

WNMU Pre-licensure Student Guidelines 2020-2021



**Western New Mexico University**  
**School of Nursing**

Student Guidelines for Pre-Licensure Nursing Programs

2020-2021

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**WNMU – SCHOOL OF NURSING**  
**Pre-Licensure Nursing Program Guidelines**

Students enrolled in the Pre-Licensure Nursing Program at Western New Mexico University are responsible for their knowledge of and adherence to regulations printed in these Nursing Student Guidelines.

The School of Nursing reserves the right to modify any provisions or requirements when such action will serve the interest of the client/patient, the nursing program or its students. Notification of changes will be communicated to students ongoing.

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

**Philosophy of Nursing – Pre-Licensure Nursing Program**

Human beings are complex systems with evolving biological, cultural, psychosocial, and spiritual needs that can be viewed as a hierarchy. They act deliberately to meet their needs and the needs of others through family, community, and the healthcare system. Individuals have a right to optimum health and equal access to a healthcare delivery system that provides skilled assistance by culturally competent Registered Nurses. The patient's view of healthcare needs will be incorporated in planning of care which continues across the lifespan.

Nursing (as an art and a science) is a caring, transcultural, humanistic, and scientific discipline with the central purpose of serving human beings worldwide. Understanding how and why cultures are alike or different with respect to beliefs about care, health, and illness provides insight into improving nursing care practices. Viewing cultural competence as a process makes it clear that such competence is not simply a collection of facts but a way of thinking and behaving. Cultural self-awareness is essential to this process. Individualized care is the essence of nursing and a distinct, dominant, central, and unifying focus. Caring is essential for well-being, health, healing, growth, survival, and facing disability or death. The nursing process is a scientific method of assessment, diagnosis, planning, implementing, evaluating, and revising plans of care with the patient.

Nursing education is a formal program of study which takes place within the mainstream of higher education. The process of nursing education is organized to create a climate which encourages critical thinking, originality, creativity, and maximization of potential. The educational process for a diverse student population requires faculty to focus on the students' unique cultures and learning styles. Faculty act as facilitators of learning as the student progresses from simple concepts and skills to more complex concept synthesis and skills. Cultural differences may have a significant impact on how students learn, communicate, and respond to the process of becoming part of the profession.

Mission Revised December 2014

### School of Nursing Description

<b>Associate Dean School of Nursing &amp; Director of Graduate Programs</b>		Kimberly Petrovic
<b>Director of Undergraduate Programs</b>		Charnelle Lee
<b>Faculty</b>	Associate Professors	Alexis Harsh Rachel Owen James Vigil Krista Wood
	Assistant Professors	Jennifer Franz Scott Nguyen Jamie (Leah) Tolley Erin Wood
	Simulation/Lab Instructor	Lorenzo Saenz
	Nursing Instructor	Mary Flores

**Nursing Degrees Offered** Bachelor of Science in Nursing (Pre-licensure)  
Bachelor of Science in Nursing (RN-to-BSN Program)  
Master of Science in Nursing (MSN)  
Post-Master’s Certificate - Family Nurse Practitioner (FNP)

Western New Mexico University offers pre-licensure nursing programs leading to a Bachelor of Science in Nursing (BSN), an RN to Bachelor of Science in Nursing (BSN) completion program, and newly-approved graduate studies including a Master of Science in Nursing (MSN) for Community & Rural/Frontier Health plus a Post-Master’s Certificate for Family Nurse Practitioner.

The pre-licensure BSN program is an active member of the statewide New Mexico Nursing Education Consortium (NMNEC) curriculum ([NM Nursing Education Consortium](#)). Students who complete this program are eligible to take the licensure examination ([NCSBN](#)) for Registered Nurses.

#### **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 2022-2023. Please see <http://www.hlcommission.org/Directory-of-HLC-Institutions.html> for additional details.

The Bachelor of Science in Nursing (BSN) Programs (both pre-licensure and RN-to-BSN) are fully accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone (202) 887-8476.

The pre-licensure BSN Program at Western New Mexico University is fully approved by the New Mexico Board of Nursing (NMBON), 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone (505) 841-8340.

## **Graduate Program Enrollment**

Students shall be selected for admission to the graduate program (MSN) or post-master's certificate (FNP) on a competitive basis. The Master's in Nursing (MSN) program is presented entirely online via the Canvas LMS. Please see separate admissions criteria and progression policies found in the WNMU SON Graduate Programs documents referencing these programs for complete information. *The Post-Master's Certificate for Family Nurse Practitioner is presented in a face-to-face format (not online) and requires continuous physical presence in Silver City, NM for the duration of the three-semester program.* Further information and documentation for both programs may be found online via the main School of Nursing website at <https://nursing.wnmu.edu>

## **RN-to-BSN Program Enrollment**

Only students who are licensed as Registered Nurses may be enrolled in the RN-to-BSN and graduate programs. These programs are designed for the working nurse and are presented entirely online see separate admissions criteria and progression policies found in the WNMU RN to BSN Program documents for complete information. Further information and documentation may be found online via the main School of Nursing website at <https://nursing.wnmu.edu>

## **Pre-Licensure Program Enrollment**

The pre-licensure nursing program is a limited enrollment program. 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 Western New Mexico University 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 nursing programs. All pre-licensure nursing students are advised by a dedicated nursing advisor following completion of their first semester at WNMU, including assistance with the completion of developmental courses if needed. All students admitted to the pre-licensure nursing program must have a minimum 2.75 grade point average (on a scale of 4.0) in designated supporting courses and must successfully complete all prerequisite coursework before being considered for admission to the nursing program.

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 nursing program. A criminal background check is performed on all students entering the program, and students may be unable to complete a clinical rotation because of the host facility's 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 fail to disclose a felony conviction in the application process will not be able to complete the program.

*Successful completion of the pre-licensure nursing education programs does not guarantee licensure as a Registered Nurse, nor does it guarantee passage of the NCSBN NCLEX-RN licensure exam.*

PRE-LICENSURE BSN Degree Plan		
Course Number	Supporting Course Title	Credits
BIOL 2210L	Human Anatomy & Physiology I (plus Lab)	4
BIOL 2225L	Human Anatomy & Physiology II (plus Lab)	4
BIOL 2505	Pathophysiology	4
BIOL 371/373	Microbiology (plus Lab)	4
CHEM 1120L	Chemistry for Life (plus Lab)	4
ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
KINS 300	Nutrition/Diet Therapy	3
MATH 1220	College Algebra	3
MATH 1350	Introduction to Statistics	3
PSY 1110	Introduction to Psychology	3
PSY 2120	Developmental Psychology	3
	Total Credits	41
Nursing Core Course Title		
Course Number	Nursing Core Course Title	Credits
NMNC 3110	Introduction to Nursing Concepts	3
NMNC 3135	Principles of Nursing Practice	4
NMNC 3210	Health & Illness Concepts I	3
NMNC 3220	Health Care Participant	3
NMNC 3230	Nursing Pharmacology	3
NMNC 3235	Assessment & Health Promotion	4
NMNC 4310	Health & Illness Concepts II	3
NMNC 4320	Professional Nursing Concepts I	3
NMNC 4335	Care of Patients with Chronic Conditions	4
NMNC 3120	Evidence Based Practice	3
NMNC 4410	Health & Illness Concepts III	4
NMNC 4435	Clinical Intensive I	4
NMNC 4445	Clinical Intensive II	4
NMNC 4510	Concepts Synthesis	3
NMNC 4520	Professional Nursing Concepts II	3
NMNC 4535	Clinical Intensive III	4
NMNC 4545	BSN Capstone	4
	Total Credits	59

