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DISCLAIMER STATEMENT

The content of this handbook is provided for the information of the student. It is accurate at the
time of printing but is subject to change from time to time as deemed appropriate by the nursing
program in order to fulfill its role and mission or to accommodate circumstances beyond its
control. The nursing program reserves the right to make changes in policy, regulations, and fees,
as circumstances dictate, subsequent to publication. The nursing program expects its students to
have knowledge of information presented in this handbook and in any other college publications.
Any such changes may be implemented without prior notice and without obligation, and, unless
specified otherwise, are effective when made.

The nursing program reserves the right to terminate programs or modify program requirements,
content, schedule, delivery methods, and the sequence of the program offerings from semester to
semester for educational, financial or other reasons beyond the control of the college or nursing
program.

Policies and procedures specific to the Nursing Program and Canvas are outlined in the Program
Handbook. Students are also responsible for knowing information contained in their Syllabuses
regarding course specific policies and procedures. Changes and updated communication is
provided to students via Canvas and/or through their NMSU e-mail.

NMSUC nursing program job placement rates, NCLEX licensure rates, and graduation rates are
available upon request in the Nursing Office.

All resources utilized by the program (i.e. text, software, etc.) are considered archival if they are
older than five (5) years. Statistical data (NCLEX pass rates, graduate and employer surveys,
etc.) available upon request to interested constituents/stakeholders.
NEW MEXICO STATE UNIVERSITY CARLSBAD
NURSING PROGRAM HANDBOOK

DESCRIPTION

The nursing curriculum of New Mexico State University Carlsbad offers a career mobility format which prepares students for beginning nursing practice in a variety of health care settings. The nursing program is approved by the New Mexico State Board of Nursing; and in addition, the associate degree program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404-975-5000). Two exit options are available to the student. Upon completion of the first option, the student earns a certificate in Practical Nursing and is eligible to write the National Council Licensure Exam which leads to licensure as a Practical Nurse. In the second option, the student earns an Associate Degree in Nursing and is eligible to write the National Council Licensure Exam which leads to licensure as a registered nurse.

Nursing offers mobility, flexibility, and numerous opportunities throughout the United States. The graduate of either program is provided with a sound basis for entry into practice at the appropriate level. Some examples of opportunities available in nursing are acute care hospitals, physician’s offices, clinics, nursing homes, health departments, home health care agencies, and hospice care units.

MISSION OF THE COLLEGE

The mission of New Mexico State University Carlsbad is to provide access to quality education opportunities and to support the economic and cultural life of the people of southeastern New Mexico.

NURSING PROGRAM MISSION

The purpose of the program in nursing is to provide educational opportunities for those interested in the practice of nursing as a means of providing health care within the community. The program endeavors to provide an evidence-based and realistic educational environment wherein each student may attain a disciplined and open mind sensitive to ethical and cultural needs. Each student maintains an open mind, a capacity for self development, and a focus on life-long learning and professionalism.

The program provides service to the community through exploration of its health and education needs. The nursing program prepares students of diverse backgrounds to productively contribute to their profession and society.

The mission of New Mexico State University Carlsbad and the philosophy and objectives of the Nursing Program are reflective of the main campus and its branches.

NEW MEXICO STATE UNIVERSITY CARLSBAD VISION STATEMENT

New Mexico State University Carlsbad will be the foremost institution of higher education in southeastern New Mexico.
NEW MEXICO STATE UNIVERSITY CARLSBAD GRADUATE OUTCOMES

1. Effective communication skills in reading, writing, listening, and speaking;
2. Basic critical thinking skills;
3. An understanding of the obligations of effective citizenship in a democratic society;
4. An understanding of the fundamental concepts of mathematics and science;
5. Appropriate technological literacy and skills for personal and professional use;
6. An understanding of the fundamental concepts for analyzing significant primary texts and/or works of art, including fine arts, literature, music, theater, and film.

NURSING PROGRAM VISION

To educate students of diverse backgrounds through excellence in nursing education and practice to become licensed practical or registered nurses. Their contribution will be demonstrated through knowledge and skills essential for practice in a demanding and complex profession and the communities they serve.

STATEMENT OF PHILOSOPHY

The following is the statement of philosophical beliefs regarding nursing, the teaching/learning process, nursing education and the role of the Practical Nurse and/or Associate Degree Nurse as prepared by the nursing faculty of New Mexico State University Carlsbad.

Nursing

Nursing is an evolving science, seeking to find its own unique definition. Within the definition, we consider the following to be unique components: caring, communication, interpersonal processes, and skilled intervention all of which have as their focus the health and well-being of man. Therefore, as we consider our philosophy of nursing, we inevitably consider our beliefs about man. We believe man exists as a holistic individual within the context of a culturally diverse society. “In modern society, man is expected to be self-reliant and responsible for himself and for the well-being of his dependents.” This self-reliance and responsibility is manifested by the individual’s ability to maintain self-care or to promote the self-care of others, which is affected by life experience, culture, and environment. Individuals and groups have the right of culturally specific care in order to promote or maintain self-care or promote care of others. These self-care needs are manifested in the form of self-care requisites which include: universal, developmental, and health deviation care requisites. Self-care is a requirement of every person; and when it is not maintained, illness, disease, or death may occur.

Most social groups further accept persons who are helpless, sick, aged, handicapped, or otherwise deprived and should be assisted in their immediate distress. This assistance involves interventions geared toward attaining, maintaining, or regaining responsibilities within the individual’s existing capabilities. This assistance should occur within the social and cultural context of the individual and may involve the nurse functioning in one of three systems: wholly compensatory, in which the nurse is the total care giver; partially compensatory, in which the nurse functions in a shared role with the individual; or supportive-educative, in which the nurse

functions as a teacher or guide.

Thus, both self-help and provision of help to others are valued by society. Nursing is based on these two values. We concur with Dorothea Orem identifying the special concern of nursing is the need for self-care and the provision or management of it on a continuous basis. There are five general methods of providing this self-care:

1. Acting for or doing for another
2. Guiding another
3. Supporting another (physically or psychologically)
4. Providing an environment to promote personal development
5. Teaching another

We further believe a person’s maintenance of self-care is individually and culturally influenced. These five general methods of providing self-care involve a process which is continuous and can involve assessment, analysis, planning, implementation, and evaluation.

Nursing Education

We believe nursing education is best accomplished in a college or university setting. Realizing education in the community college setting deals primarily with the adult learner, we acknowledge life experiences, self-motivation, self-direction, and values have a direct impact on the teaching/learning experience. The foundation for nursing education in this setting should be based on problem-solving situations whose solutions have been previously validated. These situations involve technical, intellectual, and interpersonal competencies.

We further believe students should have the opportunity to advance in their nursing education as they so desire. Thus, the program provides a career-ladder approach to nursing education which allows students to exit at the completion of the first year with a certificate in practical nursing or at the completion of the second year with an associate degree in nursing.

We also believe the Licensed Practical Nurse possesses an existing level of knowledge and skill. The knowledge and skill can be validated and should allow the Licensed Practical Nurse to be admitted to the program with advanced standing.

