

# *SCHOOL OF NURSING*



1780 E University Ave,  
Las Cruces,  
NM 88003

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Student Handbook  
for the  
Bachelor of Science  
in Nursing Program

**2020-2021**

**Bachelor of Science in Nursing Program  
Student Handbook**

**2020-21 Academic Year**

**School of Nursing  
College of Health and Social Services  
New Mexico State University**

*Information in this handbook is subject to change without notice.  
The handbook is updated and distributed to all students  
at the beginning of each academic year.  
Changes that occur during the academic year are communicated by email.  
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## FOREWORD

Welcome to the School of Nursing (SON) in the College of Health and Social Services (CHSS) at New Mexico State University (NMSU). Our goal is to help you achieve your goal of becoming a Registered Nurse and find personal satisfaction in your studies.

This student handbook contains policies and procedures, and should be used in conjunction with the *NMSU Student Handbook* (available online at: <https://studenthandbook.nmsu.edu>) and the *Undergraduate Catalog* (<https://catalogs.nmsu.edu/nmsu/>). The information provided in this handbook is to assist students with academic program planning for the purpose of successfully meeting the School of Nursing and the Graduate School requirements for completing the DNP degree or post Master's APRN certificate. This information supplements the information in the NMSU Graduate Catalog. Students are expected to know and follow the requirements described in these handbooks. This handbook is subject to updates and changes.

Please do not hesitate to consult with the Associate Director for the Undergraduate Program if further information is needed. We are here to help you attain your goals.

## **SCHOOL OF NURSING MISSION STATEMENT**

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through education, research, practice, and public service, recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the land-grant mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the BSN, and MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence-based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society.

## **ACCREDITATION**

New Mexico State University is accredited by the Higher Learning Commission. The last comprehensive visit for the Las Cruces and Grants campuses was in 2016-17 resulting in a recommendation of a ten-year review to be conducted in 2027-2028.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at New Mexico State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The NMSU School of Nursing's BSN degree program is approved by the New Mexico Board of Nursing. Approval by the New Mexico Board of Nursing is required for graduates to be eligible for the National Council Licensing Examination for licensure as a registered nurse (NCLEX-RN®).

## **SCHOOL OF NURSING COMMITMENTS**

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

*(Approved 12/2015)*

## BSN DEGREE PROGRAM OVERVIEW

The **Bachelor of Science in Nursing (BSN)** degree is a 4-year, 124-125 credit hour program that prepares graduates to become registered nurses. Successful graduates of the BSN program are eligible to take the National Council of State Boards of Nursing Exam (NCLEX-RN) for licensure as a registered nurse (RN). The NMSU School of Nursing is a full member of the [New Mexico Nursing Education Consortium](#) (NMNEC) and has implemented the NMNEC common statewide curriculum within the BSN degree plan.

The School of Nursing has partnered with [NMSU-Grants](#) and [NMSU-Alamogordo](#), to offer the BSN degree at both campuses. BSN students in Grants and Alamogordo receive classroom instruction via videoconferencing and clinical experiences at local healthcare facilities with NMSU School of Nursing instructors. The NMSU-Grants and Alamogordo BSN programs only accept the fall semester cohort.

### TRADITIONAL BSN OPTION

This is the traditional path for incoming Freshmen or students without a prior Bachelor's degree. Traditional BSN students coming in as a Freshman can expect to complete at least three semesters of pre-requisite course work prior to starting the five (5) semester nursing program. Students are designated as 'pre-nursing' until they are admitted to the BSN program. These students complete all of the required nursing pre-requisite and general education courses, applying to the 5-semester BSN program when they are in the last semester of pre-requisite courses.

### 2ND DEGREE BSN OPTIONS

The School of Nursing offers two options that provide an alternative entry into the BSN program for students who have a minimum of a Bachelor's degree in a field other than nursing. The pre-requisites for the second-degree options are different than those required for the traditional BSN path, because students have earned a prior degree. The **Road Runner option** is a fast-track program that starts in the summer semester and is completed in five consecutive semesters (including summer in the second year). The **Pathways option** is a traditional progression track that starts in the Fall or Spring semester and does not include summer enrollment.

## BSN EXPECTED PROGRAM OUTCOMES

The NMSU School of Nursing follows the [New Mexico Nursing Education Consortium](#) (NMNEC) curriculum for the BSN degree. The following program objectives were adopted with the NMNEC curriculum as the NMSU BSN expected program outcomes.

The learner will:

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

*Adopted by the BSN faculty in 11/2012.*

BSN program outcomes are mapped to each course objective in the BSN degree plan.



## NMNEC Curricular Objectives by Level 8/8/12

### Level One

Upon successful completion of Level One, the student will:

1. Recognize their own values, beliefs, and attitudes related to health and wellness.
2. Recognize and identify patient safety issues and risks.
3. Introduce an evidence-based approach to their professional nursing practice across the lifespan.
4. Identify policies and procedures application to nursing practice in the health care delivery system.
5. Communicate to identify roles and values of the health care team.
6. Access information and apply to patient scenarios.

### Level Two

Upon successful completion of Level Two, the student will:

1. Recognize and assess diverse patients' values, beliefs, and attitudes related to health.
2. Apply safety measures to well patient populations.
3. Implement evidence-based practices in care of well populations across the lifespan.
4. Adhere to policies and procedures in health care delivery settings.
5. Communicate with other health care providers to meet the needs of well patients.
6. Utilize informatics for well patient care.

### Level Three

Upon successful completion of Level Three, the student will:

1. Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness.
2. Identify and interpret factors for improvement in patient safety and nursing practice.
3. Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan.
4. Utilize policies and procedures within the health care setting.
5. Participate as a member of the health care team in the delivery of care.
6. Utilize appropriate technology for the delivery of nursing care to chronically ill patients.

### Level Four

Upon successful completion of Level Four, the student will:

1. Integrate diverse patient values, beliefs, and attitudes into plan of care for patients with acute illnesses.



2. Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice.
3. Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.
4. Evaluate the use of policies and procedures within the acute care setting.
5. Effectively collaborate with the health care team in the delivery of patient care.
6. Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.

### **Level Five**

Upon successful completion of Level Five, the student will:

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

## GENERAL SCHOOL OF NURSING INFORMATION AND POLICIES

### SCHOOL OF NURSING UNDERGRADUATE PROGRAM ADMINISTRATION

School of Nursing Director	Dr. Alexa Doig <a href="mailto:adoig@nmsu.edu">adoig@nmsu.edu</a> 575-646-1668
Associate Director for the Undergraduate Program	Dr. Teresa León <a href="mailto:tleon@nmsu.edu">tleon@nmsu.edu</a> 575-646-4685
NMSU - Alamogordo Campus Coordinator	Ms. Debbie Cates <a href="mailto:dcates@nmsu.edu">dcates@nmsu.edu</a> 575-439-3863
NMSU - Grants Campus Coordinator	Ms. Cindy Torres <a href="mailto:ctorres7@nmsu.edu">ctorres7@nmsu.edu</a> 505-287-6667
Lead BSN Advisor	Ms. Alyce Kolenovsky <a href="mailto:asky@nmsu.edu">asky@nmsu.edu</a> 575-646-2164
2nd Degree BSN Option Advisor	Ms. Karen Pech <a href="mailto:kpech@nmsu.edu">kpech@nmsu.edu</a> 575-646-7770
Clinical Coordinator	Ms. Debbie Kane <a href="mailto:dkane@nmsu.edu">dkane@nmsu.edu</a> 575-646-4562
Clinical Clearance Coordinator	Ms. Christy Kasiuba <a href="mailto:ckaisuba@nmsu.edu">ckaisuba@nmsu.edu</a> 575-646-5616
Undergraduate Secretary	Ms. Lynn Brooks <a href="mailto:lynbrook@nmsu.edu">lynbrook@nmsu.edu</a> 575-646-7311
Technology Coordinator	Ms. Miriam Maske <a href="mailto:maske@nmsu.edu">maske@nmsu.edu</a> 575-646-5228
Skills & Simulation Center Coordinator	Ms. Penny Jimerson <a href="mailto:pjimer01@nmsu.edu">pjimer01@nmsu.edu</a> 575-646-2100

# ADMISSION POLICIES AND PROCEDURES

## BSN PROGRAM APPLICATION POLICIES

The NMSU SON follows the NMNEC admission policies for BSN programs. To be considered for acceptance into the NMSU BSN program, NMSU students must be in academic good standing and transfer students must meet the minimum admission requirements for the university. In addition, the applicant must:

1. Submit a completed application and the required academic records by the deadline date to the NMSU School of Nursing Advising Office.
2. Successfully complete all pre-requisite courses before the beginning of the semester admitted to the nursing program.
3. Achieve a grade of 'C-' or higher in all nursing pre-requisite and general education courses (students are allowed to repeat a course one time for grade replacement; Grades will be averaged for all repeated courses beyond the first).
4. Achieve a 2.75 grade point average or higher in the required nursing pre-requisite courses (see NMSU BSN Program degree plan at <https://schoolofnursing.nmsu.edu/bsn/>).
5. Achieve a score of 75% in all required categories (Math, Biology, Chemistry, English) on the HESI Admission Assessment (A2) Exam.

Admission to the BSN program is a competitive process and is based on ranked admission scores. Please be aware that the pre-requisite GPA and HESI A2 scores of accepted students are generally higher than the required minimums.

The NMSU BSN Program Admission Score\* is calculated as follows:

Nursing Program Pre-requisite Course GPA	40%
HESI A2 Admission Assessment Score	50%
New Mexico residents, military students, 135 Mile Out-of-State Tuition Discount Texas resident	2%
Four (4) or more pre-requisite course taken at NMSU	3%
Admission Essay Score	5%

\*BSN program admission score calculations are subject to change.

#### Additional HESI Admission Assessment (A2) Exam Policies:

- When you are registered in your last semester of pre-requisite courses, contact the School of Nursing Advising Office at [nursing@nmsu.edu](mailto:nursing@nmsu.edu) to confirm your eligibility to apply, and to request a BSN program application and instructions for taking the HESI A2 exam.
- A maximum of 4 attempts is allowed (2 per application cycle).
- Exam scores are valid for ONE year.
- The HESI A2 exam should be taken at least 1 month before the application deadline.