PRE-LICENSURE BSN PROGRAM OF STUDY			
Course Number	Supporting Course Title	CREDITS	SEMESTER
ENGL 1110	Composition I	3	Fall
BCIS 1110	Fundamentals of Information Literacy	3	Fall
MATH 1220	College Algebra	3	Fall
BIOL 2210/L	Human Anatomy & Physiology I and Lab	4	Fall
PSY 1110	Introduction to Psychology	3	Fall
		Total 16	
GEN ED	Area I	3	Spring
ENGL 1120	Composition II	3	Spring
BIOL 2225/L	Human Anatomy & Physiology II and Lab	4	Spring
CHEM 1120/L	Introduction to Chemistry and Lab	4	Spring
ALAS	Applied Liberal Arts & Sciences	3	
		Total 17	
MATH 1350	Introduction to Statistics	3	Fall
PSY 2120	Developmental Psychology	3	Fall
BIOL 371/373	Microbiology and Lab	4	Fall
GEN ED	Area 5	3	Fall
ALAS	Applied Liberal Arts & Sciences	3	Fall
		Total 16	
BIOL 2505	Pathophysiology	4	Spring
KINS 300	Nutrition/Diet Therapy	3	Spring
GEN ED	Area 6	3	Spring
ALAS	Applied Liberal Arts & Sciences	3	Spring
		Total 13	



WNMU Pre-licensure Student Guidelines 2020-2021

UPPER DIVISION COURSEWORK (requires admission to Nursing Program)			
Course Number	Core Nursing Courses - Level 1	CREDITS	SEMESTER
NMNC 3110	Introduction to Nursing Concepts	3	Fall
NMNC 3135	Principles of Nursing Practice	4	Fall
NMNC 3120	Evidence Based Practice	3	Fall
GEN ED	Area 4 or 5	3	Fall
		Total 13	
	Core Nursing Courses - Level 2		
NMNC 3230	Nursing Pharmacology	3	Spring
NMNC 3210	Health & Illness Concepts I	3	Spring
NMNC 3220	Health Care Participant	3	Spring
NMNC 3235	Assessment & Health Promotion	4	Spring
		Total 13	
	Core Nursing Courses - Level 3		
NMNC 4310	Health & Illness Concepts II	3	Fall
NMNC 3210	Professional Nursing Concepts I	3	Fall
NMNC 4335	Care of Patients with Chronic Conditions	4	Fall
300 or 400 Level Nursing Elective	Elective	3	Fall
		Total 13	
	Core Nursing Courses - Level 4		
NMNC 4410	Health & Illness Concepts III	4	Spring
NMNC 4435	Clinical Intensive I	4	Spring
NMNC 4445	Clinical Intensive II	4	Spring
GEN ED	Per Individual Student Degree Plan	3	Spring
		Total 15	
	Core Nursing Courses - Level 5		
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
300 or 400 Level Nursing Elective	Elective	3	Fall
		Total 17	

### Specific Admissions Criteria

1. Students interested in the nursing program must arrange for transcripts from all other universities attended to be sent as soon as possible to the admissions office of WNMU but no later than April 1<sup>st</sup> of each year.
2. Students wishing to be considered for selection for fall admission in the current year are required to submit an application to the School of Nursing requesting 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 at <http://nursing.wnmu.edu>.
3. The selection process for the nursing program begins after receipt of the student's application to the School of Nursing between February 15<sup>th</sup> and May 15<sup>th</sup> 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 15<sup>th</sup> of each year. Students selected for admission will be notified by email 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 admissions status for all applicants.
5. The following outlines the selection process followed by the WNMU School of Nursing, in alignment with the New Mexico Nurse Educators Consortium (NMNEC) Admissions Guidelines. Items in **BOLD** indicate WNMU requirements.

Criteria Weight	BSN Criteria	Criteria Requirement
50%	Entrance Admissions Test <b>ATI TEAS</b>	Minimum score of <b>62.0</b>
40% GPA	(Calculated on the 8 Supporting Courses identified below with *) BIOL 254 Anatomy Phys BIOL 256 Anatomy Phys (L) BIOL 255 Anatomy Phys* BIOL 257 Anatomy Phys (L)* BIOL 327 Pathophysiology BIOL 371 Microbiology BIOL 373 Microbiology (L) CHEM 121 Chem for Life* CHEM 123 Chem for Life (L)* ENGL 101 Comp & Rhetoric* ENGL 102 Comp & Rhetoric* KINS 300 Nutrition/Diet Therapy* MATH 131 College Algebra* MATH 321 Statistics PSY 102 Introductory Psych* PSY 301 Developmental Psych*	GPA of 2.75 or higher (Please note that the minimum GPA of 2.75 does not guarantee admission to the program.) All required pre-requisites must be completed prior to admission in addition to the 8 used for the admissions GPA calculation
<b>10%</b>	The Science score within the ATI TEAS Exam will be used for screening and ranking of applicants.	There is no minimum requirement

6. Students shall be selected for admission based upon their ranking using the system described in the selection process (#5 above). Selection is competitive, with 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 prerequisite or supporting courses)
8. **All supporting courses** must be completed by the end of Spring semester.
9. Prerequisite supporting science 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 7 years prior to entrance into the program.
11. Students may not enroll in core nursing courses without admission to the nursing program.
12. 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 clinical site accommodation either regarding geographic location or specialty unit (e.g., ICU, Labor & Deliver, 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 program. Student clinical agency assignments may occur at any point throughout the week and are not restricted to weekdays or daylight hours.

### Transfer Student Guidelines

1. For transfer students applying for entry into the nursing program at WNMU from another academic program, the student must be admitted to WNMU and must submit official transcripts from **all** college/universities attended. Transcripts must be submitted to the WNMU Admissions Office. Transfer credit may be granted after a 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 credit(s) from any nursing course in to the WNMU nursing program.
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 was taken to verify transferability.
3. Students requesting transfer credit for nursing courses must have attended a state board of nursing approved program or an accredited college/university. Such students may be asked for a letter of recommendation from the director of their former program. 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, minimize, or obscure student status at another school(s) or institution(s) will result in disqualification from the transfer process.

## WNMU School of Nursing Policy on Provisional Admission Status

If the School of Nursing (SON) accepts less than 40 students at the end of the selection process in May, 2019, WNMU SON will consider admission of provisional students to the pre-licensure program.

**A provisional student is one who meets all criteria with the exception of one or a maximum of 2 required courses listed in the selection policy. These courses must be completed and passed during the summer prior to start of the fall program per the admission procedures listed below.**

### Provisional Status Admission Procedures

1. Verification of courses and their grades must be received by the SON advisor by August 5, 2019.
2. A minimum grade of “C” must be achieved for each course
3. Students will be selected from the provisional group using the same selection criteria used by the SON for all nursing applicants. These criteria include:
  - (a) 40% Selection GPA;
  - (b) 50% overall TEAS score; and
  - (c) 10% TEAS science score/ *in 2021 this will change to the score received in Pathophysiology.*
4. Selected provisional students will be notified of acceptance/denial on August 6,
5. Selected provisional students must complete both background checks, drug testing, and begin their immunizations as needed by August 11, 2020 (i.e. one day prior to the SON orientation).

Should questions arise, please contact the Nursing Advisor, Director of Undergraduate Programs or the Associate Dean of the School of Nursing & Kinesiology

**Entry and Annual Clinical Agency Clearance Requirements**

*Entry into the program: (Required by July 26<sup>th</sup> of each year for incoming first year students.*

<b>CPR Certification</b>	<b>CPR Certifications that are Not Accepted</b>
Current CPR card (American Heart Association only) with a <b>hands-on component</b> . <b>CPR cannot expire med-semester, card must be valid through the end of the semester you are enrolling</b>	Others such as American Red Cross, are not accepted. Internet only courses do not meet minimum criteria and <b>will not</b> be accepted
<b><u>Proof of Immunity (either a vaccination or a positive titer) for the following preventable diseases</u></b>	
Rubella (German Measles)	Rubeola (Measles)
Varicella (Chicken Pox)	Mumps
Hepatitis B (May include documentation that vaccination series is in progress for the series of three injections). <b>CDC recommendation for the Heplisav, a 2 vaccine series is accepted</b>	
Tdap (Tetanus, Diphtheria and Pertussis) immunization received or documented, within the last 10 years	
Influenza (Flu) vaccine (required after admission and prior to clinical agency experiences in keeping with annual release schedules of the updated flu vaccine formulation).	
Completion & Documentation of a <b>recent</b> negative 2-step tuberculosis (TB) skin test (PPD), or a negative chest x-ray. Students with a false-positive reaction history to the PPD to follow CDC guidelines	
Completion of two background checks: NMDOH (fingerprinting) and a national background check included in the Castle Branch fee of \$143.75	
<b>Annual Requirements: (Due by August 15<sup>th</sup> of each year for returning students)</b>	
<b>Drug Screens</b> at the student's expense (may be required annually at any time throughout the education experience at WNMU) depending on clinical site requirements or because of signs of mental/physical impairment indicative of alcohol or drug abuse.	
Influenza (Flu) vaccine (required after admission and prior to clinical agency experiences in keeping with annual release schedules of the updated flu vaccine formulation).	
Blood Borne Pathogen Certificate verifying training.	
Documentation of a <b>recent</b> negative 1-step tuberculosis (TB) skin test (PPD), or a negative chest x-ray. Students with a false-positive reaction history to the PPD to follow CDC guidelines	

**FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION BY THE CORRESPONDING PROGRAM DEADLINE (AS LISTED ABOVE) EACH YEAR WILL RESULT IN DISMISSAL FROM THE PROGRAM**

### **General Program Guidelines**

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

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 their clinical assignments at the beginning of each clinical course. Established schedules may require modification based on clinical or school issues; 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 as of October 1<sup>st</sup>, 2016 up to fifty percent of all clinical hours within the entire nursing program can be substituted with a NMNEC approved simulation.

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.

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

Students are responsible for their own transportation and lodging for any out-of-town clinical rotations.

Any 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.

### **Students with Accommodations- *Testing and Accommodations***

Testing accommodations are provided when there is a disability-related need for them. Faculty are not expected to lower their academic standards using accommodations available, 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 upon the nature of the course-work and the disability-related needs of the student.

#### **JOBETH ERLING, MSW**

Coordinator of Student Accessibility Services

Center for Student Success

Student Affairs and Enrollment Management

**WESTERN New Mexico UNIVERSITY**

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(t) 575.538.6138 (e) [jobeth.erling@wnmu.edu](mailto:jobeth.erling@wnmu.edu)

#### **Accessibility Services**

Services for students with disabilities are provided through the Student Accessibility services in the Center for Student Success (Juan Chacon Building RM 212). Services include, but are not limited to: alternate text, assistive technology information, campus housing arrangements, campus accessibility, new student orientation, testing accommodations, advocacy, or assistance with any other campus disability-related needs. In order to qualify for these services, documentation must be provided by certified health care professionals. Please contact the ADA/Student Accessibility Services Coordinator. (JoBeth Erling, MSW (p) 575 538 6138

[jobeth.erling@wnmu.edu](mailto:jobeth.erling@wnmu.edu) [accessibility@wnmu.edu](mailto:accessibility@wnmu.edu)

#### ***Testing and Accommodations***

Testing accommodations are provided when there is a disability-related need for them. Faculty are not expected to lower their academic standards using accommodations available, 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 upon the nature of the course-work and the disability-related needs of the student.

#### **Some of the most commonly requested accommodations:**

- **Extended time:** the request for extended time is one of the most common accommodations for all disability groups. The most frequent accommodation is time and one half, although rarely double time is requested. Unlimited time is not recommended unless this option is available to all students.
- **Accessible testing site and accessible seating:** students who may need front row seating include those who cannot walk up or down steps, have difficulty maneuvering through a row of seats, have vision or hearing impairments, or have disabilities that affect their ability to remain focused on visual or auditory lecture material.
- **Computer access:** many students can independently complete essay exams on computers; others may need technology such as print enlargement, speech output, speech recognition or a spell-check program, available through the service office by advance arrangement.
- **Quiet /separate testing environment:** some students may require a low distraction environment, need to verbalize the questions or their responses, have physical needs to change position, or stand inside the test room

to relieve pressure on an injured area. All students should have testing environments comparable to those of their classmates – i.e. testing space free from frequent interruptions, with proper writing surface, seating and lighting.

**Essential Eligibility Requirements for Participation in the School of Nursing**

The following essential eligibility requirements for participation in the School of Nursing and examples of necessary activities (not all inclusive) should be used to assist each applicant/student in determining whether accommodations or modifications are necessary.

<b>ESSENTIAL FUNCTIONS</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES</b>
Critical thinking abilities sufficient for clinical judgment	Identify cause/effect relationships in clinical situation; 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, work spaces, 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.



## **Technology Requirements**

It is required that students have access to a laptop computer that is capable of high-speed internet use, and has a working microphone and camera. A minimum of 8 GB of ram is the least amount of memory 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.

**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 smart –phone to load unbound medicine 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.

## **Technology Skills**

Use of the Canvas Learning Management System (LMS) with the ability to open and respond to email. Communicate via email including sending attachments. Assignment submission using Microsoft word, with ability to submit files to the online Canvas LMS. Downloading and installing software, using applications in digital devices. Using spreadsheet programs like Microsoft Excel for concept mapping. Using presentation and graphics programs. Using web conferencing tools and software. Ability to learn and implement Voice Thread in 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 the following link: <https://wnmu.edu/itdept/itmain.shtml>

### **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 program. These include use of 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 APA format. Preparing a presentation of research findings.

## 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 need to 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 76.99% does not round up to a 77.0%.

There are no retakes of exams or extra credit opportunities offered within individual courses. These guidelines follow the recommendations of the NMNEC curriculum. 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.

## Clinical Agency Experiences

Clinical agency experiences (“clinical”) are graded on a Pass/Fail basis, where passing is substantiated by a minimum score of 77.0%. If a student does not receive a grade of “Pass” in clinical agency work (including skills labs and clinical simulation), then such student may not progress in the program. Students must receive a passing grade in clinical to continue in the program regardless of exam grades.

The criteria for passing clinical are included in the clinical evaluation tool in each nursing course. To receive a passing clinical grade (77% or higher), the nursing student must receive a cumulative passing rating on ALL requirements in the evaluation tool. The rating criteria are as follows:

**Pass:** student demonstrates competent clinical performance and safe patient care with appropriate action in the affective, cognitive, and kinesthetic domains of learning with the objectives for the level of the course.

**Fail:** Student fails to demonstrate competent clinical performance and safe patient care, and or demonstrates a lack of understanding with regards to the affective, cognitive, or kinesthetic domains with the objectives for the level of the course

Students will be evaluated each clinical day, at mid-semester, and again prior to completion of the course. Student evaluations will provide an opportunity to assess skills and professional behaviors and to identify areas that may need improvement.

Students marginally passing or potentially failing will be placed on probationary status. Conditions of probationary status will be detailed in a “**Learning Contract**” with the student.

Students are expected to attend clinical agencies prepared to care for their assigned patient(s) *including clinical simulation labs* according to guidelines in the course syllabus and other directions as provided by instructors. Students who are not prepared to apply the nursing process in caring for their patients will be asked to leave the clinical area.

The first time the student is asked to leave the clinical area due to lack of preparation, the student will receive an unexcused absence. For a second occurrence of lack of preparedness for clinical, the student will be dismissed from the program.

Students who miss clinical agency and/or scheduled lab experiences shall be allowed to make up a maximum of two missed agency days or clinical/lab/simulation experiences per semester. Students who miss a third day of clinical agency, lab, or other related experiences must attend a meeting in which both their clinical instructor(s) as well as the Associate Dean are present in order to determine what actions need to be taken. The student will be placed on a learning contract.

### 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 or clinical settings. The student may return to the classroom after meeting with and receiving the approval of the instructor and the Director of Undergraduate Programs or Associate Dean of the **SONAK**. Continued disruption may result in suspension or permanent dismissal from the nursing program and/or from WNMU.

Students may be contacted in an emergency through the main office in the School of Nursing  
(575-538-6960).

For students at the School of Nursing Deming, NM location, contact can be made through the  
Mimbres Valley Learning Center (575-546-6556).

### Grading Policy

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

90 to 100	A	
80 to 89	B	
<u>77 to 79</u>	<u>C</u>	<u>PASS</u>
70-76	D	FAIL
69 & Below	F	

Note: The School of Nursing will **NOT** round scores up or down.