Instruction is a valid method of facilitating the learner to develop knowledge and skills, and is not restricted only to the classroom. Learning is a continuous growth process that utilizes planned activities to accomplish behavioral changes. It occurs in a variety of culturally diverse settings and among diverse populations. Learners realize study, observations of others, and application of learned skills and concepts are needed to accomplish this behavioral change. The learners actively participate in the instructional process by sharing the responsibility with faculty for identifying their own learning needs and selecting specific learning activities. Through this process, the learners incorporate new knowledge and develop the skills necessary for the practice of nursing. As the student incorporates new knowledge and skills, critical thinking and clinical reasoning develop. These skills include, but are not limited to, the appreciation of points of view that are socially and culturally diverse. It is the goal of nursing education to develop an individual who is a deliberate thinker, uses reason, identifies patterns and contradictions, and searches for creative solutions to make sound decisions in their personal and professional lives.
Learning is a dynamic process between the student and his/her environment and moves from simple to complex. It is most meaningful when it is related to the pursuit of the individual’s own goal, is influenced by role models, and enhanced by a collaborative environment. The adult learner is task oriented, problem-centered, and self-directed. Students learn through a variety of activities and teaching modalities which utilize the nursing process as a tool for problem-solving.

**Certificate in Practical Nursing**

We believe the graduates of the certificate program to practical nursing will have the essential knowledge and skills to enable them to function in settings in which wholly compensatory, partially compensatory, and supportive-educative nursing systems are utilized. Within these nursing systems, the practical nurse is prepared to contribute to the plan of care, implement basic nursing care and assist with the evaluation of nursing care under the direct supervision of a registered nurse or a physician.

**Associate Degree Graduate**

We believe the graduates of the Associate Degree Program in Nursing will have the essential knowledge and skills which enable them to function in settings in which wholly compensatory, partially compensatory, and supportive-educative nursing systems are utilized. The associate degree graduate nurse is prepared to function as a member within the discipline of nursing through the provision and management of nursing care to patients whose self-care needs are routine and predictable. In addition, they are prepared to manage patient care teams consisting of members with less educational preparation.

Under the direct supervision of a registered nurse with more education or experience, the associate degree nurse may perform more complex tasks. The associate degree nurse should learn to expect and insist upon the availability of professionals who will identify the purpose and design of the work to be done.

The graduate of either of these programs is provided with a sound theoretical and clinical foundation on which to further their education and skills to meet the challenges of the future.
FACULTY AND STAFF

Director:
Mrs. Dianna Johnston, MSN, RN, FCN, Asst. Professor of Nursing
Office: 465  Telephone: 234-9301

Full-Time Faculty:
Mrs. Claudia Estrada, MSN, RN, CNE, Professor of Nursing
Office 461  Telephone: 234-9305

Ms. Faith Goad, MSN, RN, Assoc. Professor of Nursing
Office 456  Telephone: 234-9325

Ms. Dianne Hardin, MSN, RN, Instructor of Nursing
Office: 457  Telephone: 234-9313

Mrs. Mary Ellen Jaco, MSN, MBA, RN, Assoc. Professor of Nursing
Office: 458  Telephone: 234-9306

Mrs. Carolyn Rayroux, MSN, RN, Professor of Nursing
Office 454  Telephone: 234-9307

Mrs. Shannon Vallejos, MSN, RN, Assoc. Professor of Nursing
Office 453  Telephone: 234-9309

Mrs. Gina Zuniga, MSN, RN, CNE, Assoc. Professor of Nursing
Office 455  Telephone: 234-9458

Lab Coordinator/Clinical Instructor:
Ms. Annette Mihelic, MSNc, RN, Assist. Instructor of Nursing
Office 421  Telephone: 234-9302

Part-Time Faculty:
Mrs. Kate Barnhart, MSNc, RN, Clinical instructor
Office 463  Telephone: 234-9328

Mrs. Sarah Cordova, BSN, RN, Clinical Instructor
Office 463  Telephone: 234-9328

Administrative Assistants:
Judi Cox
Diana Yeager
Office 441  Telephone: 234-9300
President:
Dr. John Gratton       Telephone: 234-9210

Interim Vice President for Academic Affairs:
Dr. Mark Buckholz       Telephone: 234-9215

Vice President for Student Services:
Mr. Michael Cleary       Telephone: 234-9220

Vice President for Business & Finance:
Mr. Robert Keyes       Telephone: 234-9216
PRACTICAL NURSING CERTIFICATE

Graduates of the Practical Nursing portion of the curriculum at New Mexico State University Carlsbad may seek advanced standing to the second year of the program as positions are available. They must complete any additional courses which are a portion of the approved associate degree nursing curriculum and submit an application for admission.

Current licensed practical nurses may also be admitted with advanced standing. They must meet the basic admission criteria as outlined in the program handbook and submit an application for admission to the registered nursing option. They are admitted under the same selection process as all other candidates. Prior to being considered for admission, all candidates must complete any required first year, non-nursing courses which are a portion of the approved associate degree curriculum.

The Licensed Practical Nurse applicant seeking advanced standing will be granted credit along one of the following guidelines.

1. If they have completed their PN course work within the last three years and have attained a grade of C or better in their nursing classes, they will be awarded credit for the following courses:
   - NURS 153 - Medication Administration and Dosage Calculation 1 Cr
   - NURS 154 - Physical Assessment 2 Cr
   - NURS 156 - Basic Nursing Theory and Practice 6 Cr (6P)
   - NURS 157 - Health Deviations in Maternal/Child Nursing 8 Cr (6P)
   - NURS 210 - Pharmacological Requisites of the Childbearing Family 1 Cr
   - BIOL 225 - Anatomy and Physiology 4 Cr

2. If they have completed their PN course work after the three year time frame, they will be awarded credit for the following courses if they have a decision score of 70 or better on the National League for Nursing Exam: Nursing ACES Foundations 1.
   - NURS 153 - Medication Administration and Dosage Calculation 1 Credit
   - NURS 154 - Physical Assessment 2 Credits
   - NURS 156 - Basic Nursing Theory and Practice 6 Credits (6P)
   - BIOL 225 - Anatomy and Physiology 4 Credits

They will be granted additional credit for the following courses if they have a decision score of 70 or better on each segment of the National League for Nursing Exam: Nursing ACES Nursing Care During Childbearing and Nursing Care of the Child.

   - NURS 157 - Health Deviations in Maternal/Child 8 Credits (6P)
   - NURS 210 - Pharmacological Requisites of the Childbearing Family 1 Credit

Note: The Nursing ACES exams are computer based. There is a fee for each Nursing ACES exam. These exams are scheduled through the Nursing office to coordinate proctors and payment.
**PRACTICAL NURSING CERTIFICATE OPTION**

*Program prerequisites:

<table>
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<th>Course</th>
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<tr>
<td>BIOL 225</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>COLL 101</td>
<td>College Life/Success</td>
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Total 7 credits

**Fall Semester:**

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<tbody>
<tr>
<td>NURS 153</td>
<td>Medication and Dosage Calculations</td>
<td>1</td>
</tr>
<tr>
<td>NURS 154</td>
<td>Physical Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NURS 156</td>
<td>Basic Nursing Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 226</td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td>PSY 201G</td>
<td>Introduction to Psychology</td>
<td>3</td>
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Total 16 credits

**Spring Semester:**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 157</td>
<td>Health Deviations and Maternal/Child Nursing</td>
<td>8</td>
</tr>
<tr>
<td>CEP 110G</td>
<td>Human Growth and Behavior***</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111G</td>
<td>Rhetoric &amp; Composition</td>
<td>4</td>
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**NURS 210 - Pharmacological Requisites of the Childbearing Family (1 credit)**

Total 15 credits

**Summer Session:**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 146</td>
<td>Common Health Deviations</td>
<td>6</td>
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**TOTAL CREDITS 44 Credits**

* Students must have proof of successful completion of a nursing assistant course and meet nursing admission and readmission requirements.