#### **BSN PROGRAM ADMISSION POLICIES**

1. Candidates selected for admission will be required to notify the SON of their intent to intend the BSN program by the deadline in the admission letter.
2. BSN students are required to attend a **1-day program orientation** prior to the start of their first semester in the BSN program.
3. BSN students are required to meet all of the SON's clinical clearance requirements (including criminal background check and toxicology screen) prior to enrolling their Level 1 course. See admission letter for more details. Students who do not meet these requirements will not be allowed enroll in that semester's courses, which will affect progression or may result in program dismissal.
4. The SON cannot defer admission to a subsequent semester. Applicants who decline admission for any reason are required to re-apply during the next application cycle. Exceptions to this policy may be made for illness or military commitments.

## TRANSFER POLICIES

The NMSU SON is willing to consider the transfer of students who have already started a BSN curriculum at another school. Transfer student must meet all of the admission requirements for the BSN program. The transferring student is required to submit an application with supporting documents (see below) to the SON Academic Advisor to begin the evaluation process. A review of the submitted material by the advisor and the Associate Director for the Undergraduate Program will be conducted for the purpose of determining placement in the program.

It is the intent of the program that a student with previous baccalaureate nursing program course work (including clinical experiences) be placed in the program at a level as near as possible to the level of the previous experience. NMSU requirements for the granting of the Bachelor of Science degree will apply in all cases.

### Supporting Documents

The supporting documents will include, but not be limited to, official transcripts of all pre-nursing, nursing and other Bachelor's degree course work, nursing syllabi, standardized written examination scores, skills performance checklists, and any other documents that the BSN program administrators request. Standardized nursing content exams (i.e., HESI progression exams) may be used to verify content mastery. In addition, a student transferring from another nursing program is required to provide a letter from the program director at the previous school indicating that the student is in good academic standing and is eligible to return to that program.

### Admission Criteria for Transfer Students

1. Successfully complete all NMSU nursing pre-requisite courses with a grade of 'C-' or better before the beginning of the semester admitted to the nursing program.
2. Have a minimum of a C- grade in all previous BSN courses.
3. Have a minimum of a 2.75 grade point average in the previous BSN program.
4. Earn a score of 75% or greater in all required categories on the following entrance exam: HESI Admission Assessment (A2). Other entrance exams such as the ATI TEAS or Kaplan are not accepted.

## Admission Decisions

The Associate Director for the Undergraduate Program, with input from the Admission and Progression sub-committee, will decide whether or not to admit the transfer student and recommend as to the placement in the NMSU BSN program (i.e., courses transferred or waived, courses that need to be repeated, and the recommended Level for transfer). This applies to didactic and clinical courses.

Students who have received a “D” or “F” grade in one nursing course another nursing programs may be considered for transfer. This grade will count as the student’s first failure in the BSN program. Students who have received a “D” or “F” grade in two or more nursing courses at other nursing programs are not eligible for immediate transfer. Refer to the NMNEC reapplication policy for additional information.

## ACADEMIC POLICIES

### ADVISING

#### Pre-Nursing Students

Pre-nursing advising for NMSU Las Cruces campus students is conducted by the [NMSU Center for Academic Advising and Student Success](#) (Garcia Center, [advising@nmsu.edu](mailto:advising@nmsu.edu), 575-646-2941).

Pre-nursing advising for NMSU Alamogordo campus students is conducted by the [NMSU-A Academic Advising Office](#) ([advisingNMSUA@nmsu.edu](mailto:advisingNMSUA@nmsu.edu), 575-439-3600) in consultation with the NMSU SON Advising Center.

Pre-nursing advising for NMSU Grants campus students is conducted by the [NMSU-Grants Academic Advising Office](#) in consultation with the NMSU SON Advising Center.

Note: The Lead BSN advisor from the NMSU Main Campus in Las Cruces visits the NMSU-Alamogordo and NMSU-Grants campuses for at least two days a semester to hold individual pre-nursing advising appointments with students on those campuses.

Pre-nursing students should contact their advisor for information related to degree planning, course advisement and transfer of credit from other institutions.

During the application process, pre-nursing students must contact the [SON Advising Center](#) (575-646-3812) to confirm their eligibility to apply to the BSN program, as well as to obtain HESI A2 Entrance Exam information and the BSN program application.

#### BSN Students

During the application process and once a student has been admitted, BSN students obtain academic advising through the [SON Advising Center](#) (575-646-3812).

### REGISTRATION

The University offers registration online and students are encouraged to register themselves. Assistance with registration is available from the pre-nursing advisors (pre-nursing students) or School of Nursing advisors (BSN students).

## GRADING POLICIES AND GRADE REQUIREMENTS

Evaluation is a critical, continuous process that is an integral component of the School of Nursing and the BSN Program. The faculty perceives the process as a "two way street" by which students are afforded input on their progress by the faculty and the students, in turn, offer input relative to the school and program.

Course exams, graded assignments, and clinical evaluations are mechanisms to provide feedback to students about their progress in the curriculum. Students can seek feedback by contacting their respective faculty about their course work.

The faculty solicits students' constructive suggestions and recommendations for improvement and development. A variety of mechanisms exists to facilitate the evaluation process; for example, during the last week of each nursing course, students are asked to evaluate the course and the professor's clinical and classroom performance via Canvas.

### SON Graduate Programs Grading Scale

The Grading Scale used by NMNEC and the NMSU BSN program is as follows:

A	=	92 - 100
B	=	84 - 91
C	=	77 - 83
D	=	67 – 76 (failing)
F	=	below 67 (failing)

Students must earn a grade of "C" or higher in all BSN courses. **Students must achieve a written exam average of 77% in order to pass didactic (i.e., non-clinical) courses in the BSN program**, independent of scores earned in other areas of the grading rubric.

Computation of grades will be outlined in each course syllabus with specific information about how course grades are calculated. There will be no extra credit assignments to improve **any** grade and the practice of "curving" is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded to the nearest 0.1 (e.g. 76.5 is rounded to 77 or 76.4 to 76.) The School of Nursing does not assign + or – to the final letter grades entered into the Banner system.

## Incomplete Grades

The letter grade of I (Incomplete) is assigned for passable work that could not be completed due to circumstances beyond the student's control that develop after the last day to withdraw from the course. In no case is an I grade to be used to avoid the assigning of D, F, or U grades for failing work. The School of Nursing follows the [NMSU policy for Incomplete "I" grades](#). When making up an I grade, work submitted for grades in the course cannot be resubmitted. "I" grades must to be completed before the student may progress in the DNP or certificate program.

## ACADEMIC PROGRESSION

Progression of a student within the BSN Program is based on the following policies:

1. The BSN student must remain "in good standing" academically with NMSU, maintaining a cumulative grade point average (GPA) in accordance with scholastic standing policies outlined in the current NMSU Undergraduate Catalog. Any nursing student who is placed on academic probation by NMSU must petition the BSN Program Committee for permission to continue to enroll in nursing courses while improving the GPA.
2. All nursing courses and the required nursing elective course in the BSN degree plan must be taken for a grade. Other non-nursing courses may be taken S/U following NMSU policies.
3. **Students must achieve an exam average of at least 77% in order to pass non-clinical courses in the BSN program**, independent of scores earned in other areas of the grading rubric.
4. Students must earn a grade of "C" or higher in required course work leading to the BSN degree (this includes General Education courses).
5. BSN students must complete all courses and standardized exams in a given level prior to progressing to the next level.

## **STANDARDIZED TESTING**

Students are required to take nationally standardized tests and to achieve a satisfactory score on these tests. Course syllabi will provide details about how the exam is graded or scored.

## **PRECLINICAL DOSAGE CALCULATION REQUIREMENTS**

Prior to participating in clinical experiences in Levels 2 through 5, all BSN students are required to pass a common dosage calculations exam with a minimum score of 92%. See Appendix C or the BSN Virtual Advising Canvas course for more details. Students are allowed two (2) attempts at the exam, which is scheduled during the first week of classes. More information and examples of dosage calculation questions are posted on the School of Nursing Home Page under 'Degree Plans.' Choose 'Bachelor of Science in Nursing (BSN) Degree Program' from the drop-down menu, and scroll to the bottom of the page. The link will be in the lower right-hand corner of the page. The Dosage Calculation exam information is sent out prior to every semester and is available in the BSN Virtual Advising Canvas course.

If a student does not take the Dosage Calculation Exam at the assigned time, due to unforeseen and extenuating circumstances, the student may be given the opportunity to make up the exam. Documentation to explain why the absence occurred must be submitted to the Clinical Coordinator before a make-up exam can be scheduled. The missed attempt may be considered a "Fail" if the reason for missing the exam is not considered to be an extenuating circumstance by the Associate Director for the Undergraduate Program.

Students who does not pass the Dosage Calculation Exam with a score of at least 92% will have an opportunity to view their exam. A second attempt to pass the exam will be scheduled. Any student who does not pass on the second attempt will remediate with the Clinical Coordinator or a faculty designee. Following remediation, a third attempt will be scheduled. No further dosage exam attempts will be offered if the student is unsuccessful on the third attempt. If a student fails the dosage exam three times, the student will be disenrolled from the clinical courses for that semester. The student can request to take the clinical courses the following semester by sending a written request to the Associate Director for the Undergraduate Program.

## COURSE FAILURE/WITHDRAWAL POLICY

### Level 1 BSN Courses

- **One course failure/withdrawal** – student is dismissed from program. The student must then apply for readmission to the program. Applications for readmission are not automatic and are reviewed by the BSN Admission & Progression Subcommittee. Re-admission is based BSN program admission criteria, course offerings and space/seat availability.
- **Two course failures/withdrawals** – student is dismissed from program. The student may then reapply to the BSN program after two years, per the NMNEC re-admission policies.

### **Levels 2, 3, 4 and 5:**

- **Second course failure/withdrawal** – student is dismissed from the program and may reapply after two years, per the NMNEC re-admission policies.

These policies apply to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals accumulate from Level 1 through Level 5 and across all NMNEC programs.

## **DISMISSAL FROM THE BSN PROGRAM**

Dismissal of a student from the BSN program can occur for various reasons:

1. If a student receives a "D," "F" or "W" (while failing) in any nursing course, the student may repeat that course one time at NMSU or another institution only if there is space available. Any additional "D," "F," or "W" (while failing) in any nursing course will result in the student's dismissal from the program.
2. Student may fail a clinical course or be dismissed from the program due to unsafe clinical practice or privacy violations. (See Guidelines for Determining Unsafe Clinical Practice in Appendix K)

The NMSU Undergraduate Catalog also contains policies governing "Scholastic Probation and Suspension" and "Disciplinary Probation and Suspension." In addition, the "Student Code of Conduct" is published in the [NMSU Student Handbook](#).