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

### **Progression Policies**

The WNMU School of Nursing adheres to the NMNEC Progression Policy (adopted 5/5/14). The policy differs between Level 1 and subsequent Levels 2, 3, 4, and 5. Course failures and withdrawals are cumulative from Level 1 through Level 5 and across all NMNEC participating programs. If a student is dismissed from a program and returns to Level 1 (per policy), then failures/withdrawals from the previous dismissal are nullified. The student is granted a fresh start.

**Level 1.** One course failure/withdrawal – student is dismissed from the program and must apply for readmission to the program and meet all admissions criteria for the year in which the student is applying. Each school will determine whether readmission is possible based on a number of variables which can include course offerings, faculty availability, seat availability, and/or other variables.

**Levels 2, 3, 4, 5.** Any single course failure/withdrawal will result in an inability for the student to progress to the next level until the student repeats the failed course with a passing grade. A second course failure/withdrawal (in the same or different course during the same or future term) will result in dismissal from the program with the option to reapply after two calendar years from the beginning of the term in which the second failure/withdrawal occurs.

Any two course failures/withdrawals at any point in the nursing program will result in dismissal from the program with the option to reapply as noted above. Students who are re-admitted after the two-year dismissal will be required to repeat the entire program and shall not receive credit for upper-division nursing courses completed successfully prior to the dismissal. Please note that there is no distinction between withdrawal and failure from a course per NMNEC guidelines. Courses from which a student has withdrawn to avoid receiving a failing grade shall be treated the same as if the student has failed the course.

### **Extra Credit Policies**

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.*

### **Exam Policies**

Proctored exams are given at scheduled times. Students must notify the instructor ***prior to the exam time*** if they will be unable to 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 re-scheduled with course faculty within 24 hours and taken within one week of the original exam day/time. Students will be allowed to make up a maximum of two different exams per semester so long as faculty receives notification prior to the missed exam. Any additional exams missed after the student has completed two different make-up exams shall receive a score of zero (0).

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.

**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%.**

**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 minimum 77% standards.

### **Test Administration**

1. Cell phones are to be turned off and not accessible (within reach of the student) in the classroom and testing areas.
2. All student possessions (backpacks, cell-phones, water bottles, hats, etc.) must be left at the front, rear, or side of the room and completely out of reach of students. The student may have nothing but a pencil and approved calculator during the testing period. Blank sheets of paper are acceptable. *No cell phones, even if used as a calculator, are permitted.*
3. Students are not permitted to sit at their desk with notes and/or textbooks prior to the test. Any last-minute studying must be conducted outside the classroom.
4. There will be no discussion of test items between students and faculty on the day of the exam.
5. 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.
6. 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 program.

All 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 examinations should student questions or concerns remain after exam completion and after all students have taken the exam. ***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 review 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.

## **Canvas Online Testing Policy 2020**

If the School of Nursing is online, some classes may move their tests into the Canvas online testing platform with the use of Zoom Technology. The testing policy in the nursing student guidelines will be in effect, with the addition of these policies that apply to Canvas testing in the online environment.

### **General Information**

- Exams will be 50 questions in length
- Questions will be in multiple choice, multiple response, fill-in-the-blank or hot-spot format
- Each student will receive 1 minute and ½ per question, which is 75 minutes for a 50 question exam.
- All students will receive the 1 ½ minute per question due to limitations within the Canvas testing system. All students are receiving the accommodation time period for each question.
- There will be no collaborative test review during this time of Canvas testing

### **Guidelines for Canvas Test Integrity**

- Tests will be administered via 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 are required to have a camera set up on their individual laptops or desktops that shows the student's 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 designated instructor to test under using the instructor's zoom link
- Students need to be ready to start their exam on time. It is suggested that student's enter the zoom room 15 minutes before the start of the exam
- 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 their exam must make arrangements with the instructor within 24 hours
- When a student reschedules their exam this counts towards a missed exam. As per our testing policy students can only reschedule an exam one time.
- Failure to contact the instructor within the 24 hour time period will result in a zero for the exam

### **Policy for Students when Actively Testing**

- Students must show their full face during the time of testing
- 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

### **Policies for disqualification and receiving a zero on exams**

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

### **Remediation**

- Faculty will perform test analytics on the exam within 72 hours of all students taking the exam as per previous policy
- Students will not be able to remediate their exam until all students have taken the test
- Students will receive their grade in the Canvas grade book
- Before contacting their instructor regarding their test remediation the student is required to submit the following:
  - Three active learning ATI templates on areas of weakness communicated to students via faculty
  - Before students request a meeting regarding their exam they must turn in the templates to their instructor
  - Faculty will then meet with students or groups of students if needed to answer questions

### **Proctored Exam Testing Policy (ATI)**

1. Examinees should not engage in other activities, such as using a cell phone, during the testing process.
2. Students will be allowed two blank pieces of paper 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.
3. All personal belongings must be stored out of reach; this includes coats, jackets, hats and sunglasses with discretionary allowances for religious apparel.
4. No electronics of any kind are allowed.
5. No food or drink is allowed in the computer testing room.
- 6. Students should plan to use the bathroom prior to the start of the exam.**
7. Students cannot leave the testing room without proctor approval.
  - a. Students may go the bathroom during the assessment but will not be allowed to make up the time missed.

8. No communication is permitted among students while taking the assessment. Students are expected to work independently.
9. Questions will not be answered concerning the content of the exam while the exam is being administered.
10. If a student clicks outside of the assessment window greater than three times, then the test proctor will investigate this occurrence and will deny or allow the student to restart the exam. If the student is denied, then the student will be required to leave the testing area quietly. The student must talk with the faculty of record and/or the Associate Dean of the School of Nursing concerning the circumstances and outcomes of exam non-completion. University and SON student guidelines shall be followed in the event of academic misconduct.
11. The ATI testing platform screens data from assessments for anomalous student responses. Students should be aware that their responses on any and all exams will be statistically analyzed for possible academic misconduct.

### **Testing Center Policy and Procedure for Makeup Tests and Students with Approved Accommodations**

The WNMU SONAK testing center is located in room 104 at 1000 West College Avenue. Students who need a quiet testing area, or those who need to test outside of the normal testing time (make-up exams) will be taking their exams here at the SONAK. Students testing in the center that qualify for a quiet testing and/or extended time for testing will need to submit an accommodation letter from JoBeth Erling. The letter is submitted to the faculty course coordinator each semester, and is not placed in the students file. JoBeth Erling is located in Student Accessibility Services, JCB Room 212.

The accommodation letter must be submitted to the faculty teaching the course **two** weeks before testing is allowed. Accommodations include but are not limited to extra testing time and or a quiet, private testing area. SONAK will have special 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 in room 104 with a booth and noise blocking head phones. Students at Mimbres Learning Center (MMLC) can take exams in their testing lab with noise blocking headphones and/or a booth for privacy. If a student is by themselves testing, a booth can be omitted per student preference.

- I. Check in with the faculty of record at the school of nursing
- II. Belongings (cell phones/smart watches) will be placed away from the testing area per the direction of the faculty proctor
- III. Report to room 104 at the Silver City SONAK and sign in with the assigned proctor
- IV. Report to room 117 at the MMLC campus and sign in with the assigned proctor
- V. The faculty/staff will open the door and help with the seating
- VI. Each student will be given a set of blue/black noise blocking headphones
- VII. Sign in to ATI and the faculty proctor will open the test
- VIII. Proctoring of the test will occur simultaneously with the other students in the class



### **Collaborative Testing Review**

Some courses within the School of Nursing may make use of collaborative testing (group testing) procedures. In such instances, the following guidelines shall apply:

During individual exam testing, all backpacks, books, phones (turned off) and other belongings go on the side tables. Please do not have any belongings around you, on or under your desk.

Students are to spread out and follow seating instructions of the instructor.

After students finish the exam, they are to stay in their seats and quietly wait for everyone else to finish.