** 1 hour (p) practicum = 3 contact hours.

*** CEP 110G and all general education courses may be taken prior to admission to the nursing program. All courses that are part of the nursing curriculum must have a grade of “C” or better to receive credit. Courses with less than “C” will need to be repeated to receive credit toward the Associate Degree in Nursing or the Licensed Practical Nursing certificate program.

****NURS 210 Pharmacological Requisites of the Childbearing Family is not required for the PN option. However, if this course is not taken and the student decides not to exit at the PN level and progresses to the associate degree level, the student will be required to complete this course (offered only once in the spring semester before progressing to the associate degree level of the program).
## NEW MEXICO STATE UNIVERSITY
### Nursing Program

### ESTIMATE OF STUDENT COSTS FOR PN CERTIFICATE

<table>
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<th>Type</th>
<th>Cost</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Tuition for prerequisite classes</td>
<td>$468.00-</td>
<td>For one semester of prerequisites (i.e. chemistry, BIOL 225, COLL 101, etc.)</td>
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<tr>
<td></td>
<td>$768.00</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$1270.00-</td>
<td>For one calendar year (44 credits)</td>
</tr>
<tr>
<td></td>
<td>$2020.00</td>
<td></td>
</tr>
<tr>
<td>Textbooks &amp; Specialty Items</td>
<td>$2,100.00</td>
<td>This includes textbooks and specialty items such as stethoscope, blood pressure cuff, lab kits, bandage scissors, and other items as needed.</td>
</tr>
<tr>
<td>Supplies</td>
<td>$200.00</td>
<td>Pens, pencils, notebook paper, etc.</td>
</tr>
<tr>
<td>Insurance</td>
<td>$29.00</td>
<td>Supplemental malpractice nursing insurance recommended for all nursing students</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$500.00.00</td>
<td>Nursing and science courses, ATI testing</td>
</tr>
<tr>
<td>ATI</td>
<td>$45.00</td>
<td>Comprehensive Predictor Exam</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$150.00</td>
<td>Uniforms and shoes</td>
</tr>
<tr>
<td>Certification Fee</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>NCLEX Fees/Transcript Request</td>
<td>$427.00</td>
<td>Fingerprinting and background check ($70.00); official college transcript for Board of Nursing ($3.00); NCLEX-PN testing fee ($200.00); licensing fee ($110.00); NCLEX background check/fingerprint fee ($44.00)</td>
</tr>
<tr>
<td>Clinical Expenses</td>
<td>$500.00</td>
<td>Out-of-town (Lubbock) clinical (OB/Pedi)</td>
</tr>
<tr>
<td>TOTAL ESTIMATED COSTS</td>
<td>$5830.00-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$6880.00</td>
<td></td>
</tr>
</tbody>
</table>

**The above are estimates and subject to change**

Prior to and upon admission to the nursing program, scholarships and loans are available from a variety of sources. Information and applications are available in the nursing office, Counseling and Development office, and Student Services office.
**PRACTICAL NURSING OUTCOMES**

At the completion of the Practical Nursing Certificate, the student will:

1. Demonstrate understanding of man as a holistic individual.
2. Recognize the role of the practical nurse while delivering care within the wholly compensatory, partially compensatory, and supportive-educative nursing systems.
3. Demonstrate critical thinking skills through utilization of the nursing process as a guideline in providing nursing care by:
   A. Assisting with data collection and contributing to the plan of care.
   B. Implementing an individualized plan of care using appropriate knowledge.
   C. Assisting with the evaluation of nursing care based on established outcome criteria.
4. Utilize concepts derived from the biological and behavioral sciences and nursing knowledge to maintain the physiological integrity of the patient.
5. Utilize basic communication skills in assisting individuals throughout the life span to meet self-care needs.
6. Perform the technical aspects of basic nursing care safely.
7. Function effectively in the role of the beginning Practical Nurse under the direction of a registered nurse or a physician.
8. Function in accordance with the ethical and legal standards of practical nursing practice.
10. Demonstrate the identified caring behaviors for this level.
11. Recognize the nutritional aspects within the practical nurse role to be considered when providing care to clients.
ASSOCIATE DEGREE IN NURSING OPTION

Graduates of the Associate of Applied Science Degree portion of the curriculum at NMSU Carlsbad are eligible to seek licensure to practice as a Registered Nurse.

*Program prerequisites:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 225 - Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>COLL 101 - College Life/Success</td>
<td>3</td>
</tr>
<tr>
<td><strong>7 total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester:</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 153 - Medication and Dosage Calculation</td>
<td>1</td>
</tr>
<tr>
<td>NURS 156 - Basic Nursing Theory and Practice</td>
<td>6 (6p)** (90 hrs)</td>
</tr>
<tr>
<td>NURS 154 - Physical Assessment</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 226 - Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201G - Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>16 total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester:</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 157 - Health Deviations and Maternal Child Nursing</td>
<td>8 (6p)** (90 hrs)</td>
</tr>
<tr>
<td>CEP 110G - Human Growth and Behavior***</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101G - Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111G - Rhetoric &amp; Composition</td>
<td>4</td>
</tr>
<tr>
<td>NURS 210 - Pharmacological Requisites for the Childbearing Family</td>
<td>1</td>
</tr>
<tr>
<td><strong>19 total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester:</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 211 - Pharmacological Requisites of Simple Health Deviations</td>
<td>1</td>
</tr>
<tr>
<td>NURS 258 - Psycho-Social Requisites: A Deficit Approach</td>
<td>3 (3p)** (45 hrs)</td>
</tr>
<tr>
<td>NURS 246 - Health Deviations I</td>
<td>7 (9p)** (135 hrs)</td>
</tr>
<tr>
<td>BIOL 221 - Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 221L - Microbiology Lab</td>
<td>1</td>
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<tr>
<td><strong>15 total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester:</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 212 - Pharmacological Requisites of Complex Health Deviations</td>
<td>1</td>
</tr>
<tr>
<td>NURS 256 - Health Deviations II</td>
<td>8 (12p)** (180 hrs)</td>
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<tr>
<td>NURS 260 - Management of Deviations</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>13 total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>70 TOTAL CREDITS</strong></td>
<td></td>
</tr>
</tbody>
</table>

2Graduates of Associate Degree programs licensed as Registered Nurses in the State of New Mexico do not meet licensure requirements in the State of North Dakota.
* Students must have proof of successful completion of a nursing assistant course and meet nursing admission and readmission requirements.