## **APPEALS AND GRIEVANCES**

It is recommended that students who wish to question a decision or awarding of a grade exhaust all informal procedures before enacting the formal appeal process. The informal process begins with discussing the issue/concern with the individual faculty member. If a resolution is not found, the student and faculty member can seek guidance from the course Faculty of Record. Unresolved issues at this level may then be brought to the attention of the SON Associate Director for Undergraduate Programs.

Students who wish to formally appeal a decision or awarding of a grade by a faculty member are advised to follow the Student Academic Grievance Policy outlined in the NMSU Student Handbook (<https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/>). Please contact the Associate Director for the Undergraduate Program for assistance with this process.

## **SEQUENCE OF COURSES**

The BSN curriculum/degree plan follows a specific sequence of nursing courses. Each of the didactic and clinical nursing courses can accommodate only a certain number of students. Students who are following their assigned degree plan at the semester of admission are assured of a place in that cohort as it progresses through the curriculum.

In some circumstances, students may not be able to complete the curriculum plan as designed. In each instance, faculty will try to accommodate student needs. However, students who deviate from the degree plan for the class to which they were originally admitted (e.g., due to documented illness or pregnancy) must understand that there may not be a place for them in a specific nursing didactic/clinical course at a later date when they are ready to take it.

## **READMISSION POLICY**

A student, who exits the BSN program prior to completion for personal reasons or has been previously dismissed for course failures, is NOT guaranteed readmission. A student who wishes to be re-admitted to the BSN program must submit a written letter to the Associate Director for the Undergraduate Program to request readmission to a specific course or courses in an upcoming semester. Readmission to the NMSU BSN program is based on a review of the student's academic record and available space, specifically in clinical courses. The BSN Admission & Progression sub-committee will review the letter and supporting documents, and make recommendations to the Associate Director for the Undergraduate Program.

Students who are passing nursing courses at the time of withdrawal or interruption of studies will receive first priority for readmission. Students who are not passing nursing courses at the time of withdrawal or interruption of studies will receive the next priority. All potential readmission students will be considered based on cumulative grade point average (GPA) and space available basis. Students will be notified via NMSU email as soon as possible when an opening in the respective semester occurs. Exceptions to any of the above items will be considered on an individual basis by the Associate Director for the Undergraduate Program upon written request of the student.

## **POLICIES FOR WRITTEN ASSIGNMENTS**

Papers and projects must be the result of each student's individual work and effort. Individual course requirements are outlined in the course syllabi. Students must use the current edition of the Publication Manual of the American Psychological Association (APA) as a guide to scholarly work. Students may be referred to the NMSU Writing Center <https://towc.nmsu.edu/> for assistance with written assignments.

## **ACADEMIC MISCONDUCT AND PLAGIARISM**

Students are responsible for adhering to the policies and procedures related to academic integrity found in NMSU Catalog and NMSU Student Handbook. For further information you may refer to the NMSU Student Handbook, specifically the [Student Academic Code of Conduct-Academic Integrity \(Policy 5.10\)](#). The School of Nursing follows the university's [Procedures to Respond to Allegations of Student Academic Misconduct \(Policy 5.11\)](#), including guidelines for sanctions.

### Cheating

Cheating is obtaining something by dishonest or deceitful means. Examples of cheating include copying work from another student, working with another student(s) on an individual assignment and submitting it as individual work, copying from another during individual testing, using electronic devices to obtain information during testing, etc. It is the student's responsibility to authenticate any assignment submitted to an instructor. If asked, students must be able to produce proof that the assignment submitted is actually the student's own work. Therefore, it is recommended that students keep copies of all drafts of their work, make photocopies of research materials, keep logs or journals of work on assignments and papers, etc. (<http://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/>)

### Plagiarism

Plagiarism is the deliberate act of taking the writings and/or ideas of another and representing them as one's own. The direct lifting of a passage or ideas from another book or periodical and including it in a paper as if it were the student's own work without using quotation marks and without proper referencing is the most blatant form of plagiarism. Paraphrasing can be another form of plagiarizing. Essentially, paraphrasing involves taking a passage from another book or periodical and changing some of the words, altering the phrasing but not the meaning. Any time material is paraphrased, it should be indicated with a citation and reference identifying the source. To be absolutely safe, all the outside reading done in preparation for writing a paper should be properly referenced.

(<http://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/>)

### Disciplinary Action

**Assignments and other types of submitted student work that contain plagiarism are not acceptable as scholastic work and may, at the very least, result in a zero for submitted work.** The SON follows the university's definitions and policies in the [NMSU Student Code of Conduct](#). All incidences of plagiarism and other forms of academic misconduct (e.g., cheating, misrepresentation, etc.) identified by faculty or administrators will be reported to the NMSU Academic Conduct Officer who will provide guidance on consequences and sanctions.

## GRADUATION

Students who successfully complete their plan of study/degree and MSN project are eligible for graduation. Students apply for graduation through their [myNMSU](#) account during the [graduation application period](#). Failure to apply for graduation by the University Registrar's deadline will result in delays in degree posting. In some cases, the student may not graduate until the following semester, which can affect their ability to become employed.

All students should perform a STAR Audit through their myNMSU student account at the end of the [fourth nursing semester](#) to confirm their progress in meeting requirements for the nursing degree. Students are encouraged to consult with the SON advisors about academic concerns or questions related to the nursing degree. The SON advisors should also be informed of any changes in students' plans for program completion.

## INDEPENDENT STUDY COURSES

On rare occasion, it may be necessary and/or appropriate for a student to seek nursing credits via independent study. If the need is identified, a written proposal will be developed by the student and the faculty member and submitted to the Associate Director for Undergraduate Programs for initial approval. If initial approval is granted, the faculty member and student will develop and submit a detailed plan for individualized study. The submission is processed as follows:

- 1.A Special Studies Permit form for an independent study course must be signed by the BSN faculty member who is the 'Faculty of Record' for the course.
- 2.A copy of the college's Independent Study/Readings Agreement completed in its entirety, including the specification of requirements and evaluation standards, must accompany #1 above, and both must be signed by the School of Nursing Director prior to taking the forms to the CHSS Associate Dean for Academic Affairs for course registration.

## CLINICAL POLICIES AND PROCEDURES

### CLINICAL CLEARANCE REQUIREMENTS

Clinical clearance requirements must be approved by the BSN program before any student can participate in clinical activities. Clearances must be renewed annually to meet clinical agency and School of Nursing requirements. The deadlines for submitting clinical clearance documents are: **December 15 for Spring Semester, May 15 for Summer Semester, and July 15 for Fall semester.**

If the clearance documents are not submitted by the deadline, **the student will not be allowed to register for the clinical courses that semester.** The student may enroll in non-clinical courses, but cannot progress in the program until the clinical courses are completed. The student may request return for the clinical courses by submitting a petition to the BSN Admission & Progression sub-committee. Continuation in the program is dependent on a space available basis in the clinical course(s).

#### *Background and Fingerprint Checks*

Criminal background and fingerprint checks are required for all nursing students **annually** by the New Mexico Department of Health and the Texas State Board of Nursing. These requirements are subject to change as federal, state and agency regulations change. Students are responsible for these costs. Some agencies may not allow students with felony convictions to participate in clinical experiences at their sites. The SON administration will review these situations individually to consider alternate clinical placements. All costs of background and fingerprint checks are assumed by the student.

#### *Required Screening for Disease and Immunizations*

It is essential that nurses and student nurses do everything possible to prevent spreading communicable diseases to patients and the community. For this reason, the School of Nursing and the local health care agencies have established guidelines for immunizations for student nurses, faculty, and other health care workers. Immunizations can be obtained from a primary care provider or through the Aggie Health & Wellness Center for full- or part-time students at NMSU. All costs of immunizations are assumed by the student.

### *Drug Screening*

Students participating in clinical experiences at healthcare agencies are required to have a 10-Panel drug screening test annually. The School of Nursing is automatically sent a copy of student results; students do not need to hand-deliver or email results to the SON office. All costs for drug screening are assumed by the student.

The NMSU School of Nursing and affiliated clinical agencies reserve the right to require random drug screening at any time during a students' time in the undergraduate nursing program. Students will not be permitted to attend clinical experiences until results are received and reviewed. If there is a student-caused delay in testing, the clinical time missed by the student will be considered "unexcused". (Refer to consequences of "unexcused absences".)

In the event of a "positive" test, the student may appeal the findings as outlined by the procedures for the drug testing company or specific health care agency. A student with a substantiated "positive" drug test will be referred to the Associate Director for Undergraduate Programs. A "failed" drug test may prevent the student from completing the academic requirements for the clinical course and may result in program dismissal.

### *Health Insurance*

Students enrolled in the NMSU School of Nursing BSN program are required to obtain a personal health insurance policy. Acceptable health insurance policies are those issued by government authorities (i.e. US military coverage, Medicaid), private insurance obtained as a dependent carried on policies of parents or spouses, or individual policies obtained personally by the student. Information related to health insurance policies available to NMSU students can be found at the Student Health Center website, <http://chc.nmsu.edu/>.

## Summary of Clinical Clearance Policies and Procedures

Clinical agencies require that each of the identified clinical clearances be valid through the **END** of each academic semester (April 30 for Spring Semester, July 31 for Summer Semester, or November 30 for fall semester). Student and faculty clinical clearances are due on the 15<sup>th</sup> of the month PRIOR to each semester beginning (December 15, May 15, or July 15 respectively). This ensures that they are ready to be sent to the clinical agencies at the beginning of each semester (most agencies require 2 weeks to clear students and faculty).

The following table is a summary of the BSN program clinical clearance requirements with accepted outcomes and outcomes that may disqualify a student from participating in clinical experiences. Any student who fails to meet the clinical clearance requirements will not be registered for the clinical course. In the case of major offenses discovered on the background check and/or a positive drug screen, a student may be dismissed from the BSN program.

The School of Nursing uses CastleBranch to process student clinical clearance information. Students are responsible for uploading personal documentation to their CastleBranch account by the deadlines stated. Clearance for participation in the program's clinical activities will not be granted until all requirements are complete. Students may be disenrolled from clinical course if unable to complete the clinical clearance requirements.