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

Each group will be given one paper test to take as a group. It is expected that the groups will quietly discuss each question and decide on the answer. There are NO resources that may be used to find the answer other than your small group discussion. In other words, students may NOT look information up 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. Groups shall be allowed **20-30** minutes maximum for collaborative exam completion.

### **Grading the Group Collaborative Exam**

If a student does not pass the individual exam (<77%), then no extra points will be given for participation in the group exam.

If a student does pass the individual exam with a 77% or greater score, then the following grading points apply and will be added onto the student's individual passing exam score.

Group exam grades:

1. If the group scores an 'A' on the group exam, then each individual in the group will earn two points added onto their individual passing exam score.
2. If the group scores a 'B' on the group exam, then each individual in the group will earn one point added onto their individual passing exam score.
3. If the group scores a 'C' or less on the group exam, then no points will be added to individual passing scores.

**There is NO penalty for a low group exam score, and no student is required to participate in the group test review.**

### **Dosage Calculation Exams**

Dosage calculation (aka medication calculation) exams are given during each level throughout the Nursing Program.

**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 program.**

- I. For Levels 1, 2, & 3, the exam may be repeated for a **total of three attempts**.
- II. 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 semester (either attempt number 3 or attempt number 2 as identified above) shall not continue in the Nursing Program in that semester, and must repeat the course on a space-available basis.

The non-passing grade in the course for which the dosage calculation exam was awarded shall be counted as a non-successful course concerning student progression and/or dismissal in keeping with WNMU and NMNEC progression policies.

### **Clinical Guidelines**

To assist the student to develop clinical abilities and competence, each student's weekly clinical paperwork and clinical performance will be reviewed by the clinical instructor, and areas needing improvement will be indicated. The student is expected to review comments on the weekly paperwork and clinical performance evaluations; subsequent weekly clinical paperwork and clinical performance evaluations should show improvement. Should a student's weekly paperwork be incomplete or unsatisfactory, the student may be asked to complete the paperwork, redo the paperwork, and have it re-evaluated. The student is expected to seek assistance of faculty as needed. Failure to make revisions to clinical paperwork may result in a clinical failure and clinical grade of "F" will be recorded as the course grade. (Weekly Clinical Paperwork is available online in Canvas). Guidelines and Format for Weekly Care Plans are available on Canvas. The completed Weekly Care Plan and Health Assessment are due as identified by the individual clinical instructor.

For each clinical students are expected to fill out their portion of the clinical evaluation forms and provide examples of care that were provided.

Patient safety in the clinical setting is of utmost concern. If at any time the clinical instructor determines that the student is performing at an unsafe level, then the student may be removed from the clinical setting by the clinical instructor. The WNMU School of Nursing faculty will be contacted by the course faculty that the student is performing at an unsafe level in the clinical setting. The School of Nursing faculty will

determine whether or not the student the student is placed on clinical probation and will be allowed to continue in the clinical setting.

Clinical expectations are vital components of the educational process. Every scheduled clinical experience is necessary to meet course objectives, and achievement of the correct number of clinical agency hours is mandatory. The clinical agency 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 American Association of Colleges of Nursing (AACN) accreditation guidelines.

### **Professional Conduct Guidelines in Laboratory/Simulation & Clinical Settings**

Students unprepared for clinical, or more than 10 minutes late to laboratory/simulation or the clinical setting may be dismissed at the clinical instructor's discretion. The student will acquire an absence and will have to make up the clinical day.

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

1. Students shall follow personal appearance criteria as described in the WNMU SON Guidelines
2. Students are expected to return all equipment and supplies to the original state and location in the clinical and laboratory unless instructed otherwise.
3. Students shall help keep the laboratory clean and neat.
4. Students are not to leave the laboratory/simulation/clinical area until officially dismissed and must meet with clinical instructors to be officially evaluated and dismissed for the day. This expectation applies to lunch and personal breaks during clinical days.
5. Students are expected to exhibit professional and courteous behavior at all times in the Laboratory, Simulation and Clinical Settings.
6. When going to the clinical facilities for preplanning, students are to wear their **nursing school uniform** unless advised otherwise by faculty. Some facilities and institutions may follow different dress codes, and WNMU Nursing Students are expected to follow the dress code(s) per facility and School of Nursing guidelines

### **Laboratory/Simulation/Clinical Absences**

1. Each student is expected to call **the Course Coordinator, the clinical faculty member** and the **unit** they were going to report to for clinical, if the student is going to be absent from clinical or late for any reason.
2. Make-up laboratory or clinical experiences will be determined by the course faculty.
3. The student will contact the clinical instructor to arrange make-up of missed laboratory/simulation/clinical experiences within 24 hours of the missed experience.
4. **More than two unexcused clinical absences will result in an "F" (failure) for the final course grade and dismissal from the program.**

## 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. The determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty member.

An unexcused clinical absence is defined as:

1. A student being absent without prior notification to the instructor facilitating that clinical experience.
2. A student who is sent home for being unprepared for clinical,
3. Tardiness or late arrival that may result in an excused or unexcused absence at the discretion of the clinical instructor.
4. A student over the allowed 2 unexcused absences will be dismissed from the program

## Consequences of Absences

Excused Absences: Prior notification to clinical faculty is useful for avoiding 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.

## Clinical Make-ups

Clinical experiences are a requisite part of nursing education. Therefore, all clinical absences, whether excused or unexcused, must be made up. Clinical make-up opportunities are made available at least once during the semester for clinical experiences and **Open Lab** may be available for missed laboratory experiences. Students must arrange to complete a make-up, in consultation with his/her clinical instructor within two (2) weeks from the date of the absence. Clinical or lab experiences not made up will be counted as an unexcused absence.

Students who do not make up the clinical or lab experience within the (2) week timeframe will not be able to return to the clinical or lab experience, resulting in a course failure.

## Clinical Absences related to Illness/injury

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

Specific abilities are required for certain tasks in order to protect the students and the patients from injury or illness. See “Essential Eligibility Requirements for Participation in the School of Nursing.”

- A. Additional information on clinical experiences will be specified in individual course syllabi.



**ACTIVITIES BEYOND THE STUDENT SCOPE OF PRACTICE DURING ANY CLINICAL EXPERIENCE**

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

1. Preparation or IV administration of critical care drugs: Lidocaine, Dopamine, Dobutamine, Bretyllium, Levophed, Nitroglycerine, Nipride, Thrombolytics, or Chemotherapeutic Drugs.
2. Witnessing consent forms, Living Wills, Belonging Sheets, and/or other legal documents.
3. Signing out, hanging, or cross-checking of blood products.
4. Unsupervised narcotic sign-out (any licensed faculty or licensed registered nurse is considered a supervisor). Students may not carry narcotic keys.
5. Operation of hemodynamic equipment (observation only).
6. Removal of central, arterial, external jugular (EJ) lines may not be performed.
7. Removal of intraosseous (IO) lines may not be performed.
8. Operation or removal of temporary pacemakers
9. Assuming responsibility for client's valuables.
10. Examinations related to progression of labor (vaginal and/or rectal, as well as Internal monitoring).
11. Primary Circulating or Scrub Nurse
12. Unsupervised charge of a unit
13. Independent application of restraints
14. Students may not participate in "Dr. Rush" (mental health emergencies).
15. Language translations for procedures, consents or discharge instructions.

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

1. Students may perform cardiac compressions, place "IVs", "NGs", during a code or Rapid Response when directed by faculty or precepting RN.
2. Nursery IV or medication administration with direct supervision.
3. Removal of subcutaneous sutures/staples.
4. Students may monitor administration of blood products with supervision from a registered nurse.
5. IV's with potassium (main or secondary bags) may not be given except with direct RN supervision.

### **End-of-Program Comprehensive Testing**

A comprehensive exit exam (ATI Comprehensive Predictor) will be administered to all nursing students in their final semester. A minimum score of 70% must be obtained within two attempts. Failure to achieve a passing score of 70% by the second attempt will have the following consequences:

- The student will receive a failing grade in the Level V-Concept Synthesis course and will not graduate from the program.
- The Concept Synthesis course must be retaken successfully at WNMU when it is offered the next year or at another NMNEC school in a subsequent semester.
- The student will need to return to WNMU School of Nursing to retake the ATI Comprehensive predictor and achieve a passing score.
- Two failures to complete these requirements will require the student to begin the program from the beginning according to NMNEC progression policies.