** 1 hour (p) practicum = 3 contact hours

***CEP 110G and general education courses may be taken prior to admission to nursing. CEP 110G, ENGL 111G, PSY 201G, BIOL 226, and SOC 101G must be successfully completed prior to entering the second year of nursing. BIOL 221, and BIOL 221L must be completed prior to the spring semester of the student's sophomore year. All courses that are part of the nursing curriculum must have a grade of “C” or better to receive credit. Courses with less than “C” will need to be repeated to receive credit toward the Associate of Applied Science Degree in Nursing or the Practical Nursing Certificate program.
NEW MEXICO STATE UNIVERSITY
Nursing Program

ESTIMATE OF STUDENT COSTS FOR ADN PROGRAM

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for prerequisite classes</td>
<td>$468.00 - $768.00</td>
<td>For one semester of prerequisites (i.e. chemistry, BIOL 225, COLL 101, etc.)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$2072.00 - $3272.00</td>
<td>For four semesters (70 credits)</td>
</tr>
<tr>
<td>Textbooks &amp; Specialty Items</td>
<td>$2,700.00</td>
<td>This includes textbooks and specialty items such as stethoscope, blood pressure cuff, lab kits, bandage scissors, nursing patch and stripe, and name pin.</td>
</tr>
<tr>
<td>Supplies</td>
<td>$200.00</td>
<td>Pens, pencils, notebook paper, etc. for all four semesters</td>
</tr>
<tr>
<td>Insurance</td>
<td>$29.00</td>
<td>Supplemental malpractice nursing insurance recommended for all nursing students</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$600.00</td>
<td>Nursing and science courses, ATI testing</td>
</tr>
<tr>
<td>ATI CARP</td>
<td>$470.00</td>
<td>Comprehensive Assessment and Review Program</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$248.00</td>
<td>Uniforms, shoes, white uniform for pinning, and cap</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$20.00</td>
<td>Fingerprinting and background check ($70.00); official college transcript for Board of Nursing ($3.00); NCLEX-RN testing fee ($200.00); licensing fee ($110.00); NCLEX background check/fingerprint fee ($44.00)</td>
</tr>
<tr>
<td>NCLEX Fees/Transcript Request</td>
<td>$427.00</td>
<td></td>
</tr>
<tr>
<td>Clinical Expenses</td>
<td>$1,000.00</td>
<td>Out-of-town (Lubbock/El Paso) clinical (OB/Pedi/Med/Surg/Psych)</td>
</tr>
<tr>
<td>TOTAL ESTIMATED COSTS</td>
<td>$8234.00 - $9734.00</td>
<td></td>
</tr>
</tbody>
</table>

**The above are estimates and subject to change**

Prior to and upon admission to the nursing program, scholarships and loans are available from a variety of sources. Information and applications are available in the nursing office and Student Services office. Applications are due by the May 15th and will then be reviewed based upon admission to the program.
ASSOCIATE DEGREE NURSING OUTCOMES

At the completion of the Associate Degree Program in Nursing, the student will:

1. Demonstrate understanding of man as a holistic individual within a culturally diverse environment who has the ability to maintain self-care or promote the self-care of others.
2. Relate the wide base of nursing knowledge and the biological, psychological, sociological, computer, and developmental sciences to the provision of nursing care.
3. Correctly utilize, in a therapeutic manner, the written, verbal, nonverbal, and listening skills of interpersonal communications.
4. Safely perform all of the technical skills of nursing.
5. Demonstrate effective written communication and problem solving skills by writing the nursing process appropriate to the level of student learning.
6. Demonstrate critical thinking and problem solving skills by utilizing all aspects of the nursing process as a guideline in providing nursing care to patients with a variety of health deviations whose health care needs are routine and predictable.
7. Function as a member of the health care team in assisting individuals to effectively meet their self-care needs applying wholly compensatory, partially compensatory, and supportive-educative nursing systems while working with individuals experiencing universal, developmental, or well-defined health deviations.
8. Practice within the ethical and legal codes of the profession of nursing and society.
9. Acknowledge the need for lifelong learning for personal and professional growth.
10. Demonstrate the identified caring behaviors.
11. Manage patient care in a variety of health care settings, utilizing appropriate delegation skills to unlicensed personnel.
12. Relate the nutritional aspects to be considered when providing care to clients experiencing universal, developmental, or well-defined health deviations.
**ACCREDITATION**

The NMSUC nursing program has been accredited with the National League for Nursing Accrediting Commission since 1990. The next accreditation evaluation is scheduled for Spring, 2019.

NLNAC  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
Telephone: 404-975-5000  
Fax: 404-975-5020  
http://www.nlnac.org/

**LEGAL LIMITATIONS OF LICENSURE**

State laws regulate the practice of nursing. Questions concerning licensure in a specific state should be directed to the state’s Board of Nursing. The New Mexico State Board of Nursing address and phone number are as follows:

New Mexico State Board of Nursing  
6301 Indian School NE Suite 710  
Albuquerque, NM 87110  
Phone: (505) 841-8340 Fax: (505) 841-8347  
Web Site: www.bon.state.nm.us/

**ESSENTIAL ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DEPARTMENT OF NURSING**

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

ADA Guidelines apply to all qualified disabled persons. (A qualified disabled person is a person with a disability who, with or without reasonable modification to rules, polices, or practices, and with 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 the 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 some special arrangements in order to meet course requirements should contact the special needs coordinator as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician.
### Essential Functions and Some Examples of Necessary Activities

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>Some Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking abilities sufficient for clinical judgment.</td>
<td>Identify cause/effect relationships in clinical situation; develop nursing care plans.</td>
</tr>
<tr>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/families and colleagues.</td>
</tr>
<tr>
<td>Communication abilities sufficient for interactions with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Abilities sufficient to move from room to room and to maneuver in small places.</td>
<td>Move around in patients' rooms, work spaces, and treatment areas, and administer cardio-pulmonary procedures.</td>
</tr>
<tr>
<td>Abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients.</td>
</tr>
<tr>
<td>Abilities sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.</td>
</tr>
<tr>
<td>Abilities sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.</td>
</tr>
<tr>
<td>Ability to operate under stressful situations.</td>
<td>Perform within a crisis situation providing care to meet physical, emotional, or psychosocial needs of the patient/client.</td>
</tr>
</tbody>
</table>

*All programs at NMSU Carlsbad are available to all persons without regard to race, religion, sex, creed, handicap or national origin*

### Essential Job Functions for Clinical Rotations

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking is required for majority of time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sits while charting or entering data into computer. May sit while receiving/giving verbal report at start/end of shift. May also sit during breaks and meal period. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies or patient charts, weighing up to ten pounds. Also lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating and repositioning patients. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
• **Carrying:** Frequently carries medical supplies and other items weighing up to 50 pounds. Occasionally carries certain medical equipment weighing up to 50 pounds.

• **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities required.

• **Climbing:** No significant climbing is required, may be required to climb a step stool.

• **Bending:** Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.

• **Crawling:** Not required.

• **Reaching:** Reaching above head required when performing aspects of care such as hanging and adjusting IV bags.

• **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of patient care, such as CPR.

• **Twisting:** Twisting at waist required when bathing patients and performing other procedures.

• **Speaking:** Must be able to clearly speak English to communicate, assess and educate patients/families. Must also be able to communicate verbally with physicians and other professionals involved in patient care.

• **Hearing:** Must have normal hearing (aide permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear to detect subtle yet critical information regarding patient condition including alarms and to communicate with physicians and other professionals involved with patient care. Normal hearing required for discussion with others by telephone.

• **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, performing physical assessments of patients including subtle changes in color.

• **Depth Perception:** Required for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.

• **Fine Motor Skills:** Must have fine motor skills of all fingers and be able to grasp and control medical equipment and to perform precise procedures such as sterile dressing changes. Must be able to grasp objects such as a pen to prepare handwritten reports.

