined as:
  - A substance recognized by an official pharmacopoeia or formulary.
  - A substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease.
  - A substance (other than food) intended to affect the structure or any function of the body.
  - A substance intended for use as a component of a medicine but not a device or a component, part or accessory of a device.
  - Biological products are included within this definition and are generally covered by the same laws and regulations, but differences exist regarding their manufacturing processes (chemical process versus biological process) (n.d., para. 15).

- Illegal Drugs: Illegal drugs include those controlled substances (certain drugs or substances that are subject to or have potential for abuse or physiological dependence) under federal or state law that are not authorized for sale, possession or useand legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase, or transfer of illegal drugs is prohibited (Title 42, 2008). Refer to the WNMU Student Handbook and WNMU Policies for further information on illegal drugs.

- Impairment: the state of being diminished, weakened, or damaged, especially mentally or physically (Toney-Butler & Siela, 2022).

- Chemical Impairment [specific to healthcare]: The inability or impending inability to provide safe, professional activities and duties due to a behavioral, mental, or physical disorder related to alcohol or drugs. A chemically impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in the physical and/or behavioral characteristics which affect the individual's ability to meet standards of performance, behavior and/or safety in classroom, clinical, practical or laboratory course settings (Toney-Butler & Siela, 2022; Lengel, 2023).

- **Working Days:** (D)efined for this section's purpose as Monday through Friday, excluding school holidays or WNMU closure periods. If the last day of the designated time period is a school holiday or WNMU closure period, it will run until the end of the next day, not a school holiday or WNMU closure period. The term "WNMU closure period" includes the week of final exams.

**Factors Suggesting Impairment**

Students while in setting may be asked to submit to a drug test, if cause or reasonable suspicion of substance use exists. Factors which could establish cause/reasonable suspicion include, but are not limited to:

- Unsteady gait
- Unusual sleepiness or drowsiness
- Slurred speech or change in the student's usual speech pattern
- Blood-shot eyes
- Unusually disheveled appearance
- Aggressive tone of voice or body language
- Physical aggression
- Odor of alcohol or marijuana, including residual odor peculiar to some chemical or controlled substances
- Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
- Personality changes or disorientation
- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment.
- Repeated failure to follow instructions, policies, or procedures
- Violation of clinical, practical or laboratory facility or WNMU or School of Nursing safety policies
- Involvement in an accident or near-accident
- Decrease in manual dexterity and/or coordination in body movement
- Presence of alcohol, drugs, or drug paraphernalia in student's possession
- Theft or absence of narcotics from the student's clinical or practical site(s)
- (Toney-Butler et al., 2022; Trinkoff et al., 2021; Lengel, 2023; Knipe & Petula, 2007).

## Substance Use Testing Procedures

1) The student will be removed from the classroom or clinical laboratory without delay and will be informed by the faculty that the student is suspected of being impaired.
   a) The student will be given an opportunity to explain their behavior.
   b) If the instructor/agency RN reasonably suspects impairment, then the student shall be sent for a drug screen to a suitable laboratory designated by WNMU.

c) For situations in which the student is under the independent supervision of a agency RN at a clinical site, the agency RN should follow the facility policy for suspected impairment.

d) WNMU SONAK recommends that the student suspected of impairment arrange for transportation from the clinical site; a person suspected of impairment should not drive themselves from the clinical site.

2) The student will not be able to return to the class, lab, clinical or practicum site until they have met with the Program Director and Associate Dean of the School of Nursing to review the urinalysis results. The student remains responsible for all course or program requirements during such period.

a) If the urinalysis is negative, after meeting with the student as outlined above, relevant faculty, and the Associate Dean of Nursing will complete a plan with the student to return to class, lab, clinical and/or practicum site(s). Faculty will notify any clinical agency RNs of the student's ability to return to a clinical or practicum site.

b) If the urinalysis is positive, after meeting with the student as outlined above, the student will be dismissed from the program, and faculty will notify the agency RN that the student is not able to return to the clinical site.

i) If the test result is positive, then the student may request and pay for a retest of any original collected (split) urine specimen at the original laboratory or another certified laboratory, if a split-specimen is available (see 3c, 3ci). The student remains responsible for all coursework pending the results of the second test.