### **Written Work Guidelines**

1. **Submission Instructions:** All written assignments will be submitted electronically through the Canvas LMS unless notified by faculty of alternative requirements.
2. **Turnitin® Parameters:** The nursing program utilizes Turnitin® to help detect problems related to improper citations, duplicate submissions throughout the country, plagiarism and other issues involving the quality of written work. Faculty will utilize Turnitin® to “flag” written assignments requiring further scrutiny and to review for the issues identified above.
3. **Late assignments** will have five points deducted for each day that the assignment is late. A student who anticipates that an assignment will be late may ask the instructor in writing for a written extension **prior to the due date** of the assignment. The extension may or may not be granted at the discretion of the faculty. Late assignments shall not be afforded an opportunity for re-submission.

### **Student Grievance and Appeal Process**

Student grievance and appeal processes for the School of Nursing shall follow WNMU Guidelines as posted in the Student Handbook. Initial student concerns should be directed to the course lead or instructor, followed by the Associate Dean for the School of Nursing. If necessary, then student concerns will be directed to the Vice President of Academic Affairs and, ultimately, to the WNMU Provost should satisfactory resolution not be achieved. Students are directed to the WNMU Student Handbook for complete details and guidelines.

### **Clinical and Laboratory Attendance/Preparation**

Nursing program attendance policy requirements are based on the belief that students can profit from the program only if they *attend regularly, actively participate* in class/clinical learning activities, and are *adequately prepared* for learning experiences. Students are required to attend all designated clinical hours. Course clinical contact hour requirements must be adhered to by each student, and failure of the student to adhere to the required hours will result in failure of the course as well inability of the student to progress in the program. Faculty retain sole authority for determining clinical schedules and how or if clinical hours can be made up by a student.

*Tardiness:* Students and faculty are expected to arrive at the designated clinical time (skills lab, simulation, or hospital clinical) as indicated in the course schedule. Students arriving late will have their tardiness documented. Students arriving late may be sent home, thus incurring an absence for that day. Students are expected to notify their clinical instructor of tardiness by one half hour before the designated clinical start time. Students who are more than one minute late shall be considered tardy.

*Unprepared Students:* Students who arrive at the clinical/lab/simulation area unprepared according to guidelines in each course syllabus will be asked to leave and will accrue an absence. If there is a second incidence of a student coming to the clinical/lab area unprepared according to course guidelines, that student may be dismissed from the program.

*Illness:* Any student who is absent from the clinical setting due to illness, surgery or injury which compromises the student's ability to participate in clinical will be required to submit to the School of Nursing a provider's release, completed and signed by his/her healthcare provider before returning to clinical. Healthcare provider's clearance is required for illnesses or health conditions that may place the student, faculty, classmates, staff and/or patients at risk due to exposure to or contact with the student. Absences above the three allowed will require the student to meet with the faculty member(s) 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.

*Drop Policy:* An instructor-initiated student withdrawal will occur in all nursing courses when a student does not appear in class during the first week of the semester to allow students from the waiting list to enroll as soon as possible. A student who receives an instructor-initiated drop in one course will need to withdraw from any co-requisite course(s).

*Inclement Weather:* The School of Nursing follows the University inclement weather policy. In the case of clinical rotations, the instructor will notify the students via the Canvas LMS, email, or telephone.



## Dress Code

When attending clinical agency sites or attending any other scholarly function, students will wear the school uniform and identification badge.

The required nursing student uniform consists of the following:

- Purple short-sleeved scrub top with pockets and nursing student patch sewn on the left shoulder. Students may wear a long-sleeved t-shirt (white, black or purple) under the scrub top.
- Matching purple scrub pants
- Shoes should be white or black with minimal colored trim and closed toes made of leather or other impermeable material.
- University photo ID with Program Level identification ribbon
- Clinical facility ID as required
- Stethoscope
- Bandage scissors
- Penlight
- Watch with a second hand (**digital/Fitbit watches are not allowed**)
- Cloth mask/surgical mask during laboratory/simulation/clinical

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## Appearance and Hygiene

Students are expected to follow the rules of good hygiene and to be clean, odor-free, and well-groomed at all times. Hair must be neat and clean. Long hair must be pulled back. Beards, mustaches, and sideburns must be neatly trimmed and must meet infection control guidelines for personal protective equipment.

Head coverings per facility guidelines. Fingernails are to be clean and short. Artificial nails are not permitted. 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 are required to wear the complete student uniform. A flat wedding band with no protrusions, wrist watch, and small pierced jewelry (studs) are the only permissible articles of jewelry. Chewing gum, 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, or clinical agency, and will accrue an absence.

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

Picture identification badges are to be worn at all times by lanyard or pocket clip. It is **considered unprofessional (as well as an infection control concern)** to wear the uniform any place other than the clinical setting. *Please do not wear the student uniform after clinical agency experiences while shopping, eating out at restaurants, etc.*

## 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](#)

Illnesses or injury incurred during participation in the nursing program 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.

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

Any accidents that occur while in the clinical setting must be reported immediately to the instructor.

*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:

1. Report the incident to the clinical instructor immediately.
2. Complete an Incident Report form for the facility and WNMU School of Nursing
3. Report the incident to the infection control nurse at the facility.
4. If the patient agrees to be tested and the necessary doctor's order is obtained, blood work will be drawn from the patient per facility policy.
5. The student will have samples drawn for laboratory tests according to the following protocol for WNMU:
  - a. If the needle stick is sustained during the hours that Hidalgo Medical Services is open, then the student will 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.  
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.
  - b. 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.
  - c. 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.
  - d. Current CDC guidelines can be obtained by calling 1-888-448-4911. CDC information is available to healthcare providers as needed.
  - e. The student is responsible for scheduling any follow-up laboratory work that is needed with his/her private healthcare provider, then Hidalgo Medical Services, health department or the hospital in the student's locale.
  - f. Financial costs related to such testing and/or examination will be the responsibility of the student and not the university.

- g. Post-exposure prophylaxis medications will be obtained for the student from the New Mexico Department of Health.

### **COVID-19 policy**

Preparation for the school opening is contingent on the current status of COVID-19 and the state regulations. It is expected that students will be wearing masks at all times within the School of Nursing building during face to face encounters. Students who are exposed to COVID-19 will not be allowed to attend class/clinical until the completion of a 14 day quarantine period. Students who are ill will be asked to stay home or to leave if they present to the School of Nursing building. If a student tests positive for Covid-19, or becomes ill, the guidelines from the Centers for Disease Control/New Mexico Department of Health will be followed.

### **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 nursing program. **Any such breach of privacy shall be considered a breach of client confidentiality and constitutes grounds for immediate dismissal from the WNMU nursing education program.**

Students will sign a Confidentiality Agreement which will remain in the student file for the duration of the program. 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**

Students, faculty and staff of the School of Nursing shall not post or contribute any content to any social networking or other internet site (Examples: Myspace, Facebook, Twitter, YouTube, texting, etc.) that reflects negatively on the school faculty, administrative staff, other students, classes, clinical sites, and their personnel, clients/patients, and/or visitors.

Furthermore, no reference of any sort shall be made to clinical agency experiences and especially concerning any interaction with or information concerning patients. Inappropriate material placed on social media or internet-based sites may be subject to the Professional Behaviors policies. Individuals or groups within the school community are not permitted to present personal opinions in ways that imply endorsement by the school. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPAA, and FERPA.

Elements of a defamation claim include:

- Conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual. For instance, a statement of opinion such as “I think Nancy Nurse cheats on tests” could be considered factual depending upon the context.
- The message is conveyed intentionally or inadvertently to someone other than the person(s) who

is (are) the subject of the message.

- The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is (are) the subject of the message.
- The message conveyed ultimately harms the subject's reputation.