<b>REQUIREMENT</b>	<b>ACCEPTED</b>	<b>NOT ACCEPTED</b>
Background check	Clear or minor offenses (e.g., traffic tickets). Students and faculty are screened through the NM DOH Criminal Caregivers program.	Major offenses against people (e.g., child abuse, drug trafficking).
Cardiopulmonary Resuscitation (CPR)	American Heart Association (AHA) approved Basic Life Support (BLS) for health care providers.	American Red Cross (ARC) or other online only certifications.
Drug Testing	10 panel test on urine through <a href="http://www.CastleBranch.com">www.CastleBranch.com</a> . Students are screened at the beginning of the program and annually.	A screen with fewer than 10 substances. <u>Positive</u> results (without a validated medical reason).
Health Insurance	NMSU or private insurance. Students provide proof at the beginning of the program.	No insurance.

Hepatitis B	3 vaccines (usually the 2 <sup>nd</sup> is given 1 month later and the 3 <sup>rd</sup> is given 4-6 months later) of any of these brand names: Energix B, Recombivax HB, or Twinrix AND a <u>positive</u> titer of antibodies in the blood. Students can begin with 1 or 2 vaccines and then complete the series later.	Havarix A vaccine (this is for Hepatitis A). <u>Negative</u> or <u>Equivocal</u> titer requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines.
Influenza (flu)	Flu immunization (injected or intranasal) every winter (September through March).	Pneumonia vaccine (this is for a different organism). The injectable form can be given to pregnant women, but not the intranasal form. If the immunization is declined, then many agencies require personnel to wear a mask.
Measles (Rubeola) Mumps Rubella (German measles)	2 doses of the MMR vaccine that are at least 28 days apart (if born before 1957, then 1 dose) AND a <u>positive</u> titer to <u>each</u> virus. Note: Titers to all 3 are required.	<u>Negative</u> or <u>Equivocal</u> titer to <u>any</u> virus requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines. Note: Rubella vaccine should NOT be given to pregnant women (a provider note is needed).
Tetanus, Diphtheria, and Pertussis (TDaP)	A vaccine (or booster) within the last 10 years containing Pertussis.	Tetanus and Diphtheria only

(continued on next page)

Tuberculosis (TB)	A 2-step TB Skin Test (TST, PPD, Mantoux) is required every 12 months that is <u>negative</u> (less than 15 millimeters of induration). The 2-step process is one skin test and reading followed by a second skin test and reading 7-21 days after the first test; OR a negative blood test (T-Spot TB test or QuantiFERON®-TB Gold); OR if person ever had a positive skin test result, then one <u>negative</u> chest x-ray AND a yearly <u>negative</u> screening of TB symptoms.	<u>Positive</u> skin test Note: people who had the BCG vaccine can have TB tests.  <u>Positive</u> chest x-ray or symptom report.  <u>Positive</u> blood test
Varicella (Chicken pox)	Adults: 2 vaccines that are at least 28 days apart; OR 1 vaccine given before 13 years of age; AND a <u>positive</u> titer	Reports from providers or from individuals that they have had the disease. <u>Negative</u> or Equivocal titer requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines. Varicella vaccine should NOT be given to pregnant women (a provider note is needed).
Clinical Agency Orientations	Students need to complete orientations and pass quizzes for both Las Cruces hospitals (MMC and MVRMC) and the El Paso city-wide orientation (epcc.edu) annually. Additional orientations may be required for other agencies.	No documentation of orientation completion.

Clinical clearance requirements at specific clinical agencies may change during the academic year and students will be advised on what needs to be done to meet any new guidelines.

## **LIABILITY INSURANCE**

The Risk Management Division of the State of New Mexico provides students with comprehensive liability insurance while performing duties in their student nurse role. Duties are defined as skills and tasks outlined in the NMNEC curriculum and authorized by the SON and University. There is no liability coverage when performing unauthorized duties or duties in a non-student role.

## **UNUSUAL OCCURRENCES**

Accountability for medication errors and unusual occurrences (i.e. needle sticks, medication errors, accidents, etc.) must be recorded for protection of all parties involved (i.e. student, faculty, patient, staff, etc.). The Unusual Occurrence form is to be completed by the student, as soon as possible after the event, and passed on to the clinical instructor who signs, adds any additional information, and submits it to the Associate Director for the Undergraduate Program for final signatures. All forms can be found on the BSN Virtual Advising Canvas course. Additional documentation may be required by clinical facilities.

## **PATIENT/CLIENT PRIVACY AND CONFIDENTIALITY**

It is the responsibility of every student nurse to safeguard patient, resident, or client rights to confidentiality in all aspects of care. The patient, resident, or client determines the degree of self-disclosure and to whom. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives.

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures & must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

HIPAA is a Federal law. Penalties for wrongful disclosure can result in fines &/or imprisonment. Students will be required to sign a document that states that they have read and understand the HIPAA Regulations as it applies to patient/client privacy issues. Students should consult with their clinical instructor about any questions or concerns regarding patient/client privacy

What does this mean for the nursing student? In order to protect patient/client privacy, all personally identifying information must be removed from student papers prior to the student leaving the facility (e.g., care plans & report sheets). Information to be removed includes, the individual's name, initials, address, phone number, fax number & social security number. Students may not remove or duplicate any personal or healthcare records from any clinical agency (i.e. photocopies, screen shots, etc.). Students should not take photos, audio- or video-record any activity in clinical settings. Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

Elements of patient, resident, or client information can be discussed only within the realm of the appropriate clinical/educational settings (i.e. planning conferences, post clinical conferences, classroom seminar). It is a serious breach of confidentiality to discuss information outside of these areas with family, friends, and on social media sites.

Clinical agencies may require students to sign a confidentiality statement prior to participating in agency activities.

**A student nurse who breaches privacy or confidentiality is subject to disciplinary action, which could include clinical probation or dismissal from the program.**

## UNSAFE BEHAVIOR OR PRIVACY VIOLATIONS IN THE CLINICAL SETTING

A report or observation of unsafe behavior or Health Insurance Portability & Accountability Act (HIPAA) violation in the clinical setting may be grounds for immediate removal from clinical activities. An inquiry into the reported incident will be conducted by the relevant clinical faculty with information shared with the Faculty of Record in the course (i.e., the course lead) and the Associate Director for the Undergraduate Programs. The clinical agency may also require incident reporting to the clinical agency. The outcome of the inquiry could result in clearance of the concern or disciplinary action, which could include a memo of concern, clinical probation, immediate failure of the clinical course or dismissal from the program. depending on the severity of the incident.

### Guidelines for Determining Unsafe Clinical Practice

Unsafe clinical behavior includes, but is not limited to, the following:

1. Violates or threatens the physical safety of the patient.  
e.g., neglects use of side rails, restraints; comes unprepared to clinical.
2. Violates or threatens the psychological safety of the patient.  
e.g., uses nontherapeutic techniques repeatedly in interactions; attacks/derogates individual's beliefs or values.
3. Violates or threatens the microbiological safety of the patient.  
e.g., unrecognized violation of aseptic technique; failure to perform sterile preps or dressings appropriately.
4. Violates or threatens the chemical safety of the patient.  
e.g., violates the "6 Rights in Administering Medications"; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio).
5. Violates or threatens the thermal safety of the patient.  
e.g., burns patient with hot packs, heating lamp; fails to observe safety precautions.
6. Violates or threatens the environmental safety of the patient.  
e.g., fails to leave patient's room in order; fails to remove harmful objects from room when appropriate (including personal medications.)
7. Inadequately and/or inaccurately utilizes the nursing process.  
e.g., fails to observe and/or report critical data relating to patients/clients/families; makes repeated faulty judgments/decisions in nursing situations.
8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.  
e.g., fails to seek guidance or instructions in the performance of unfamiliar procedures.
9. Assumes inappropriate independence in action or decisions.  
e.g., performs competencies not tested; fails to seek help in emergency situations.

10. Fails to recognize own limitations, incompetence, and/or legal responsibilities.  
e.g., refuses to admit errors noted by instructor/nursing staff; cannot identify own legal responsibility in specific nursing situation; becomes defensive when corrected.
11. Fails to accept legal responsibility for his/her own actions.  
e.g., covers own/other's errors or fails to report them
12. Fails to interact effectively with health team.  
e.g., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team.

## UNIFORMS

It is the student's responsibility to be in proper uniform for every clinical experience unless otherwise instructed by clinical faculty. Students not adhering to the uniform policy will not be permitted in the clinical area and may be asked to leave facility, resulting in an unexcused absence.

When visiting a clinical agency at times other than assigned clinical hours (i.e. to pick up facility ID Badge from Human Resources), students may be required to wear full uniform or dress in appropriate business attire with Student Name Tag. Jeans, shorts, mini-skirts, sleeveless tops, bare legs, and open toed shoes are inappropriate attire for the clinical setting. Students may be denied access to clinical experiences if not dressed appropriately.

Appropriate uniform attire is a requirement for participation in regularly scheduled education experiences held in the Nursing Skills Lab or during simulation experiences. Faculty may determine exceptions to the uniform policy as necessary.

The NMSU Student Nurse uniform consists of the following and may be purchased from a store/online site of the student's preference:

1. Top: The scrub top may be any of these: Cherokee (wine color #65 in styles # 4727 or #4728 Women's, and # 4876 Men's) or Grey's Anatomy (wine color in styles #0103-65 or #41101-65).
2. If a shirt (optional) is worn under the uniform top, it must be a **solid** color in white, grey, burgundy/wine or black, round-collared, and short-or long sleeved. No graphics should be visible.

3. Pants: The scrub pants may be any of these: Cherokee (pewter color in styles #4020, #4100, or #4200) or Grey's Anatomy (steel grey color in styles #0203-905 or #4245-905).
4. Socks: All black crew socks or black hose that cover legs above the ankles so that skin is not showing when moving around.
5. Shoes: All black, including the soles, non-permeable, fluid-resistant shoes with closed toes and heels. Fabric shoes treated with water-resistant products are unacceptable. Mesh-covered shoes that allow for fluids to seep through are also not acceptable.  
(Can we add pictures)
6. Name Tags: School of Nursing name tags will be distributed to all new students early in the semester and must be worn in all clinical settings. Students who lose a name tag or have a legal name change will need to obtain a replacement tag. Students should contact the SON office first for instructions. Name Tags are obtained from Cruces Trophy & Awards Center (575-522-0426) and may require verification of program enrollment from the SON office. Students may need to cover the cost of the replacement Name Tag.
7. The maroon student Name Tag will have the following engraved in white lettering:

(Student's Legal Name)  
BSN Student Nurse
8. Lab Coat (optional): A white lab coat that has a collar, mid-length (to cover the top), and short or long sleeves is acceptable. No other jacket or sweaters (even those with SON logos) are considered part of the SON uniform and are not permitted during clinical/patient care activities.