3) The SONAK will only accept urinalysis results sent certified mail from the testing facility.

a) A copy of the urinalysis will be uploaded to the students Castle Branch account, but it will not be accepted as the final result without a paper copy that originates from the testing site, sent to the Associate Dean of SONAK via certified mail.

b) If the test results are negative, then the student will meet with the instructor, Program Director, and the Associate Dean of the School of Nursing within two working days of the receipt of the test results to discuss returning to classes (see 2a).

c) If the test result is positive, then the student may request and pay for a retest of the collected (split) urine specimen at the original laboratory or another certified laboratory.

        i) Results from the second test will be sent to the Associate Dean of SONAK via certified mail, originating from the testing facility. This is the only way a second test result will be accepted by SONAK Prelicensure Program.

4) If the initial drug or alcohol screen is positive and the student declines a second test at their own expense (see item see 2bi, 3c, 3ci), then the following actions will occur:

    a) The student will be notified by the Associate Dean of the School of Nursing or identified designee of the results of the test and will be dismissed from the program.

    b) All documentation will be sent to the Dean of the College of Professional Studies, the Vice President of Academic Affairs, and the Vice President of Student Affairs and Enrollment Management for further action per the WNMU Sanctions for Violations of the WNMU Student Code of Conduct.

    c) If the student opts for a re-test of the split specimen at their own expense, they remain on suspension from clinical site activities awaiting the test results of the second specimen. Students are responsible for all coursework during this period.

    d) The results of the second test will follow the same procedure as outlined above, depending on the results of the second test.

5) If a student admits to being impaired by drugs or alcohol, then the student will be removed from the site and treated as for a positive drug screen. The admission of drug or alcohol related impairment follows the same protocol as a positive drug screen.

    a) Impairment related to other factors that do not include drug or alcohol, i.e. sleep deprivation, will be assessed individually. The student may still be asked to submit to a urinalysis and follow all applicable clinical site policies and procedures.

6) If a student fails to comply with the WNMU and/or clinical site protocol for urinalysis, or refuses to have a drug screen completed, then such failure or refusal shall be treated as a positive drug screen. All documentation will be forwarded to the Dean of the College of Professional Studies, the Vice President of Academic Affairs and the Vice President of Student Affairs and Enrollment Management for further action.

7) Students testing positive for drugs and/or alcohol will be strongly advised to complete Drug/Alcohol Rehabilitation Program.

8) Results of the test(s) and the contents of the Student Documentation Form shall remain confidential and may be released only to the appropriate faculty of the School of Nursing, Associate Dean for Nursing and Kinesiology (SONAK), Dean of

the College of Professional Studies, the Vice President of Academic Affairs, and the Vice President of Student Affairs and Enrollment Management and those with a legitimate need to know.

## Re-admission Opportunities After Program Dismissal (Impairment)

If a student is dismissed from the School of Nursing and/or WNMU for impairment and thereafter appeals and can return to the nursing program, the following steps will be required prior to re-entry.

a) All WNMU School of Nursing requirements associated with the dismissal must be met.

b) All general admission criteria to WNMU and the Pre-Licensure Program must be met.

c) The student must provide a negative drug and alcohol urinalysis prior to re-entry.

    i. The student will pay for the test, which will be conducted at a designated or certified laboratory.

    ii. For results to be accepted by the School of Nursing and Kinesiology, the results must be sent from the testing laboratory to the Associate Dean of Nursing via certified mail.

    iii. The student may be requested to submit to a random urinalysis at the discretion of faculty /clinical RN/agency per their facility policy and protocol.  iv. A positive test will result in immediate dismissal and referred to the Vice President for Student Affairs office for further action with a recommendation from the School of Nursing for permanent dismissal from the nursing program. University guidelines, policies, and procedures will be followed.