In response to concerns or complaints or information provided by individuals, the School of Nursing faculty may access profiles on social networking sites and may use information found in formal proceedings. If school faculty or the Associate Dean find the information to be in violation of school policies, such violations may lead to probation, suspension, or dismissal from the nursing program.

### **Criminal Background Checks**

The School of Nursing policy follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health. This program 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 program 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 program, 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](http://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 in itself 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**

Students who exhibit signs of impairment during class or clinical time can 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 program.

Although WNMU enforces policies regarding substance and alcohol use, the special needs of the School of Nursing programs 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 while on-campus or in a classroom, clinical practicum, or laboratory setting can seriously endanger the safety of patients and students, as well as render 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 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, rules, and regulations regarding alcohol, drugs or controlled substances.
- 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*

1. **Legal Drugs:** Legal drugs include over-the-counter and prescribed medications for the specific individual. The School of Nursing prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected
2. **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 use/abuse (confirmed, detectable levels), and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase or transfer of illegal drugs is prohibited. The WNMU Student Handbook further elaborates on university policies concerning illegal drugs.
3. **Impairment:** 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.

### *Legal Use of Substance under Direction of Healthcare Provider*

A student taking legal drugs must be able to provide documentation of a medical reason for such in the event of a positive drug screen. This student may not participate in any clinical, practical or laboratory settings if impaired. All attendance policies remain in place and the student remains responsible for completing all requirements of the course or program.

### *Factors Suggesting Impairment*

Students while in the classroom, patient care area, clinical, practical or laboratory 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

Residual odor peculiar to some chemical or controlled substances

Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory

### **Nursing Student suspected of impairment (cont.)**

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 drugs/drug paraphernalia in student's possession

Alcohol in a student's possession

Theft or absence of narcotics from the student's clinical or practical site

#### *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 he/she is suspected of being impaired. He/she will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by WNMU. The student will not be able to return to class or clinical laboratory until the Associate Dean of the School of Nursing and Vice President of Student Affairs (or identified designee) deems it safe and appropriate. The student remains responsible for all course or program requirements during such period.
2. Students suspected of impairment will be sent for a 10+ alcohol forensic urine drug screen with split specimen and proper chain of custody by a laboratory that is certified for DHHS/DOT testing. The requirements regarding custody and certification also apply to retesting. A facility that is licensed in compliance with the law will be used for the testing.
3. The student will be given the required paperwork for testing and will be required to undergo drug screening immediately. The student must report to a drug screen testing site within one hour from the time that the student is notified of the requirement to undergo testing.
4. The student shall take their student picture identification card and driver's license to the testing facility.
5. The student may not drive themselves to the testing facility. The student may have someone else give them a ride to the lab site within one hour, or the instructor will arrange transportation to the lab through campus police, Corre Caminos, or other mode of transportation. The student will need to find their own transportation from the testing facility to his/her home.

### **Nursing Student suspected of impairment (cont.)**

6. The student shall be informed of the test result(s) as well as the School of Nursing. If the test result is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory or another certified laboratory. Results of the test(s) and the contents of the Student Documentation Form shall remain confidential and may be released only to the faculty of the School of Nursing, Associate Dean for Nursing and Allied Health, Dean of the College of Professional Studies, and the Vice President of Student Affairs and those with a legitimate need to know.

#### *Consequences*

7. If the test results are negative, the student will meet with the instructor and the Associate Dean of the School of Nursing within two working days of the receipt of the test results, not including Saturday or Sunday. During the meeting with the instructor and the Associate Dean, the student will have an opportunity to present information regarding the matter. Behavioral issues that prompted the drug/alcohol screen will be discussed and a decision will be made whether disciplinary action will be taken. If disciplinary action is indicated, the matter will be referred to the Vice President of Student Affairs. The outcome of decisions related to any disciplinary action will be sent to the Associate Dean of the School of Nursing.

8. If the drug or alcohol screen is positive, 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 Vice President of Student Affairs office for further action.
- c. The student shall contact the Vice President of Student Affairs office by the next working day after being notified of the test results.
- d. The student may request a retest of the split specimen at his/her own expense at another certified laboratory as described above.

9. If a student admits to being impaired by drugs or alcohol, he/she will be removed from the classroom, clinical, practical, or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.

10. If a student fails to report to the testing site within the time required or refuses to have a drug screen completed, such failure or refusal shall be treated as a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.



Nursing Student suspected of impairment (cont.)

11. Students testing positive for drugs and/or alcohol will be strongly advised to complete Drug/Alcohol Rehabilitation Program. In the event that a student is dismissed from the School of Nursing and/or WNMU and the student thereafter requests and is allowed to return to the nursing program, the following steps will be required prior to re-entry.

*All WNMU and School of Nursing requirements associated with the dismissal must be met. The student must provide a clean drug and alcohol screen prior to reentry.*

*The student must submit to random urine screens as long as the student remains enrolled in the nursing program. A positive test will result in immediate dismissal and referred to the Vice President of Student Affairs office for further action with a recommendation from the School of Nursing for permanent dismissal from the nursing program.*

12. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the WNMU Vice President of Student Affairs office for possible further action.

13. Students who appeal any of the above decisions will remain on suspension pending outcome of the appeal. Guidelines for the student appeal process may be found in the WNMU Student Handbook.

### **APA Style Guidelines for Nursing Papers**

Nursing students are required to follow American Psychological Association (APA) style-sheet guidelines for all written work unless specified otherwise. WNMU is using the APA 6<sup>th</sup> edition. For tutorials on APA, here is an excellent resource [Purdue Online Writing Lab](#). See also WNMU Academic Integrity Policy. Students also are encouraged to use the WNMU [Writing Center](#) for assistance.

*APA 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 and contain a header on each page per APA guidelines.
- Submissions should include a cover page following APA guidelines as well as 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 not constitute more than 20% of any paper or assignment.

### **Academic Honesty and Integrity**

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, paraphrasing without proper citation, 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. Further details and information are available in the WNMU Student Handbook concerning academic honesty and integrity.

### **Nursing Student Involvement in School of Nursing Governance**

Students are encouraged to participate in governance activities related to their nursing program. To that end, faculty meeting agendas include student representative participation in bringing student concerns forward to faculty and taking program information back to their fellow students. Students will be excused from faculty meetings when discussion items are confidential or not appropriate for student participation.

### **Communications 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 (including changes in assignments and grades) will be sent to wnmu.edu email addresses. It is very important that students access their Mustang Express email daily to check for correspondence from the University. **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.** For the purposes of this program, students are required to check email on a daily basis.

How to forward your WNMU email to your home email address:

1. Log into Mustang Express
2. Click on the purple **MAIL** icon
3. When this opens, click on the **tool icon** on the top right of the screen
4. Scroll down to Your App Settings and click on **Mail Communications Policy Statement Regarding Official Email (cont.)**
5. On the left of the screen, scroll down to Accounts and click on **Forwarding**
6. Enter your home email address.

### **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:

- Food/Drinks are not allowed in the computer testing area or simulation lab.
  - Please reserve your food consumption to break time
  - Drinks are allowed in the classroom provided that the drinks are covered, except for Room 104 (computer lab), where no food or drink is allowed
    - Conversations need to stop when the instructor begins or is conducting class
    - No use of cell phones during class (this includes texting, checking phone messages, etc.)
    - No unrelated course content should be viewable on laptops, cell phones, or computer screens during scheduled classes

### **Code of Civility**

In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

**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.

### **Dismissal Policy**

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

#### **Failure to maintain academic standards:**

Failure to achieve a grade of “C” in all supporting coursework.

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 “Pass” in all nursing lab courses.

Failure to complete satisfactorily (pass) all required skills in the skills lab/simulation/clinical settings and calculation exams.

Failure to prepare for lab/clinical on two occasions.

Failure to maintain attendance as outlined in the attendance policy.

#### **II. Performance in the clinical agency which could jeopardize the client including:**

- a) **Physical Hazard:** Any action or inaction on the part of the student which threatens the patient’s physical well-being, including deviation from standards of care or failure to follow procedures as previously instructed.