It is recommended that students have two sets of uniforms, as clinical experiences may be scheduled two days in a row. Students with questions about the uniform requirements should contact their clinical instructor.

Accessory items required for clinical experiences (including Skills & Simulation lab):

- Wristwatch (one with a second hand) that can be fixed securely on the wrist
- Bandage scissors
- Pocket-size notebook
- Black pen
- Permanent black marker
- Stethoscope (Provided by the SON at Level 1 student orientation)

## **PERSONAL APPEARANCE**

Personal appearance is of significant importance in healthcare. The following are requirements for all nursing students:

1. Hair must be clean and worn in a manner that prevents it from falling forward during preparation and performance of client care.
2. Fingernails are to be short and clean. No fingernail polish (including clear top coats) is to be worn in clinical settings. Acrylic, sculptured, or “fake-type” nails or nail tips are not allowed in clinical settings.
3. Jewelry is limited to one ring, a watch, and stud earrings in the lobes only (not the cartilage). No facial or tongue jewelry is permitted. Tattoos are to be covered while wearing the student uniform and during clinical activities.
4. Uniforms, including shoes, must be neat, clean, and in good repair. Pants should not drag on the floor.
5. Beards must be neat and trimmed.
7. Scented lotions, cologne & perfume are not permitted in clinical settings since patients, family members, staff and other students may have allergies or sensitivities.
8. Gum chewing is not permitted in any clinical setting.

Questions regarding specific variances related to agencies and clinical settings should be referred to the individual clinical instructor. Also, clinical facilities may have additional policies regarding dress, piercings, tattooing, and jewelry that must be followed when at those facilities.

When wearing the school uniform, students should follow all dress code requirements (hair, shoes, jewelry etc.) including after clinical hours are finished. If it is necessary for a student to change hairstyle, shoes, jewelry etc. when clinical hours are completed for the day, the student should also change out of the uniform.

### **CLINICAL AGENCY IDENTIFICATION BADGES**

Some clinical agencies require facility identification badges. Clinical faculty will provide specific instructions on when and how to obtain the badge. Students are expected to wear the SON name tag and the facility identification badge (if applicable) during clinical hours. Failure to return identification badges to the agency at the end of the clinical experience may result in a delay of posting final course grade. Clinical facilities reserve the right to impose requirements related to lost or unreturned identification badges. These requirements may involve the student covering the cost of the lost/misplaced badge.

### **CLINICAL GROUP ASSIGNMENTS**

Clinical group assignments and rotation schedules are approved by the Faculty of Record for the clinical course and/or the Associate Director for Undergraduate Programs. Clinical group assignments may be changed to accommodate students, faculty, and agencies. Students are not to make schedule changes or clinical group changes themselves. Any requests for changes should be addressed with the course faculty or the Associate Director for Undergraduate Programs. Changes to clinical groups or sites after clinical clearances have been submitted to a facility or after the clinical rotation has already started will be considered on an individual basis and must be approved by the Associate Director for Undergraduate Programs.

### **TRANSPORTATION**

Clinical sites, days, and times may vary within a clinical rotation and between different clinical courses. Clinical sites may not be in the same location as the School of Nursing. Students must provide their own transportation to and from clinical sites. Students may not transport patients, residents, clients, or faculty to or from clinical sites.

## **CLINICAL DOCUMENTATION**

Students are to sign their clinical documentation as follows: Student's Name followed by BSN Student Nurse (i.e. Jane Doe, BSN Student Nurse). Abbreviations for student nurse are not to be used (i.e. SN or NS for nursing student).

## **CLINICAL/LABORATORY ATTENDANCE AND PREPARATION**

Laboratory and clinical experiences are vital components of the educational process in the BSN program. Every scheduled laboratory and clinical day is necessary to achieve course objectives and assure the student of adequate clinical preparation and experience. "Clinical" refers to the laboratory sessions (including simulation) and to assigned experiences at clinical agencies (i.e. hospitals, clinics, wellness centers, schools, home health agencies, support groups, etc.).

Students are expected to be prepared and on time to all laboratory sessions and clinical experiences. If the student is not prepared or arrives too late to engage in clinical activities, the student may be dismissed from the clinical/laboratory experience, and receive an unexcused absence for that day.

Students must satisfactorily complete all course requirements as determined by the course instructor. The student will receive a letter grade for the clinical course based on overall clinical performance and graded assignments. Additional information on clinical experiences will be specified in individual course syllabi.

### *Clinical Absence Policy*

A clinical absence pertains to all scheduled clinical experiences (i.e. on-campus laboratory and skills sessions, simulation experiences, off-campus clinical experiences and scheduled clinical conferences). Students are expected to be at all scheduled clinical experiences. It is the student's responsibility to be prepared and dressed appropriately with all necessary equipment and to arrive at the correct time and place. It is the student's responsibility to notify course faculty, prior to the start of the clinical experience, if they are going to be absent/tardy from clinical experiences.

### Definitions of Excused and Unexcused Absences:

1. 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.
2. An unexcused clinical absence is defined as
  - a) a student being absent without prior notification to the instructor facilitating that clinical experience,
  - b) a student who is sent home for being unprepared or violating any policies for participating in clinical experiences,
  - c) tardiness or late arrival that may result in an excused or unexcused absence at the discretion of the clinical instructor.

### Consequences of Absences:

1. 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 and may result in course failure.
2. Unexcused Absences: One unexcused absence results in a 10% reduction of the course grade. More than one unexcused absence results in an “F” for the final course grade.
3. Tardiness: Tardy is defined as more than 5 minutes late to class without notification made to the instructor. One (1) incident of tardiness will result in a warning; subsequent incidents may result in an unexcused absence. Patterns of lateness or habitual tardiness will be documented on clinical evaluations as unprofessional behavior.

### Clinical Make-ups:

1. 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 generally made available at the end of the semester and may involve an additional day in the clinical setting or time spent in the lab doing skills and/or simulation. Open Lab may be available for missed laboratory experiences. Please be aware that there is no guarantee that absences > 1 clinical day can be made up.

2. Clinical or lab experiences not made up will be counted as an unexcused absence.
3. Clinical faculty may set a timeframe for the make up experiences to occur. Students who do not make up the clinical or lab experience within this timeframe will not be able to return to the clinical or lab experience, which may result in course failure.

Clinical Absences related to Illness/injury:

1. Faculty shall review possible alternatives when a student is absent from the clinical setting due to illness or injury. These include, but are not limited, to the following:
  - a) Clinical objectives
  - b) Student's progress to date
  - c) Anticipated date of return
  - d) Written physician release when applicable
  - e) Comply with the standards of the clinical agency
  - f) Withdraw from the program when the student misses more than 15% of clinical contact hours
  - g) Request for continuation when illness, injury, or personal problem is resolved
  - h) In the case of pregnancy, the student is responsible for clearance from their obstetrician to be in the clinical areas.
2. 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. The clinical instructor, in conjunction with the Faculty of Record and the Associate Director for the Undergraduate Program will determine options based on the individual situation.

Options may include:

  - a) rearrangement of clinical schedule
  - b) use of virtual clinical training experiences (cost to be assumed by student)
  - c) alternate 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."

## COVID-19 SAFETY PROTOCOLS

The following section provides guidance for safely completing clinical training in the School of Nursing Skills & Simulation Center and in clinical facilities. These guidelines coupled with our strict use of facial coverings, personal protective equipment (PPE) and limited close contact is our strategy to mitigate the spread of COVID-19. The School of Nursing is aware that faculty are not able to monitor students' behavior outside of the classroom. We strongly urge all nursing students to keep their fellow classmates, faculty/staff and patients in mind when making decisions that may in fact place them at risk for COVID-19. Students not adhering to these or other university guidelines will be subject to disciplinary measures as outlined in the [NMSU Student Handbook Code of Conduct](#).

### Check in Procedures Nursing Skills & Simulation Center

Students will be asked to report to their assigned lab or classroom of the Health & Social Services (HSS) building on their scheduled dates and times. Students entering the building must wear a cloth or surgical mask, respond to a series of check in questions about COVID-19 exposure and symptoms, and have a temperature check. After being cleared, the student will proceed to their assigned space in the lab or classroom.

Students must wear a mask may be required to wear a face shield in lab if close contact with the instructor and classmates is unavoidable.

At this time, any student who may have a qualifying event listed below will not be allowed to attend their hands-on skills lab activity. Once a student has met the criteria in this document, they must contact Dr. León, Associate Director for the Undergraduate Program ([tleon@nmsu.edu](mailto:tleon@nmsu.edu)) and request to be allowed back to lab. Students unable to attend a lab or simulation may have the opportunity to attend online using their iPad and Zoom. The School of Nursing will work with all students to complete the necessary hands-on/clinical hours required for graduation.

## Qualifying Events for Quarantine

Qualifying events to preclude students from campus activities and clinical rotations are as follows:

1. Travel
  - a) To a COVID-19 high-risk area in the state of New Mexico – this currently includes San Juan and McKinley counties.
  - b) Out of state (not to include El Paso, TX)
  - c) By commercial airline
2. Participation in a social gathering of more than five individuals, or one that does not adhere to most current social distancing guidelines.
3. Exposure to an individual with known or suspected COVID-19 infection. We are fully aware that many of our students/faculty may live with an essential employee who is at higher risk and will encourage safe practices, recognizing that our in-class practices, such as use of cloth and surgical masks, face shields, gloves, and continuous hand washing and help further mitigate spread.
4. A positive COVID-19 test result: Positive test results must be reported to Dr. León, Associate Director for the Undergraduate Program ([tleon@nmsu.edu](mailto:tleon@nmsu.edu)) and the [Aggie Health & Wellness Center](#).
5. COVID-19 symptoms, without a positive test, to include, but not limited to:
  - Chills or Fever of 100.4 degrees or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body ache
  - Headache
  - New loss of taste or smell
  - Sore Throat
  - Congestion or runny nose
  - Gastrointestinal symptoms (nausea/vomiting and/or diarrhea)

If a faculty member and/or a clinical site partner suspects these symptoms, they can send a student home until they meet one of the following criteria listed the next section of this document. We are also aware that a student may exhibit some of these symptoms and have other conditions, we encourage students to discuss these with their faculty and come to an agreement about how to respond to the questionnaire. This may involve providing a doctor's note which points to a condition other than COVID19.