Conviction of a criminal drug statute while enrolled in the nursing track will result in referral to the Dean of the College of Professional Studies, the Vice President of Academic Affairs and the Vice President of Student Affairs for possible further action, which may include disciplinary action including but not limited to reprimand, probation, suspension, and/or dismissal from the nursing track.

Students who appeal any of the above decisions will remain on suspension pending outcome of the appeal. The procedure for the student appeal process may be found in the WNMU Program Dismissal Appeals Policy.

# Dismissal Policy

In addition to those conditions described elsewhere in these guidelines, the student may be dismissed from the nursing track for any of the following or a combination of the following.

- Failure to maintain academic and Professional standards:
- Failure to achieve a 77% straight average on unit exams
- Failure to achieve a grade of "C" in all supporting coursework.
- Failing to adhere to professional expectations and standards, including failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice, or not demonstrating professional behavior toward colleagues, faculty, and staff (at school and clinical). This includes actual, threatened, or implied physical or verbal aggression, harassment, or intimidation.
- Failure to achieve an average score of 77% as identified within course syllabi for each nursing course at the end of the semester.
- Failure to earn a "77% and a 'satisfactory' rating" in all nursing lab courses.
- Failure to satisfactorily (pass) all required skills in the skills lab, simulation, or clinical settings and calculation exams.
- Failure to successfully perform skills checkoffs within 3 attempts in Levels I, II, and III
- Failure to successfully perform safety assessments in 2 attempts in Levels IV and V
- Failure to prepare for lab/clinical on two occasions.
- Failure to maintain attendance as outlined in the clinical attendance policy.
- Demonstrating an inability to perform the functions of a registered nurse, despite reasonable accommodations, including the failure to demonstrate effective interpersonal skills necessary for forming professional helping relationships (e.g., unable to demonstrate nonjudgmental attitude, unable to allow client self-determination, etc.).
- Unresolved personal issues which impair performance or safety in the classroom (in person or online) or in the field.
- Inappropriate use or abuse of substances.
- Receiving criminal charges. Students are expected to inform their course coordinator/and the program director immediately (within 24 hours) of any criminal charges.
- Any unacceptable clinical behavior, including but not limited to:
  - Physical Hazard: Any action or inaction on the part of the student which threatens the patient's physical well-being. The critical elements for concluding that the student has caused a physical hazard will depend on the

situation as judged by the instructor, in conjunction with the clinical RN (when one is involved), and the instructor's evaluation of the student's behavior. The instructor is alerted of behavior in the student which violates principles of safety, and/or lack of student preparation. Documentation is the responsibility of the instructor.

o Emotional Hazard: Any action on the part of the student which threatens the patient's emotional well-being. There are no pre-determined criteria listed under this area because they are entirely dependent upon the student, the patient, and the situation. The instructor will evaluate student behaviors, in conjunction with the clinical RN, which creates emotional distress to the student's patients. Documentation is the responsibility of the instructor

o Failure to maintain patient confidentiality: Students must comply with Health Insurance Portability and Accountability Act (HIPAA) standards within each clinical/practicum facility. These standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communications. Students will be cited and summarily dismissed from the program for failure to maintain patient confidentiality. Violations may include, but are not limited to:

- Username/Password/Log-in sharing
- Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason.
- Releasing, disclosing, or sending patient data inappropriately or without proper permission or authorization, including social networking sites. (See the social networking policy.)
- Releasing data for personal gain.
- Intentional destruction or falsification of data
- Releasing data with the intent to alter any personal or associated outcome or to harm any individual or the organization.
- Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.
- Accessing the student's own medical records information or those of one or more relatives and taking inappropriate actions because of this access.
- Removal of patient data from the facility upon which the patient's identifying information is displayed (without marking out or otherwise covering the identifying information).

- Photographing or recording a client/patient without appropriate consent.
- Unacceptable behavior including behavior that is contrary to the philosophy of the University, the nursing program, and/or the clinical agency. This includes any of the above listed behaviors, exceeding the proper scope of practice, breaching academic integrity, and failure to maintain ethical standards, legal standards, and client/ patient confidentiality.
- Violation of codes of conduct specified in these guidelines, the WNMU catalog, or the WNMU Student Handbook.