The critical elements for concluding that a student has caused a physical hazard will depend upon the situation as judged by the instructor/preceptor and the instructor/preceptor’s evaluation of the student’s behavior. The instructor is responsible for determining behavior in the student which violates principles of safety and/or lack of student preparation. Documentation is the responsibility of the instructor.

- b) **Emotional Hazard:** Any action on the part of the student which threatens the patient’s and/or family’s emotional well-being. There are no pre-determined criteria listed under this area because such actions and/or behaviors are entirely dependent upon the student, the patient, and the situation. The instructor will evaluate student behaviors which create emotional distress to the student’s client(s). Documentation is the responsibility of the instructor.

- c) **Failure to Maintain Client Confidentiality:** Students must comply with HIPAA (Health Insurance Portability and Accountability Act) standards within each clinical facility. The standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communication. Students will be cited and summarily dismissed from the program for failure to maintain client confidentiality. Violations include, but are not limited to:

- i. Username/Password/Log-on sharing.
- ii. Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason
- iii. Releasing, disclosing or sending patient data inappropriately or without-proper permission or authorization including social networking sites (see social networking policy).

- iv. Releasing data for personal gain.
- v. Intentional destruction or falsification of data.
- vi. Releasing data with the intent to alter any personal or associated outcome, or to harm any individual or the organization.
- vii. Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.
- viii. Accessing *his or her personal medical records* or information or those of a relative and/or taking inappropriate actions as a result of this access.
- ix. Removal of patient data from the facility upon which the patient's identifying data is displayed (without blacking out or otherwise covering the identifying data).  
Photographing or recording a client without appropriate consent.

III. Unacceptable behavior including:

1. Behavior that is contrary to the philosophy of the University, the nursing program and/or the clinical agency or instructor's directives. This includes any of the above listed behaviors, exceeding the proper scope of practice, cheating, plagiarism, and academic dishonesty as defined in the WNMU Academic Integrity Policy, insubordination, and failure to maintain ethical standards, legal standards and client confidentiality.
2. Copying exam questions, removing test copies or inappropriate access to testing material.
3. Violation of codes of conduct specified in these guidelines, WNMU catalog, or the WNMU Student Handbook. Use of alcohol and/or drugs during class or clinical as outlined in the "impaired student policy."
4. Recording of faculty-student interaction, electronic or otherwise, without written consent of all parties.

***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 program. Appeal of such action shall be provided under the Student Academic Complaints in the WNMU Student Guidelines. Students may not remain in the program pending appeal for any of the above reasons.***

***Students who are dismissed from the program for unacceptable behavior or jeopardizing the client will not be considered for readmission.***

### **Scope of Discipline**

In addition to dismissal, nursing students may be subject to grade reduction, suspension or expulsion from WNMU or other forms of discipline as deemed appropriate by the School of Nursing Associate Dean or WNMU Administration in accordance with WNMU Student Guidelines.

### **Appeal from Dismissal**

A nursing student dismissed or recommended for dismissal may appeal such action under the WNMU Student Academic Complaints Procedure.

## **Probationary Status**

Nursing faculty have the option of placing a student on Probationary Status whenever there is a concern that a student is demonstrating behaviors or attitudes not in keeping with the WNMU SON *Code of Conduct* or the course Clinical Evaluation Tool. Probationary status is assigned when there is documentation indicating that a student is deficient in areas of clinical practice and yet, with close supervision on the part of faculty and/or preceptors may show improvement in those deficient areas. School of Nursing faculty and the Associate Dean reserve the right to bypass Probationary Status and progress to dismissal whenever a student's behavior, nursing actions or attitudes demonstrate a direct violation of student guidelines or result in unsafe nursing care. The duration of Probationary Status will be determined by the faculty.

While on probation, any two weekly ratings of "Unsatisfactory" on the student's Weekly Evaluation form will result in the student's dismissal from the nursing program. Any two separate ratings of "Needs Improvement" on the student's Weekly Evaluation form may result in the student's failure from the nursing course in question.

## **Student Appeal Process**

Students may utilize this appeal process for academic complaints involving the assignment of grades (after verification of grade with the registrar's office), professional conduct of the instructor or allegations of discrimination per WNMU Guidelines.

1. Students shall state the complaint in writing to the instructor within 30 university working days of receiving the grade notification or experiencing the disputed conduct. Copies of the complaint shall be forwarded to the ASWNMU President, Vice President for Student Affairs, Vice President for Academic Affairs, and Affirmative Action Officer, if appropriate.

The instructor shall investigate the matter and advise the student in writing as to the instructor's response and decision within 10 university working days of receiving the complaint. Copies shall be sent to the ASWNMU President, Vice President for Student Affairs, Vice President for Academic Affairs, and Affirmative Action Officer, if appropriate.

2. Should the matter not be resolved in step 1, the same procedure shall be repeated by the student within 10 days of receiving the instructor's response. The student's response should be given in writing to the School of Nursing Associate Dean. Copies shall be sent to each of the people stated above. The School Associate Dean shall investigate the matter and advise all parties involved in writing as to the findings and decision within 10 days after receiving the complaint. The investigation may include interviews of the student, the instructor, other students in the course, other instructors who have taught the course, and a review and comparison of pertinent papers, examinations and documentation. The School of Nursing Associate Dean shall preserve confidentiality of the complainant and the nature of the complaint.

3. Should the matter not be resolved via steps 1 and 2, the student shall submit a written request for a hearing to the Student Appeals Committee Chairperson within 10 days of receiving the School Associate Dean's response. Copies shall be forwarded to the Vice President for Student Affairs, Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.

4. The Student Appeals Committee shall conduct a hearing to review the complaint. The Student Appeals Committee will then present a recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs will be considered the final action of this Student Complaint process. Copies of the decision(s) will be sent to all parties.

Note: This policy is the same as the policy in the WNMU Student Handbook. If there are discrepancies, then the WNMU Student Handbook will take precedence.

## LICENSURE & STUDENT GUIDELINES AGREEMENT

Completion of the Nursing Program 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. Students who have been convicted of a felony should contact the New Mexico Board of Nursing regarding licensure prior to entering the Nursing Program.

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

I have read and understand to the above statements.

Student Initials \_\_\_\_\_

### *Agreement to follow Nursing Student Guidelines*

I agree to read and understand the Student Guidelines for the Nursing Program and agree to abide by these guidelines. I further agree to abide by the additional guidelines stipulated in course syllabi.

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

Student Name (printed): \_\_\_\_\_

This statement will be filed with the student's permanent record.



**END-OF-PROGRAM COMPREHENSIVE EXAM AGREEMENT**

As part of my enrollment in the Western New Mexico University School of Nursing Program, I hereby acknowledge and accept that graduation from the program will require achievement of a minimum passing score on a standardized Comprehensive Exit Exam on or before the final semester of the program. Examples of such an exam include but are not limited to the Kaplan Comprehensive Predictor, the HESI A2 Exit Exam, and the ATI Comprehensive Predictor.

Failure to achieve a minimum passing score on the Comprehensive Exit Exam within a maximum of two (2) attempts will result in an inability to graduate from the School of Nursing program, as passing the Comprehensive Exit Exam with a minimum passing score is a degree completion requirement at Western New Mexico University.

By signing this statement below, I attest that I am in understanding of and agree to abide by the above policies of the School of Nursing, and that such acceptance is a requirement for initiation of and/or continuation in the program.

This signed document shall be placed in my permanent student file.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

WNMU Pre-licensure Learning Contract

**Western New Mexico School of Nursing**

**Date:**

**Documentation of Meeting with student: Name \_\_\_\_\_.**

- 1) Factual description of student issue(s):
- 2) The above incident(s) violate(s) the following:
- 3) Student's perception of deficiency/incident and/or comments:
- 4) Planned methods to demonstrate achievement of clinical course objectives, program behavioral expectations and correction of deficiency: *(Student and faculty will collaborate and describe deliverables to correct deficiency)*
- 5) Consequences if no improvement and/or no correction of deficiencies occurs:

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Western New Mexico University Student Date

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Western New Mexico Faculty Date

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Western New Mexico DUGP (Nursing) Date

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Associate Dean of SONAK Date