• **Tactile Sensation:** Must be able to assess patients through palpation with fingers and hands; must be able to distinguish warm/cold and be able to feel vibrations.

• **Smell:** Must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.

• **Driving Required:** Students are responsible for their own transportation to and from affiliating clinical agencies.
STUDENTS WITH DISABILITIES

The Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act require educational institutions to provide reasonable accommodations for eligible students with disabilities.

If you have (or believe you have) a disability or special need that will affect your ability to attend and/or participate in classes and activities at the University, please contact the Special Needs Services (SNS) Office at your earliest convenience. The SNS Coordinator will discuss your rights and responsibilities with you and help to arrange appropriate accommodations. Reasonable accommodations will be made for students who have documented disabilities.

All disability-related information is strictly confidential.

Accommodations may be arranged via:
Jesse Haas, Special Needs Coordinator
SNS Office, located in the Counseling and Student Development Center
Room 107, Main Building, NMSU Carlsbad
Phone/Voice mail/TTY: 575-234-9321
E-mail: haasj@nmsu.edu

Discrimination concerns may be reported to:
Mr. Gerard Nevarez, Director of Institutional Equity/EEO
Room 15 Hadley Hall, Las Cruces
575-646-3333

NON-DISCRIMINATION POLICY

NMSU Carlsbad is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational program or activities and employment, as required by applicable laws and regulations. Please see the NMSU Carlsbad Catalog for additional information.

ADVISING

Pre-Nursing students must be advised by a Nursing Faculty member. Call the Nursing office at 575-234-9300 to schedule your appointment.

Students enrolled in the Nursing program receive advising on an individual basis. The student’s advisor is their clinical instructor for the semester.

ADMISSION TO THE NURSING PROGRAMS

All student applications to the NMSU Carlsbad Nursing Programs are reviewed and approved by the Admissions, Progression, and Graduation (AP&G) Committee.

Requirements

1. High school diploma or a GED certificate.

2. ACT composite of 18 or better, a GPA of 2.75 or better in courses applicable to the nursing curriculum, and meet requirements for admission into the college.
3. **Satisfactory scores on placement tests:**
   Students who fail to make a satisfactory score on the placement tests will be required to enroll and pass the appropriate developmental class with a C or better. Placement test scores may not be utilized in lieu of a D or F in any developmental class.

4. **Verification of successful completion of nursing aide certificate program within five (5) years or verification of current CNA certificate.** A skills check-off will be scheduled prior to the beginning of the semester in which students must successfully demonstrate proficiency of the skills within two attempts. A list of the skills and proficiency criteria is available in the nursing office. If the student is unsuccessful on two attempts of the skills check-off(s) he will not be admitted to the nursing program.

*5. High school chemistry or its equivalent. The high school chemistry class must have been a minimum of one semester in length and reflect a grade of "C" or better. The equivalent to high school chemistry is CHEM 110G, Principles & Applications of Chemistry. If a college chemistry course is completed to fulfill the prerequisite, the course cannot be used as an elective in the degree program. The chemistry requirement is recommended to be within the past five (5) years to provide student success.

*6. BIOL 225, Anatomy & Physiology. Required science courses cannot be repeated more than twice and remain eligible for the nursing program. Please contact the Nursing Department for high school anatomy articulation agreements and credit. Microbiology (BIOL 221/221L) is not a program admission requirement but is recommended to be completed before enrollment or by the end of the first year.

*NOTE: The articulation agreements with the local high schools concerning credit being received for high school chemistry and high school anatomy and physiology, do not apply to the BSN program. All BSN students **MUST** take CHEM 110G and BIOL 225, to be eligible for the BSN program.

7. **Criminal Background Checks**

Nursing is a very selective field and criminal background checks are required per Department of Health for employment and state licensure. The Joint Commission (TJC) also requires healthcare organizations to verify criminal background information on individuals who provide care, treatment, and services to patients/clients during clinical activities.

The NM Department of Health shall notify NMSU Carlsbad nursing program or designee of the results of each student’s nationwide criminal history screening. The notice shall indicate whether or not the student has a clear background check or a disqualifying conviction. The results of student’s criminal screening shall be kept confidential and maintained in secure private system in the nursing program office. All criminal screening records shall be maintained separate from the student’s academic record. Based upon this information and clinical/licensure requirements, all students requesting admittance to the NMSU Carlsbad nursing program are required to authorize and submit to a criminal background check prior to acceptance or readmission. Some students may also be expected to submit to random drug testing required by clinical practice sites. The cost of
the CBC (criminal background check) is the student’s responsibility, cannot be waived, and is non-refundable. The cost may be reduced if the student has been subjected to a Dept. of Health background check with their current employer. This will be determined on an individual basis. Check with the nursing office to see if you qualify for reduction of CBC cost. The background check will be conducted by the Dept. of Health. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Without student access to the clinical facilities, the student would be prohibited from clinical activities and, therefore, prohibited from successful completion of clinical courses preventing program progression since the classroom and clinical courses must be successfully completed in the same semester.

Crimes which may preclude clinical placement may include: convicted felons, acts of violence/ abuse, sex offenses, crimes against minors, and drug trafficking. Please note this list is not all inclusive of offenses.

Certain felonious convictions may prohibit graduates from writing the NCLEX (the licensure exam) in the State of New Mexico. Students considering application to the nursing program, who have any prior felony convictions, should contact the appropriate Board of Nursing through which they intend to seek licensure prior to making application to this program. It is recognized that individuals would like to have assurance they can be licensed to practice nursing in New Mexico prior to their enrollment into a nursing education program; however, the Board of Nursing does not have statutory authority to review such cases until the individual makes application for licensure. Upon completion of the nursing education program, the individual will be required to submit documents related to the felony conviction along with the application for licensure in New Mexico. The Board will then review the documents and determine if the applicant can be issued a license to practice nursing in New Mexico upon successfully passing the national licensure examination.

8. Admitting, re-admitting, and continuing students must complete a dosage calculation exam each semester of enrollment with a score of 100% within two attempts to continue in the nursing program and attend clinical rotations.

If the student fails to obtain the required grade, the student will have one week in which to complete the remediation process as determined by the course instructor. The student will then be given a second opportunity to pass the exam with the required grade. Failure to obtain the required grade to demonstrate competency will result in the student’s withdrawal from any course with a clinical component for the semester. Students may be readmitted to the program the following year on a space available basis in accordance with the program’s progression policies.

9. A “C” must be maintained in all nursing curriculum courses.

Selection Criteria

Beginning students are admitted to the Practical Nursing option and/or the Registered Nursing option only in the Fall semester of each year. Students wishing to make application to either option must submit their completed application packet by May 15th.
Class size is limited to ensure quality clinical learning experiences. A typical class size is 35-50 students. After the application deadline, if the number of qualified applicants exceeds the number of appointments available, priority for selection to both options will be based on a point system with students acquiring the greatest number of points receiving priority ranking. Points will be awarded according to the following criteria:

1. ACT composite score will be worth its value (e.g. a composite score of 18 will be worth 18 points).

2. Grades for regular college courses prerequisite to, or a portion of, the nursing curriculum will be worth their value multiplied times the credit hour as in the calculation of grade point averages (e.g. an "A" will be worth 4 points [multiplied by the credit hour]; a "B" will be worth 3 points [multiplied by the credit hour]; and a "C" will be worth 2 points [multiplied by the credit hour] with no points awarded for grades lower than a "C". **GRADES FOR DEVELOPMENTAL CLASSES AND CHEMISTRY WILL NOT BE INCLUDED IN THE EVALUATION OF POINTS.**

3. Students who have completed 15 or more credit hours at NMSU Carlsbad will receive 5 additional points.

**EXAMPLE:** Student A has an ACT composite of 18, has an "A" in BIOL 225, a "B" in CEP 110G, and a "C" in ENGL 111G. Total points equals 18 + 16 + 9 + 8 = 51. Student B has an ACT composite of 21, has a "B" in BIOL 225, a "B" in CEP 110G, a "B" in PSY 201G, a "B" in SOC 101G, and an "A" in ENGL 111G. Total points equal 21 + 12 + 9 + 9 + 9 + 16 = 76. Student B will also receive 5 additional points for the completion of more than 15 credit hours at NMSU Carlsbad. Total overall points will be 81.