## Unacceptable Behavior

- Behavior that is contrary to the philosophy of the University, the nursing track and/or the clinical agency or instructor's directives. This includes any of the above listed behaviors, exceeding the proper scope of practice, and academic integrity as defined in the WNMU Academic Integrity Policy, insubordination, and failure to maintain ethical standards, legal standards, and client confidentiality.
- Copying exam questions, removing test copies or inappropriate access to testing material. This includes no videotaping or photographing exams by the student. Violation of codes of conduct specified in these guidelines, the WNMU catalog, or the WNMU Student Handbook.
- Violation of the substance abuse policies as outlined in the Nursing Student Suspected of Impairment in Class, Lab, or Clinical Setting.

*If a student violates one of the above areas of concern, the student will receive an "F" for the course and will be dropped from the track. Appeal for such action shall be provided under the WNMU Program Dismissal Appeals Policy. Students may not remain in the track pending appeal for any of the above reasons.*
*Students who are dismissed from the track for unacceptable behavior or jeopardizing the client may not be considered for readmission.*

# Scope of Discipline

In addition to dismissal, nursing students may be subject to grade reduction, suspension, expulsion, or other forms of discipline as deemed appropriate by WNMU Administration in accordance with WNMU policies and procedures.

## Appeal from Dismissal

A nursing student dismissed or recommended for dismissal may appeal such action under the WNMU Program Dismissal Appeals Policy

# Program Evaluation

Faculty members will meet each semester to review all courses required of Prelicensure BSN students.

- Course evaluation forms submitted by students will be available to nursing faculty.
- Students will be asked to submit information on clinical/practicum learning. This information will be used to evaluate and revise plans for clinical/practicum experience.
- Information on library and audiovisual resources will provide data for future acquisition of materials. A meeting for collaboration between library personnel and nursing faculty as needed to update library holdings will be held regularly.
- Review of courses will be done at the end of each semester and/or summer session using the NMNEC course surveys and faculty/student feedback. Specific course revisions if they change the NMNEC curriculum will be submitted to the NMNEC Curriculum Committee for review. Changes in teaching style, content or activities are under the purview of faculty teaching the course. Sharing these changes are important to improving teaching methods, improving student engagement, and providing consistency in student learning activities.
- The Associate Dean of SONAK, Prelicensure Program Director and faculty will be responsible for collecting and summarizing the data necessary for course improvement.

# Appendix A

## WNMU School of Nursing and Kinesiology Student Success Plan Sample

| Student Name: | Program Track: | Date: |
|---|---|---|
| Course: | Instructor: | Grade/Code: |

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

- O Failure to demonstrate program expectations and/or course evaluation guidelines may lead to removal for the duration of the course(s) involved and/or a failing grade.
- O The Student Success Plan may be shared with instructors involved in the course to assist the student in successfully completing the plan.
- O The student must demonstrate passing performance for each of the program expectations to avoid removal from the course.
- O Student signature indicates receipt and understanding of the Student Success Plan. Signatures:

| Student: | | Program Director: |
|---|---|---|
| Date: | | Date: |
| Course Instructor: | | Agency RN (if needed): |
| Date: | | Date: |

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# Appendix B

## WNMU ATI Policy

Assessment Technologies Incorporated (ATI) is utilized to assess a student's level of proficiency with Concept Based Assessments (CBA). To ensure that a student is prepared to pass the National Council Licensure Exam (NCLEX), the following policy is enacted to ensure that consistent testing guidelines are in place.

- **The ATI Concept Based Assessments will be taken by students in:**

Semester: 1

Course: Introduction to Nursing Concepts, ATI Proctored Assessment CBC

Level 1

Semester: 2

Course: Health and Illness I, ATI Proctored Assessment CBC Level 2

Course: Nursing Pharmacology, ATI Proctored Assessment

Semester: 3

Course: Health and Illness II, ATI Proctored Assessment CBC Level 3

Semester: 4

Course: Health and Illness III, ATI Proctored Assessment CBC Level 4

Course: Clinical Intensive I and II: Practice Exam B for all levels

The combination of practice and proctored assessments will be utilized to achieve 10% of the course grade, with a course worth 100 points. In a 16-week semester the following schedule will be followed.