### Quarantine and Return to Lab/Clinicals Following Quarantine Procedures

The School of Nursing follows NMSU policy for quarantine and return to campus following quarantine. In the presence of a qualifying event, students may be precluded from skills lab and clinical rotations until they have a negative test result, or:

1. For symptoms: The person is symptom free without the use of fever reducing medications for 72 hours *and* 10 days have passed since initial onset of symptoms.
2. For positive test results:
  - a) (*Time-based strategy*) 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If symptoms have developed then test-based strategy should be used.
  - b) (*Test-based strategy*) Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart.
3. For travel: A 14-day self-isolation period, beginning the day they return to Las Cruces or their place of residence.
4. For suspected exposure defined as 'having close contact (< 6 feet) for > 15 minutes)' with an individual who has tested positive for COVID-19 or is suspected to have COVID-19:
  - a) A 14-day self-isolation period, beginning the most recent day of potential exposure.
  - b) The isolation period may restart if the student has additional exposures during that time.

## **GRADING IN CLINICAL COURSES**

Clinical performance is graded as Pass/Fail. Failing the clinical performance component of the course will result in a grade of 'F' regardless of the points achieved on other assignments. Passing the clinical component of the course requires that the student achieve a 'Satisfactory' rating on the final NMNEC Summative Clinical Evaluation tool as determined by the clinical instructor. Specifically, the student must achieve a 'Satisfactory' rating on the item 'Met Course Clinical Expectations.' If the clinical experiences occur at more than one site, the student must achieve a 'Satisfactory' rating on the clinical evaluation at each site (if applicable).

### Clinical Probation

A student may be placed on clinical probation by the BSN Admissions and Progression sub-committee or Associate Director for the Undergraduate program for any of the following reasons:

1. Inability to maintain a grade of at least 77% on clinical assignments or demonstrates unsatisfactory clinical performance at mid-term.
2. Meeting one or more of the criteria listed under Guidelines for Determining Unsafe Clinical Practice (see next section)

Based on the seriousness of the unsafe clinical behavior or privacy violation, faculty can recommend immediate removal of a student from a clinical site, which may result in failure of the course. The student will then be referred to the Associate Director for Undergraduate Programs, who will then make a recommendation to the SON Director regarding retention or program dismissal.

Written notification of any probationary status shall be given to the student. During the probationary period, the faculty member and student will meet on a weekly basis to evaluate progress toward meeting conditions of probation. Each week the student will be reevaluated and the probationary status will be removed or continued. A student who does not meet the conditions of probation will not be allowed to continue clinical practice and will receive a failing grade for the course.

## **OPEN SKILLS LABORATORY**

The School of Nursing maintains an “Open Lab” schedule for students to practice nursing skills on their own or with assistance from a graduate assistant, nursing lab tutor, or a faculty member. The lab serves as a resource center for practicing skills learned in nursing classes and is open to any student registered with the NMSU Nursing Program. Students may also be referred to the lab by nursing faculty when a need to enhance skills or to repeat or make up a specific skill return demonstration (form posted in the BSN Virtual Advising Canvas course).

## **LABORATORY EQUIPMENT CHECK-OUT POLICY**

1. Select laboratory equipment may be checked out by students during designated laboratory hours from the laboratory supervisor and/or laboratory assistant and must be returned in check-out condition during designated lab hours.
2. If the item is not returned or is not returned in check-out condition, the faculty or student will be responsible for replacing the specified item at a fair and reasonable cost.
3. The student may have grades withheld until the debt is paid.
4. The lab supervisor and supervising faculty will be responsible for maintaining a tracking system for identifying items not returned and a list of items not returned in check-out condition and the name of the individual responsible for items.

## **ESSENTIAL FUNCTIONS FOR PARTICIPATION IN THE BSN PROGRAM**

ADA Guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity **and** who can perform the "essential functions" of the position. Any student who, because of a disabling condition, may require accommodations in order to meet course or program requirements should contact NMSU [Student Accessibility Services](#) and the Associate Director for the Undergraduate Program to discuss their needs and/or request an accommodation.

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

ESSENTIAL FUNCTIONS	SOME EXAMPLES OF NECESSARY ACTIVITIES
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 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 to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients. Safely lift and move clients/patients.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.

## **STUDENTS WITH BLOOD BORNE VIRUSES**

Students with documented positive tests for Hepatitis B, Hepatitis C, HIV, ARC or AIDS may care for patients after receiving clearance by their physicians, and the relevant health care facility has been notified in writing the student (and approved by the agency). A physician's clearance must be on file for each student who has one of the above stated conditions.

Students cannot work in care areas where they could transmit disease to its clients or co-workers. Risk of transmission would exist where there is trauma to the patient that would provide a portal of entry for the virus such as during invasive procedures, surgery or treatment of open wounds when a needle stick, scalpel wound, or open lesion in the infected student could result in transfer of blood or serous fluid to the open tissue of the patient.

Students with carrier state or chronic Hepatitis B, Hepatitis C, HIV+, ARC, or AIDS must do the following when assigned to clinical areas:

1. Adhere to the existing policies of the institution regarding infection prevention at all times.
2. Use proper hand washing technique and gloves when working with clients/patients.
3. Inform faculty for alternate clinical assignment if exudative lesions or weeping dermatitis are present.
4. Avoid an assignment to renal dialysis units.

## TECHNOLOGY REQUIREMENTS AND POLICIES

The SON uses a variety of technologies to facilitate learning. Faculty and instructional resource personnel are available to support learning needs.

### COMPUTERS FOR STUDENT USE

A computer work center is located in Hardman-Jacobs Undergraduate Learning Center. These computers, which are fully networked and have word processing and some have statistical capabilities, are available for student use. Hours of availability are posted in the building of the computer labs in Hardman-Jacobs Undergraduate Learning Center (HJLC). In addition, there are a number of computer clusters on campus with liberal access times that can be used by students. Please visit the Student Technology website for more information on schedules and availability, <http://studenttech.nmsu.edu/>.

SON courses require the use of Canvas Learning Management System (LMS). The following is a list of the requirements needed:

Access to a computer with a high speed internet connection is required. All incoming students are required to have an iPad to allow for computer-based testing using ExamSoft.

- A web browser that supports the Canvas learning management system (<http://studenttech.nmsu.edu/faqs-for-students/>)
- A current version of **JAVA** ([www.java.com](http://www.java.com))
- Microsoft Office 2010 or higher (for documents and presentations)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at [www.adobe.com](http://www.adobe.com))

NMSU's ICT (Information & Communication Technologies) Customer Service Center is equipped to deal with all of your information technology and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at [help@nmsu.edu](mailto:help@nmsu.edu) or visit them at <http://help.nmsu.edu/> for hours of operation. The ICT Office has developed a [Student Technology Help](#) web page with information on NMSU Technology requirements and services.

### *Canvas Resources*

- <http://learning.nmsu.edu/canvas/>
- How to videos and tutorials on Canvas tools :  
<http://studenttech.nmsu.edu/learnnmsuedu/>

## **COMMUNICATION**

The NMSU email system is the official communication avenue for the School of Nursing. Faculty, staff, and students have an email account (@nmsu.edu) on the University's centralized mail server. Web access to e-mail is available when you log in to [My.NMSU.edu](http://My.NMSU.edu). Email sent to our central server can also be redirected to any other existing email accounts on or off campus.

Please email NMSU faculty and staff from your NMSU email account or through Canvas. The SON will send all correspondence through NMSU email addresses and all course related correspondence will be through the Canvas course site. Students are expected to read their E-mail on a regular basis, as important information is distributed in this fashion and there are a number of postings that are of interest to students.

For problems setting up an account or issues with your NMSU email, call the Help Desk at 575-646-1840

NOTE: You can use the Notifications feature in Canvas to receive course notifications (e.g., Canvas emails, announcements, grades posted, etc.) forwarded to your email address. Please see the [Canvas Student Guide](#) to learn how to set up this function.

## **SMART MOBILE DEVICES FOR USE IN ALL BSN COURSES**

*iPads are the required "Smart Mobile Devices" for Use in Didactic and Clinical Courses*

Students enrolled in the NMSU BSN program will need to have an iPad as their "Smart Mobile Device" loaded with appropriate software for use in clinical. All incoming students are required to have an iPad (mini or standard size) to enable access to testing formats.

The guidelines are:

1. Students may choose their own iPad model, though it is recommended that they have at least a 3<sup>rd</sup> generation or higher, 32 GB iPad mini with WiFi. This mobile device size can be carried easily for use at clinical sites, meaning it should fit into the pocket of a lab coat or scrubs.
2. Students may choose any vendor for purchasing assigned reference texts and any other electronic resources as needed. The NMSU bookstore will have devices in stock for pickup or delivery and offers special pricing to students. Please contact them at 575-646-1791 and mention the School of Nursing program iPad requirement.
3. Students entering NMNEC *Level 1* will receive specific guidance regarding purchases prior to the start of the semester.
4. Students are strongly encouraged to review the [SON Student Getting Started](#) web site.

#### **USE OF CELLULAR PHONES AND COMPUTERS DURING CLASSES, LABS AND CLINICAL EXPERIENCES**

Students should not make or receive cellular phone calls or text messages during classes or laboratory times except in emergency situations and after discussion with the involved course instructor. Faculty members may restrict use of computers and other telecommunication devices during class.

#### **PHONE CALLS AND MESSAGES**

Emergency calls and messages can be accepted for students in the Nursing office 575-646-3812. It is the student's responsibility to keep contact information current.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students have a right to a sound education:<sup>1</sup>
  - a right to and a responsibility for having a creative educational opportunity;
  - a right to and a responsibility for having the highest quality practitioner-teacher;
  - a right to and a responsibility for achieving input into curriculum planning;
  - a right to and a responsibility for achieving self-directed learning;
  - a right to and a responsibility for achieving equal participation in all areas of clinical practice;
  - a right to and a responsibility for participating in interdisciplinary activities;
2. Students have a right to due process:
  - a right to and a responsibility for ensuring peer review and self-evaluation.
3. Students have all the rights and privileges of internal governance.
4. Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals:
  - a right to and a responsibility for facilitating change in health care delivery through various channels;
  - a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns; a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
  - a right to and a responsibility for fostering a better correlation between nursing education and practice.