Applicants seeking readmission will be ranked only after the application deadline. That is, after all new and continuing students have been evaluated for their admission status.

**Selection Process**

Initial screening of applicants for admission to the Fall class will begin after the May 15th deadline. The student is required to petition the Admissions, Progression, and Graduation Committee (AP&G) to be considered for admission.

1. All applicants are notified in writing by mid-June of their admission status, contingent upon appropriate student clinical skills proficiency check off. A time will then be scheduled for advising regarding continued course selection.

2. If the class is not filled, applications will be considered again at the conclusion of the summer session.

3. Due to the cost, a physical examination is not required until the student is notified of admission to the nursing program. Should it be determined the student's physical health could threaten the safety of the student or the patient, admission to the program would be the joint decision of the college administration, the nursing faculty, the student, and the student's physician.
4. After selection into the nursing program, each student will be required to successfully pass skills check-off before admission. A skills review sheet will be provided and the student has the option to practice individually in the nursing lab or with the nursing lab coordinator at a scheduled appointment time. Each student will be given two opportunities to complete and pass the skills check-off. In the event the student is unsuccessful on the second attempt the student will not be admitted to the nursing program.

5. All students who have been selected for admission to the nursing program for the fall semester must attend orientation sessions. The orientation sessions will be at the beginning of Fall semester. **Attendance on these days for orientation is mandatory** and includes important information about the program, courses, Syllabuses, testing, clinical sites, CPR, and other pertinent items.

**RE-ADMISSION TO THE NURSING PROGRAMS**

In order to be considered for readmission, a student must maintain a cumulative grade point average of 2.75 or better in all courses applicable to the nursing curriculum and be in good standing with the university. A student must begin with the first semester of the nursing program if previous nursing courses are five (5) years old or older and no student may be re-admitted to the program more than two (2) times. In addition, the following will be considered in regard to re-admission of a nursing student to either the practical nursing or registered nursing option (see Policy for Admission). All students must submit an application for review by the AP & G Committee.

1. Rationale for failure to successfully complete the courses the first time.

2. Length of time since previous enrollment. (Nursing courses which are five years old or older must be repeated.)

3. Continued work toward achievement of success, or remediation, i.e., work experience or continued college course work.

4. Students who have been previously enrolled in the nursing program may not need to take a nursing assistant certificate course. This will be determined by nursing faculty, on a case-by-case basis. Students will need to be able to successfully demonstrate those nursing skills which would have been learned prior to their level or readmission (i.e. freshman, 1st or 2nd semester or sophomore, 1st or 2nd semester). If NURS 153 and/or dosage and medication administration is given credit, the student will need to successfully demonstrate medication administration within two (2) attempts. If the student fails to meet this requirement, they will not be admitted to the program. A successful pass rate is determined by demonstration of all critical clinical elements of the skills.

All nursing curriculum options include a specific sequence of nursing courses. Each of the sequential theory/clinical nursing courses can accommodate only a certain number of students. Therefore, students who enter a curriculum plan during a given semester are assured of a place in that class as it progresses through the curriculum.
It is acknowledged, students may not be able to complete the curriculum plan as designed. In every instance, faculty will try to accommodate student needs. However, students who deviate from the curriculum plan for the class to which they were originally admitted must understand there may not be a place for them in a specific nursing theory/clinical course when they are ready to take it. A student who exits the nursing program before completion for any reason is NOT guaranteed readmission.

Students who choose to leave the nursing program for personal or academic reasons may appeal to the A P & G Committee in writing to request readmission to a specific course or courses at a specific time. Readmission to nursing courses is contingent upon available space, especially in clinical courses.

Exceptions to any of the above items will be considered on an individual basis by the A P & G Committee upon written request of the student.

**Re-admission Process**

1. A student who exits the nursing program for *any* reason is **NOT** guaranteed re-admission.
2. A student may enroll in any single nursing course a maximum of three (3) times **ONLY**.
3. From the time of initial (first time) admission to the nursing program, a student has five (5) years to complete the ADN portion of the program or three (3) years to complete the LPN portion of the program. After the five (ADN) or three (LPN) year time limit, a student who has failed to successfully meet the requirements of the nursing curriculum must repeat all nursing courses and may not be readmitted more than three (3) times.
4. Students seeking readmission must meet the posted admission requirements published in the nursing program handbook. If program slots are available after all first-time applicants have been screened and admitted, readmission will be granted as determined by the point system used for admission of new applicants.
5. Students must complete an application for readmission to the appropriate option and submit it to the nursing office by the semester prior to which the student seeks readmission.
6. The application for fall semester transfer admission is due by May 15th and will be considered after the initial May 15th deadline for new students. The application for spring semester admission/readmission is due November 15th.
7. The student will be notified in writing as to their admission status.
8. Student’s withdrawing from the program or applying for readmission to the program must petition the A P & G Committee for readmission. Readmission will be granted based on the following priorities:
   A. withdrew in good standing from the course and a space is available;
   B. failed the course and a space is available;
   C. withdrew not in good standing and a space is available.
In Good Standing is defined as the student is successfully maintaining a “C” or higher in All courses at the time of withdrawal and is not on academic or clinical probation.

Not in Good Standing is defined as the student is not maintaining a “C” or higher in all courses at the time of withdrawal and/or is on academic and/or clinical probation.

9. Students who withdraw have advanced standing. Transfer, readmitted, and on-going students are required to show competency in nursing skills previously learned.

10. Students who must repeat a skill competency will repeat the competency while being evaluated by a different instructor other than the initial evaluator. This requirement is to ensure the reliability and validity of the evaluation process.

NURSING PROGRAM PROGRESSION

Be advised, students entering and enrolled students within the nursing program are held to requirements that may differ or exceed those of the general student population at NMSU Carlsbad. Those requirements are approved by the New Mexico State Board of Nursing (NMSBON) and the National League for Nursing Accreditation Commission (NLNAC).

Progression of a student within the nursing program and completion of the program are based on the following requirements:

1. The nursing program curriculum is sequential, and successful completion (defined by a grade of “C” or better) of each course is required for continuation into the next semester. Points from papers and other classroom assignments will be added onto the total grade only after a minimum of 76% average is attained on unit and final examinations. The average score achieved for tests will not be rounded-up at the end of the semester. The course average consists of unit exams, comprehensive final, and other assignments as designated in individual nursing course Syllabus.