- One practice exam will be given per the course schedule.
- Practice Exam A –at 11-13-weeks with required remediation.

Faculty reserve the right to schedule ATI Practice exams to best fit the student schedule.

***The Standardized ATI Proctored Assessment will be given at 12 - 14-weeks depending on the class schedule.***

# Appendix C

## ATI Proctored Concept-Based Assessment Policy

### CMS (Content mastery series) and CBC (Concept Based Curriculum) Grading Rubric
### PRACTICE ASSESSMENT 6 POINTS

| Complete Practice Assessment A (3 points) | Complete Practice Assessment B (3 points |
|---|---|
| **Remediation** | **Remediation** |
| Minimum 1-hour focused review* | Minimum 1-hour focused review* |

### STANDARDIZED PROCTORED ASSESSMENT

| Level 3 = 6 points | Level 2 = 4 points | Level 1 = 1 points | Below Level 1 = 0 points |
|---|---|---|---|
| Remediation = 3 points<br>Minimum 1-hour focused review*<br>No ATI templates required if student scores at Level III competency. **All students will be required to participate in course activities if they are different from the required ATI template activity.** | Remediation = 2 points<br>Minimum 2-hour focused review*<br>*For each topic missed, complete 5 handwritten templates or **In class discussion, review and other methods of remediation may substitute for templates depending on the course. Faculty will place requirements in their syllabus if they vary**. | Remediation = 2 points<br>*Minimum 3-hour focused review*<br>*For each topic missed, complete 10 handwritten templates or **In class discussion, review and other methods of remediation may substitute for templates depending on the course. Faculty will place requirements in their syllabus if they vary** | Remediation = 2 points<br>*Minimum 4-hour focused review* *For each topic missed complete 15 hand-written active learning templates or **In class discussion, review and other methods of remediation may substitute for templates depending on the course. Faculty will place requirements in their syllabus if they vary** |
| 15/15 = 100% | 12/15 = 80% | 12/15 = 80% | 12/15 = 80% |

<p align="center" style="color:purple"><strong>PROCTORED ASSESSMENT RETAKE</strong></p>

| Level 3 | Level 2 | Level 1 | Below Level 1 |
|---|---|---|---|
| No retake required | No retake required | No retake required | No retake required |

***All students will retake the second proctored ATI Exams in Level IV and Level V***

# Appendix D

## WNMU ATI Policy (Comprehensive Predictor) for Level V

Assessment Technologies Incorporated (ATI) is utilized to assess a student's level of proficiency with a Comprehensive Predictor. To ensure that a student is prepared to pass the National Council Licensure Exam (NCLEX), the following policy is enacted to ensure that consistent testing guidelines are in place.

- **The ATI Comprehensive Predictor will be administered in:**

Semester: 5: Course: Concept Synthesis, ATI Proctored Comprehensive Predictor

The combination of practice and proctored assessments will be utilized to achieve 10% of the course grade, in a course worth 100 points. In a 16-week semester the following schedule will be followed.

- Two practice exams will be given.
- Practice Exam A – will be scheduled towards the middle of the semester
- Practice Exam B- at approximately 11 weeks, with required remediation.
- *The Comprehensive Predictor will be given at approximately 13-weeks, two weeks before finals.*
- *Faculty reserve the right to change the administration time to facilitate study for the NCLEX.*

# Appendix E

## Concept Mastery Series & Concept Based Curriculum Grading Rubric

### PRACTICE ASSESSMENT 6 POINTS

| Complete Practice Assessment A (3 points) | | Complete Practice Assessment B (3 points) | |
|---|---|---|---|
| Remediation | | Remediation | |
| For each topic missed complete remediation as assigned | | For each topic missed complete remediation as assigned | |