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<sup>1</sup>*National Student Nurses' Association Bylaws, Amended April 2002.*

## ETHICS

Nursing students have a special concern with ethical standards because of the unique demands of nursing practice. The following guiding principles are from the American Nurses Association, *Code for Ethics for Nurses with Interpretive Statements*.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, as the nature of health problems.
2. The nurse's primary commitment is to the patient whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development. The nurse educator is responsible for promoting and maintaining optimum standards of both nursing education and of nursing practice in any setting where planned learning activities
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for sharing social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, 2001.

## **RECOGNITION CEREMONY DRESS CODE**

At the end of each Fall and Spring semester, the School of Nursing sponsors a Recognition Ceremony for graduates of each educational program offered (BSN, MSN, DNP, and PhD graduates). This solemn and auspicious occasion honors the notable accomplishments and academic achievements of the students. The dress code for this ceremony will be commencement regalia. Instructions will be provided at the time of preparation for the Recognition Ceremony.

## **EMERGENCY ACTION PLAN**

The Emergency Action Plan for Health and Social Services and School of Nursing is available and posted in the College of Health and Social Services, Room 310 (updated September 3, 2015). Please take time to review emergency information in School of Nursing Room 110. NMSU Emergency Phone Numbers, weather, and other information can be found at <https://emergencyplanning.nmsu.edu/>.

## **STUDENT NURSES' ASSOCIATION (SNA)**

The NMSU Student Nurses' Association's purpose is to:

1. Assume responsibility for contributing to nursing education.
2. To provide the highest quality of health care.
3. To provide programs reflective of current professional interests and concerns.
4. To aid the development of the whole person, the professional role, and the health care of people.

Participation in the association prepares students for future professional involvement. Meetings are held regularly, and all students are encouraged to join. Annual dues entitle students to membership in the state and national association and to the organization's journal. Review the SNA web site for current information.

## SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

The Nursing Honor Society at New Mexico State was established in 1991 as the first phase in establishing a chapter of Sigma Theta Tau, International (STTI). Sigma Theta Tau, International is the primary organization in nursing devoted to scholarship and academic advancement (<http://www.nursingsociety.org/>). On April 30, 2000, the nursing honor society at NMSU was chartered as the Pi Omega Chapter of STTI. The purposes of STTI are:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

To be eligible for membership in STTI, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership is students who have completed at least one-half of the required nursing components in a Commission on Collegiate Nursing Education (CCNE) accredited baccalaureate program. BSN students who are selected to membership shall rank not lower than the highest 35% of their class in scholarship; the number of students from one class shall not exceed one-third of the total number expected to graduate from that class. Eligible students are recommended by faculty councilors. The student then must apply and be selected for membership in the local chapter, Pi Omega of Sigma Theta Tau, International. New members are selected and inducted annually at the end of Spring Semester. Student are invited from cohorts expected to graduate from Spring, Summer, and Fall semesters of the current calendar year.

## ADDITIONAL UNIVERSITY POLICIES AND RESOURCES

### STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has, or believes that they have, a disability and would benefit from any accommodation(s), they may wish to self-identify by contacting Student Accessibility Services (SAS), formerly Services for Students with Disabilities (SSD).

#### Student Accessibility Services (SAS)

Corbett Center, Rm. 244

Phone: (575) 646-6840

E-mail: [sas@nmsu.edu](mailto:sas@nmsu.edu)

Website: <https://sas.nmsu.edu/>

#### Student Responsibilities

1. Register with SAS and obtain accommodation documents early in the semester.
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence).
3. Retrieve the signed form(s) from faculty and return to SAS within five (5) days of receipt from faculty at least one week before any scheduled exam, and
4. Contact the SAS Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

#### Faculty Responsibilities

1. Sign the ACCOMMODATION REQUEST FORM and TESTING ACCOMMODATION FORM (when presented), retain a copy and return the original to the student within five (5) working days of receipt;
2. Contact SAS immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and
3. Refer the students to SAS for any additional accommodations;

## **DISCRIMINATION, SEXUAL HARRASSMENT AND SEXUAL VIOLENCE**

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination, Title IX or NMSU's complaint process contact:

Office of Institutional Equity (OIE), O'Loughlin House

**Phone:** (575) 646-3635

**E-mail:** [equity@nmsu.edu](mailto:equity@nmsu.edu)

**Website:** <https://equity.nmsu.edu>

## **OTHER NMSU RESOURCES**

[NMSU Police Department](#) (575)-646-3311

NMSU Police Victim Services (575)-646-2731

[Aggie Health & Wellness Center](#) (575)-646-1512

[NMSU Counseling Services](#) (575)-646-1512

[NMSU Dean of Students Office](#) 575)-646-1722

For any on campus emergencies call 911

## **WRITING CENTER**

Students are encouraged to use the [Writing Center](#) to improve their writing skills and the quality of their papers. Currently, the Writing Center is only open for online consultations.

## **STUDENT SERVICES**

NMSU offers a variety of support and services for students. A listing of services is available online at: <http://success.nmsu.edu/>.

## **CHILDREN IN THE ACADEMIC WORKPLACE**

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
3. Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
4. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
5. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

## APPENDIX A



### Four-Year BSN Degree Plan Including BSN Program Pre-requisites

**BACHELOR OF SCIENCE IN NURSING**  
2020-2021 CATALOG (valid through spring 2028)

**School of Nursing**  
College of Health & Social Services

#### 2020-2021 PRE-NURSING GUIDELINES

The Bachelor of Science Nursing (BSN) is a four-year, 124-125 credit hour degree program. Admission to the BSN program is competitive and based on the cumulative GPA in nursing pre-requisite courses and HESI A2 exam scores. Pre-Nursing students should plan for a minimum of three semesters to complete their prerequisite coursework.

Students are required to meet with their academic advisor each semester. For students needing to improve their GPA, any prerequisite course may be repeated once and only the highest grade will be counted. \*Students are responsible for understanding their degree plan, scheduling meetings with their advisor prior to early registration, registering for classes on the designated day, and keeping their NMSU account address and phone number(s) current.

Students who are near completion of their prerequisites can request an BSN program application and information about the HESI from the Nursing Advising Office via e-mail at [nursing@nmsu.edu](mailto:nursing@nmsu.edu). Please include your Aggie ID in any communications. Eligibility will be confirmed before an application is given out.

Pre-Nursing students are eligible to submit an application to the BSN program if they have:

- A 'C-' grade or better in all nursing pre-requisite and general education courses.
- A **minimum GPA of 2.75** in nursing prerequisite courses
- **HESI A2 Admission Assessment** scores of 75% in each required section (**BIOLOGY, MATH, CHEMISTRY, ENGLISH**)
- Note: Pre-nursing GPA and HESI scores for accepted students is generally higher than the minimum requirement

Deadlines for submitting an application to the BSN program are:

- **February 1st** for fall semester admission
- **September 1st** for spring semester admission

#### PRE-NURSING REQUIREMENTS

*Note: Italics indicates course numbers prior to Spring 2021*

<b>SEMESTER 1</b>	<b>18 cr.</b>
ENGL 1110G ( <i>111G</i> ) Rhetoric/Composition	4 cr.
MATH 1220G ( <i>121G</i> ) College Algebra	3 cr.
CHEM 1220G ( <i>110G</i> ) Applied Chemistry & lab (preferred) or CHEM 1216G ( <i>111G</i> ) General Chemistry I	4 cr.
PSY 1110G ( <i>201G</i> ) Introduction to Psychology	3 cr.
BIOL 2110G/2110L ( <i>211GL</i> ) Cellular Biology & Lab	4 cr.
<b>SEMESTER 2</b>	<b>16 cr.</b>
ENGL 2210G ( <i>211G or 218G</i> ) Writing for the Humanities	3 cr.
CEP 1220G ( <i>C EP 110G</i> ) Human Growth and Behavior	3 cr.
SPMD 2210/2210L ( <i>SP M 271/271L</i> ) Anat. Phys. I & lab	4 cr.
MATH 1215G ( <i>A ST/STAT 251G</i> ) or A ST 311 Stat. Applic.	3 cr.
NUTR 2110 ( <i>HNDS 251</i> ) Human Nutrition	3 cr.
<b>SEMESTER 3</b>	<b>15 cr.</b>
COMM 1115G ( <i>265G</i> ) COMM 1130 ( <i>253G</i> ) Oral Comm.	3 cr.
AREA V Humanities	3 cr.
SPMD 3210/3210G ( <i>SP M 271/L</i> ) Anat. & Phys. II & lab	4 cr.
BIOL 2320 ( <i>219</i> ) or BIOL 311 Microbiology	3 cr.
BIOL 311L Microbiology Lab	2 cr.

An alternative 4-semester prerequisite degree plan is available upon request.

#### BSN CORE CURRICULUM

<b>SEMESTER 4 – BSN Level 1</b>	<b>14 cr.</b>
NMNC 328 Human Pathophysiology Found. for Nursing	4 cr.
NMNC 3110 ( <i>NURS 293</i> ) Intro.to Nursing Concepts	3 cr.
NMNC 3135 ( <i>NURS 294</i> ) Princ. of Nursing Practice	4 cr.
NMNC 3120 ( <i>NURS 362</i> ) Evidence Based Practice	3 cr.
<b>SEMESTER 5 – BSN Level 2</b>	<b>13 cr.</b>
NMNC 3210 ( <i>NURS 377</i> ) Health & Wellness Concepts I	3 cr.
NMNC 3220 ( <i>NURS 378</i> ) Health Care Participant	3 cr.
NMNC 3230 ( <i>NURS 379</i> ) Nursing Pharmacology	3 cr.
NMNC 3235 ( <i>NURS 380</i> ) Assessment & Health Prom	4 cr.
<b>SEMESTER 6 – BSN Level 3</b>	<b>13 cr.</b>
NMNC 4310 ( <i>NURS 395</i> ) Health & Illness Conc. II	3 cr.
NMNC 4320 ( <i>NURS 396</i> ) Prof. Nursing Concepts I	3 cr.
NMNC 4335 ( <i>NURS 398</i> ) Patients w/ Chronic Conditions	4 cr.
Viewing a Wider World (special list)	3 cr.
<b>SEMESTER 7 – BSN Level 4</b>	<b>15 cr.</b>
NMNC 4410 ( <i>NURS 466</i> ) Health & Illness Conc. III	4 cr.
NMNC 4435 ( <i>NURS 467</i> ) Clinical Intensive I	4 cr.
NMNC 4445 ( <i>NURS 468</i> ) Clinical Intensive II	4 cr.
Approved Nursing Elective from Special List	3 cr.
<b>SEMESTER 8 – BSN Level 5</b>	<b>14 cr.</b>
NMNC 4510 ( <i>NURS 486</i> ) Concept Synthesis	3 cr.
NMNC 4520 ( <i>NURS 487</i> ) Prof. Nursing Concepts II	3 cr.
NMNC4535 ( <i>NURS 488</i> ) Clinical Intensive III	4 cr.
NMNC 4545 ( <i>NURS 489</i> ) Capstone	4 cr.