2. Any student enrolled in nursing courses who receives an incomplete for a course and unable to complete the requirements for removal of the incomplete before the beginning of the subsequent semester, must petition the A P & G Committee, in writing, for re-entry into the program. Priority for re-entry will be given to those students in good standing and on a space available basis.

3. A student may enroll in any single nursing course a maximum of three (3) times ONLY.

4. Students are expected to attend each class session prepared and on time. Assigned learning objectives or reading material should be completed prior to class. This is essential in order to make maximum use of class time. If the student is unprepared at the clinical site, (s)he may be asked to leave the facility or not participate in care leading to an unsatisfactory clinical grade/points. The decision on students’ participation will be made based upon the clinical instructor’s discretion. Instructors will not provide students with their lecture notes. Power point, handouts, etc. will be given at the discretion of the instructor and will be available for all students enrolled in the course. Tape recording of classes is at the discretion of the instructor.
STUDENT IMPROVEMENT PLAN

Definition: A Student Improvement Plan (SIP) is a written agreement in which the student and faculty member identify one or more areas in skills, knowledge, and/or behavior requiring improvement and actions/behaviors required to correct these areas. The student agrees to correct deficiencies in skills, knowledge, and/or behavior which have resulted in unsatisfactory or potentially unsatisfactory performance. The areas that may require a Student Improvement Plan include things such as grades, technical skills, communication, accountability, responsibility, and patient safety. A Student Improvement Plan may be used in nursing theory class, lab or clinical.

The purpose of a Student Improvement Plan is to provide the student with a specific plan for remediying a performance deficiency which may affect the student’s overall performance and/or ability to continue in the nursing program.

Implementation of a Student Improvement Plan

1. If an instructor determines a Student Improvement Plan is required to assist the student in meeting program requirements, it will be prepared by the instructor involved and any other instructor directly involved in the student’s performance.

2. It is then reviewed and approved by the nursing program director.

3. After the Student Improvement Plan is approved by the nursing program director, it is then signed by the instructors involved and the student.

4. A copy is given to each signer, the VPAA, and one is placed in the student’s nursing department file.

5. Failure to meet the terms of the SIP may result in failure of the course.

6. If the behavior reappears in another nursing semester and involved patient safety, the student may be dismissed.

   The student may complete only two (2) Student Improvement Plans for any reason during the semester.

TRANSFER OF NURSING CREDIT

1. Evidence verifying the nursing course(s) for which the student seeks credit must indicate such course(s) are comparable to the nursing courses offered at New Mexico State University Carlsbad. Course Syllabuses, outlines, current college catalogs, etc. may all be requested.

2. Students seeking transfer of nursing credit(s) must have a cumulative grade point average of 2.75 or better in all courses applicable to the nursing curriculum and be in good standing with the university.

3. It is the decision of the nursing faculty to grant nursing credit.

4. Nursing courses five (5) years old or older will not be accepted.

5. If the student has been enrolled in another nursing program and is seeking transfer and admission into the NMSU Carlsbad nursing program, a letter of recommendation from
the student’s previous nursing program director must be submitted with application.

6. A student requesting transfer of nursing credit must also meet the same requirements for admission or readmission to the program including a skills check-off to be successfully completed within two (2) attempts.

7. No student will be admitted into the final semester of the nursing curriculum.

8. The application for fall semester transfer student admission is due May 15th. The application for spring semester transfer admission or readmission is due November 15th. If admission slots are available, the AP&G committee may admit after the application deadline.

**NON-NURSING CREDITS**

General college courses may be challenged through the accepted university challenge system. See the NMSU Carlsbad Catalog.

If CLEP credit has been received for any general college courses required by the nursing degree plan (i.e. Rhetoric & Comp., Anatomy, etc.), a certified copy of the CLEP certificate must be presented to the nursing department, then, in turn, sent to the NMSU at Las Cruces Registrar for analysis before credit can be awarded.

Awarding of non-nursing credits are made at the discretion of the NMSU Las Cruces Registrar. Credit will only be awarded for classes in which a student has made a grade of a C or better.

**ELECTIVES**

The associate degree nursing student may choose any 2-credit elective to meet degree requirements. The nursing program suggests medical terminology, nutrition, pathophysiology, etc. Please consult nursing faculty for advisement.

**TRANSCRIPT OF CREDITS**

A form for requesting transcripts is available in the Student Services Office. All official transcripts are issued by the Registrar’s office at NMSU in Las Cruces. A fee will be charged as per current college fee schedule. No transcript of credit will be released if the student is in debt to the University.

**WITHDRAWALS AND DISMISSALS**

A student who wishes to withdraw from a nursing course should consult with the nursing program director and then follow University procedures for withdrawal as stated in the New Mexico State University Carlsbad catalog. It is recommended a nursing student exit survey should be completed.

A student in the nursing program may be dismissed from the program in accordance with the policy stated in the New Mexico State University Carlsbad catalog and this Program Handbook.

**UNIVERSITY POLICIES**

Students are required to obtain and read “General Information” and the “Student Code of Conduct” in the New Mexico State University Carlsbad Catalog and the College Student
Handbook, available in the Student Services Department.