### COMPREHENSIVE PREDICTOR

| 95% or above Probability of Passing 6 points | 90% or above Probability of Passing 4 points | 85% to 89.9% Probability of Passing 1 point | 84.9% or below Probability of Passing 0 points |
|---|---|---|---|
| Remediation = 3 points Minimum 1-hour focused review* No remediation required No retake required | Remediation = 2 points Minimum 2-hour focused review* *For each topic missed, complete remediation as assigned No retake required | Remediation = 2 points Minimum 3-hour focused review* *For each topic missed complete remediation as assigned Retake is Required | Remediation = 2 points Minimum 4-hour focused review* *For each topic missed complete remediation as assigned Retake is required |
| 15/15 = 100% | 12/15 = 80% | 9/15 = 60% | 8/15 = 53% |
| Comprehensive Predictor Retake* | | | |
| 11.5/15 No retake required | 9/15 No retake required | 7/15 No Retake required | 6/15 No Retake required |
| *Students that **retake** proctored assessment and achieve Probability of Passing of 90% will earn 11.5/15 = 77% upon completion of retake remediation. Required retake scores will replace the initial Predictor exam grade. Students not required to retake the exam but choose to retake the Predictor for practice, their initial score will be the one used for the exam.* | | | |

# Appendix F

## Integration Best Practices Acknowledgement

### ATI Assessment and Review Policy

STUDENT ACKNOWLEDGEMENT (Place in student's file after signature)

Initial all and sign below:

_____I have received a copy of and have read and understand Western New Mexico

Universities ATI Assessment and Review Policy

_____I understand that it is my responsibility to utilize all books, tutorials and online

resources available from ATI, as designated by Western New Mexico University.

_____  _____

Student printed name                                        Date

_____

Student signature

**After form is completed, please file in the student's official SON folder**

# Appendix G

## Clinical Occurrence Form

Patient Initials:                                    Room #/Location:

Faculty Representative Notified:

Instructors Notified:

Student Name:                                    Date:

Describe the occurrence:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

To whom was the occurrence reported:

Action(s) taken to correct occurrence or precent incident from happening in the future:

If applicable, student/instructor/facility remediation plan:

_Please attach any additional narrative to this form._

Student Signature          Date                    Faculty Signature          Date

# Appendix H

## Release and Waiver

I hereby grant to Western New Mexico University, its successors, licensees, affiliates, agents, and assignees, the right to photograph me, to make audio and video recordings of me, and to use such photographs and recordings in university publications, including the University's website*.*

*I further understand that I will be recorded during my exams, clinicals, labs, and/or simulations for each course as outlined in the Student Nurse Handbook.*

Signature: _____

Please print name: _____

Date: _____

**After the form is completed, please file it in the student's official SON folder.**

# Appendix I

## Licensure & Student Handbook Agreement

Completion of the Nursing Track at Western New Mexico University does **not** confer licensure as a Registered Nurse. Licensure requirements and procedures are established by the New Mexico Board of Nursing. Felony convictions involving substance abuse, immoral behavior and/or behavior harmful to the public or other grounds specified by Board of Nursing Rules and Regulations may influence licensure. Prior to entering the Nursing Track, students who have been convicted of a felony should contact the New Mexico Board of Nursing regarding licensure.

Students who are not citizens of the United States should contact the New Mexico Board of Nursing regarding licensure before beginning the Pre-Licensure BSN Program. Questions about eligibility for licensure should be discussed with nursing faculty before applying for admission to the track.

*Students who are applying to take the NCLEX in other states need to check with that state's board of nursing to make sure that WNMU nursing education is compliant with their requirements. WNMU does not guarantee that all states accept their nursing curriculum.*

I have read and understand the above statements.
Student Initials _____

*Agreement to follow current Nursing Student Handbook (2024-2025)*
I agree to abide by the Student Handbook for the Pre-Licensure BSN Program. I further agree to abide by the additional guidelines stipulated in course syllabi.
Student Signature: _____     Date: _____
Student Name (printed): _____

**After the form is completed, please file it in the student's official SON folder.** This statement will be filed with the student's permanent record annually.