**Pre-Nursing Advising  
Appointments:**  
Center for Academic Advising  
& Student Support  
575-646-2941  
Garcia Center, Rm. 129

**For Applications & HESI Exam  
Info:** School of Nursing Advising  
Office, 575-646-7311, Health &  
Social Services Bldg., Suite 110  
[nursing@nmsu.edu](mailto:nursing@nmsu.edu)

Total Credits: 124-125 (NURS courses only: 66 credits)  
With the exception of NURS 110, 155, and 328, NURS courses are  
only open to those admitted to the BSN Degree Prog

## APPENDIX B

### New Mexico Nursing Education Consortium (NMNEC) Curriculum for BSN Program Nursing Courses/Credits/Clinical Hours

NMNEC CURRICULUM	CREDITS	CLINICAL HOURS
<b>Level 1</b>		
NURS 293: Introduction to Nursing Concepts	3	
NURS 294: Principles of Nursing Practice	4 (1 + 3 clinical)	90
NURS 328: Human Pathophysiology Foundations for Nursing (can be taken as a prerequisite)	3	
NURS 362: Evidence Based Practice	3	
<b>TOTAL CREDITS LEVEL 1</b>	<b>14</b>	
<b>Level 2</b>		
NURS 377: Health & Illness Concepts I (Wellness)	3	
NURS 378: Health Care Participant	3	
NURS 379: Nursing Pharmacology	3	
NURS 380: Assessment & Health Promotion	4 (1 + 3 clinical)	90
<b>TOTAL CREDITS LEVEL 2</b>	<b>13</b>	
<b>Level 3</b>		
NURS 395: Health & Illness Concepts II (Chronic)	3	
NURS 396: Professional Nursing Concepts I	3	
NURS 398: Care of Patients with Chronic Conditions	4 clinical	120
<b>TOTAL CREDITS LEVEL 3</b>	<b>10</b>	
<b>Level 4</b>		
NURS 466: Health & Illness Concepts III (Acute)	4	
NURS 467: Clinical Intensive I	4 (1 + 3 clinical)	90
NURS 468: Clinical Intensive II	4 (1 + 3 clinical)	90
<b>TOTAL CREDITS LEVEL 4</b>	<b>12</b>	
<b>Level 5</b>		
NURS 486: Concept Synthesis	3	
NURS 487: Professional Nursing Concepts II	3	
NURS 488: Clinical Intensive III	4 (1 + 3 clinical)	90
NURS 489: Capstone	4 (1 + 3 clinical)	90
NURS elective (can be taken any semester, approved list of courses posted on BSN Virtual Advising Canvas course)	3	
<b>TOTAL CREDITS LEVEL 5</b>		
<b>Nursing (NURS) Credits in BSN Program</b>	<b>63</b>	<b>660 Clinical Hours</b>

NURS courses are only open to those admitted to the major  
 Originated 8/12 NMNEC; Adopted by NMSU SON 10/12

## APPENDIX C

### PRECLINICAL DOSAGE CALCULATION EXAM

#### Purpose

Prior to participating in clinical experiences each semester, the student is expected to perform common dosage calculations necessary for safe medication administration with a minimum of 92% accuracy (23/25 correct).

#### Expected Outcomes

Prior to the beginning of each semester, the student is expected to:

- Interpret medication orders and standard abbreviations needed for dosage calculations;
- Translate between military and regular time
- Convert within and between these selected measurement systems:

##### Metric

- Convert weight between micrograms, milligrams, grams and kilograms
- Convert volume between milliliters and liters
- Convert metric to household

##### Household

- Convert weight between pounds and kilograms
- Convert volume between ounces and milliliters
- Convert volume between teaspoons and milliliters
- Calculate dosages for administration of medications by common routes
  - Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - Calculate oral liquid volumes from 0.001 to 30 mL.
  - Calculate injectable medication volumes from 0.0001 to 3 mL.
- Calculate infusion rates and times for intravenous administration.
  - Calculate volumes between milliliters per hour and drops per minute.
  - Calculate total/end infusion times for intravenous fluids.
  - Calculate amounts/times to administer IV push medications.

- Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
- Calculate dosages for administration of medications in tightly controlled situations.
  - Determine dosages based on a patient's clinical data (Weight, vital signs or lab results)
  - Determine if an ordered amount is within a safe/recommended range.
  - Contrast different concentrations of solutions/ratios.
  - Calculate rates/amounts for intravenous medication drips.
- Other requirements for exam problems will include:
  - The calculations may require conversions as part of the problem
  - The amounts may range from fractions/decimals to thousands of units.
  - There **will not** be information needed or questions about specific pharmacology of medications, administration techniques or nursing implications in the preclinical dosage/calculation exam. These topics will be covered in theory and/or clinical applications.

### Specific Requirements

- Students are expected to do their own individual work. Observed acts of cheating- including but not limited to signaling or messaging between students, use of additional notes or other materials- will result in the student(s) dismissal from the testing session and loss of the testing opportunity (1<sup>st</sup> or 2<sup>nd</sup>).
- Calculation exams will be given via electronic media using ExamSoft on an iPad or laptop.
- Students may use only the School's simple calculator (no programmable electronics or other devices may be used).
- Students must show their work and write down their own answer. Scratch paper will be provided with the test.
- There will be 25 questions involving calculations following the blueprint below.
- A maximum of 60 minutes are allowed to complete the test.
- The following dosage/calculation rules will be followed for this exam:
  - Amounts less than 1 will be written with a zero to the left of the decimal.
  - Extra zeros will NOT be placed at the right of the decimal point at the end.
  - All tablets are scored in half, so round tablets to the nearest half of a tablet.

- For dosages greater than 10, round answers to the nearest whole number.
- For all weights, the final answer if rounded to the nearest tenth.
- With pediatric patients, round dosage answers to the nearest hundredth.
- All IV hourly rates round the nearest tenth. With pediatric patients round the IV hourly rates to the nearest hundredth.
- All IV drops per minute rates round to the nearest whole number.

### **Retakes**

- Students will have two attempts to achieve the required 92%. A time and date will be announced for students to review their exam results prior to a retake. Students are responsible for their own remediation prior to retaking the exam (see faculty for resources). A third attempt is possible after documentation of remediation and at the discretion of the Clinical Coordinator.
- If it is necessary for students to retake the exam, a time and place will be determined within the same week by the Clinical Coordinator.
- All versions will follow the same requirements, outcomes, and blueprint.
- If a student misses the first exam attempt for any reason, the only other attempt will be during the scheduled “retake” session. The missed attempt counts as a failure.

### **Dosage/Calculations Exam Blueprint**

BLOOM'S LEVEL	# OF QUESTIONS	PERCENTAGE
Comprehension	5	20
Application	15	60
Analysis	5	20
TOTAL	25	100

## Exam Question Examples

### Comprehension level (understanding the meaning of information)

- How many milliliters are in 2 Liters? (2,000 milliliters)
- How many kilograms are in 163 pounds? (rounded to 74.1 kilograms)

### Application level (use learned information in relevant situations)

- The patient needs: Lasix 15 milligrams PO now. The medication is available as: Lasix 10 milligram (scored) tablets. How many tablet(s) will the nurse administer now? (1.5 tablets)
- A client has an order for: Ceclor 100 mg PO every 6 hours. The local pharmacy has: Ceclor 125 mg per 5 milliliters. How many milliliter(s) should the client take for one dose? (4 mL)
- A client has a prescription for: Insulin Humulin NPH 30 units every am and 20 Units every HS. How many total unit(s) will the client receive in 24 hours? (50 units)
- The order is for: Heparin 5,000 Units SC every 8 hours. The available vial contains: Heparin 10,000 Units per mL. How many milliliter(s) will the nurse administer for one dose? (0.5 mL)
- There is an order for: Normal Saline IV at 125 mL per hour. The available IV infusion set has 20 gtt per milliliter. How many drops per minute will the nurse administer? (rounded to 42 gtt/min)
- A patient has a physician's order for: Kefzol 0.5 g IVPB every 6 hours. The manufacturer supplies: Kefzol 0.5 g mixed in 50 mL of D5W. The medication book recommends that each dose be administered intermittently over 30 minutes. How many milliliter(s) per hour will the nurse set the IV pump to infuse one dose? (100 mL/hour)

### Analysis level (break down information for further understanding)

- The order is for: Zithromax 400 mg IVPB every day for 2 days. The supplied vial has 500 mg of powdered Zithromax with directions on the label as follows: Reconstitute to 100 mg/mL with 4.8 mL of Sterile Water for injection. How many milliliter(s) would the nurse draw out of the vial to obtain one dose? (4 mL)
- The practitioner orders: Vistaril 20 mg IM every 4-6 hours prn nausea for a child, who weighs 44 lbs. The medication resource indicates that the usual IM dosage is 0.5 mg to 1 mg/kg/dose every 4 to 6 hours as needed. Is this a safe dosage for this child's weight? (Yes, this child's safe range is 10 to 20 mg/dose.)
- A patient, who weighs 110 lbs., has an order to begin IV Heparin by hospital protocol. The protocol is an IV bolus, then: Infuse the IV drip at 18 Units/kg/hour. Draw an APTT in 6 hours and call MD with results. The standard heparin available from the pharmacy is: Heparin 25,000 Units in 250 mL of  $\frac{1}{2}$  NS. How many milliliter(s) per hour should the nurse set the IV pump for this infusion? (9 mL/hr.)

(Updated August 2019)