### VARIANCES IN NMSU NURSING PROGRAM AND NMSU POLICIES

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<th>NMSUC</th>
<th>Rationale</th>
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<tr>
<td>1. Outcomes</td>
<td>Graduate outcomes</td>
<td>The nursing program identified graduate outcomes for each course Syllabus and also program outcomes in the handbook for student clarity specific to nursing.</td>
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<tr>
<td>2. Mission/Vision</td>
<td>Mission/Vision</td>
<td>To increase students’ knowledge regarding the nursing faculty’s beliefs regarding nursing, teaching/learning, nursing education, and the role of the nurse.</td>
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<tr>
<td>3. Accreditation</td>
<td>North Central Colleges Association</td>
<td>The nursing program is also accredited by their professional and state agencies, NLNAC, NMSBON.</td>
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<tr>
<td>4. Admission/Continuation</td>
<td>Formal application to university Transcripts Good academic standing Placement exams Graduate from US high school or GED</td>
<td>To increase student success/retention, due to clinical/state licensure requirements, nursing skills requirements, and curriculum alignment.</td>
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<tr>
<td>Nursing Program</td>
<td>NMSUC</td>
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<td>3x limit repeat of nursing courses</td>
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<td>5. Special Needs</td>
<td>Special Needs Policy</td>
<td>Clarify job function and requirements of the role of a nurse. Assist students to identify special needs, to promote NMSU nursing program’s articulation.</td>
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<tr>
<td>Special needs policy, essential requirements for participation in the nursing program, essential job functions for clinical rotations.</td>
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<tr>
<td>6. Orientation</td>
<td>College orientation required</td>
<td>To provide incoming nursing students with information and skills necessary to success in the program.</td>
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<td>College orientation requirement</td>
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<tr>
<td>Nursing program orientation mandatory</td>
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<tr>
<td>7. Attendance</td>
<td>Maintained for financial aid, recommended</td>
<td>Limited clinical scheduling opportunities, promote student success.</td>
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<td>Maintained for financial aid, recommended for success, clinical/laboratory specific attendance policies handbook/Syllabuses.</td>
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<tr>
<td>8. Grading Differences/Student Performance</td>
<td>University-wide grading scale Syllabus specific</td>
<td>To articulate with other NMSU programs, numbers reflect student success on progression/licensure, evaluation of clinical skills and safety, evaluate curricular concepts/teaching for improvement, retention of knowledge learned, required, promote academic honesty and objectivity.</td>
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<td>76% in nursing courses, higher grading scale, didactic and clinical evaluations, computerized testing, skills and dosage testing, standardized national assessment tests, comprehensive finals, testing policy.</td>
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<tr>
<td>9. Credits/Transfers</td>
<td>Per main campus approval Syllabuses. CLEP credit available No degrees awarded unless last 15 credits from NMSU</td>
<td>Individual evaluation of nursing credits/content for correct placement and student success/progression in nursing program. Articulation with other NMSU nursing programs.</td>
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<tr>
<td>• Per main campus approval</td>
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<td>• Syllabuses</td>
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<td>• CLEP credit for non-nursing credits</td>
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<td>• Nursing program review of nursing courses for credit</td>
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<td>• 2.75 in nursing related courses, university good academic standing</td>
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<td>• No nursing course 5 years or</td>
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<td>older accepted</td>
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<td>Student recognition of nursing specific accomplishments and faculty/curriculum values, financial support for nursing education from private donors to the students/program.</td>
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<td>• Letter from previous nursing program director</td>
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<td>• No final semester admissions</td>
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<td>• NLN Nursing ACES testing for PN</td>
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<td>• Nursing program admission requirements</td>
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<td>10. Student Recognition/Support, Crimson Scholars, Dean’s List, Nursing</td>
<td>Crimson scholars, Dean’s list, discipline, outstanding students, Honor’s Night</td>
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<td>Outstanding Student, most caring nursing student, Army Spirit of Nursing award,</td>
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<td>Honors night, additional nursing specific scholarships available.</td>
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<td>University student grievance procedure – academic and non-academic</td>
<td>Nursing specific role and function policies and procedures, public protection, maintenance of clinical contracts, student safety, student information/clarification, state requirements, articulation with other NMSU nursing programs.</td>
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<td>NMSBON Nurse Practice Act</td>
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<td>Professional standards, values/behaviors, client confidentiality,</td>
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<td>Policy/procedures for student suspected impairment</td>
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<td>The nursing faculty at NMSU Carlsbad, realize nursing education is more costly due to medical equipment, clinical travel and placement, etc. Please refer to the section on estimated costs of the Licensed Practical Nurse and Associate Degree Nursing options. To assist with these increased costs, nursing students are eligible for additional degree specific scholarships; contact</td>
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the Nursing Office for the application for nursing scholarships. The office of student financial aid and scholarships provides student entrance and exit counseling.

NMSU Carlsbad scholarship applications and the Free Application for Federal Student Aid (FAFSA) may be picked up in the Financial Aid Office or by going online. All forms and links to the FAFSA website can be found at the Financial Aid web page at http://www.cavern2.nmsu.edu. For additional financial assistance and information, and university financial aid policies, please contact the Financial Aid office.

COUNSELING AND STUDENT DEVELOPMENT CENTER

Academic advising, recruitment, career and job placement services, special needs services, student development, and distance education is available through the Counseling and Student Development Center located on campus. In addition the CSDC assists in the identification and interventions to assist students who are at risk as recognized through the Quick Connect system. Mental health services may be obtained through the NMSU Carlsbad health clinic referral or through self referral.

STUDENT HEALTH CLINIC

NMSU Carlsbad offers a student health clinic focusing on preventative, acute health care and health education to all full time students and part time students who have paid a student health fee. The student health clinic is located across from the gym on the first floor of the college. Their contact number is (575) 234-9294.

Students may also utilize the NMSUC student health center to assist with their nursing program physicals and immunizations. Please contact the student health office for details.

INCLEMENT WEATHER

If a decision to close campus or delay start is made due to inclement weather, the university will notify School Alert Closing system and the notification will be made early in the morning. The information will be broadcast on all regional television and radio stations.

BUSINESS OFFICE

Student accounts, financial aid disbursements, mailboxes for faculty and staff, and student IDs are handled in the business office. A deferred payment plan is available for most students to help with payment of tuition and fees.

Location: Room 108, main building
Office Hours: Monday through Thursday, 8:00 a.m.-6:00 p.m. and Friday, 8:00 a.m.-5:00 p.m.
Contact: Vice President of Business and Finance, 234-9200

PURCHASING TEXTBOOKS AND SUPPLIES

Students who are registered in credit classes may buy textbooks in the Campus bookstore in room 105. Classroom supplies, art supplies, calculators, software, diskettes, backpacks, and NMSU apparel items are also available. Students who wish to charge books and supplies may do so when authorized. Departments handling a program will issue authorization slips:

- Business Office – DVR/Employer/Schools
Counseling & Student Development Center – WIA/AMP
Financial Aid Office – Student financial aid (grants, loans, & scholarships)

**STUDENT IDENTIFICATION CARDS (IDs)**

Effective November 2006, all students enrolled in credit courses must have an NMSU Carlsbad student identification card to obtain their financial aid disbursement, use the computer lab, and check out library books. Student IDs are available in the Business Office, room 108, during regular office hours.

All nursing students will have a nursing student identification card to attach and wear on the official NMSUC student uniform at all times in clinical facilities. The cards will be obtained in the business office/room 108, during a designated time and announced to the students. Student nursing IDs will be collected at the end of each semester or at the time the student exits the program. Failure to return the university nursing identification card will result in a student hold on transcripts. All lost IDs will incur a $10.00 replacement fee. No ID cards will be worn outside of NMSUC nursing clinical assignments.

**SCHEDULE MODIFICATION**

Information in the class calendar is accurate at press time. If, or when changes are made (cancellations, adds, time-date changes, etc.), the changes will be available via Canvas, postings, verbal announcements, etc. Students are urged to check Canvas frequently for changes provided to students.

**TECHNOLOGIC REQUIREMENTS FOR ALL NURSING COURSES POLICY**

Microsoft Word (.doc., .docx, or .rtf) is the required word processing formats for written assignments submitted through Canvas. Basic computer literacy skills are recommended for program entry. Each student will need e-mail and internet access. Several of the nursing courses have web supplements. In addition, program notices will be sent via Canvas. It is the student’s responsibility to check Canvas several times a week. A computer lab is available for use by currently enrolled credit students. Internet access and several software programs including Microsoft Word are available. Lab hours may vary based on availability of staff and special event schedules. In addition, the Library has designated computers for use by Nursing Students with all the required software and several supportive programs. Support for students utilizing Canvas, including how to log in and navigate within Canvas is available through the Learning Technology Center.

**PROFESSIONAL CONDUCT**

The student nurse shall be held accountable for professional conduct and practice as applicable under New Mexico Nurse Practice Act (NMNPA). See the sections in this handbook that address: American Nurses’ Association (ANA) Code of Ethics: Professional Standards, Values and Behaviors; Client Confidentiality; Student Conduct and Honesty. Occurrences of unprofessional conduct shall be identified by the supervising nurse and/or nursing instructor. There are disciplinary consequences of unprofessional conduct; refer to applicable policies in the NMSU Carlsbad Nursing Program Handbook.
GRADES

Grade reports are not automatically mailed to students. You must have a NMSU PIN to check your grades by phone and on the web. Grades for the current semester will be available approximately four days after the last day of the semester. One grade report can be requested per semester by phone or web. This option is available only for a couple of weeks after the semester ends. To check grades via the WEB:  http://cavern2.nmsu.edu

Grading Rubric

The Nursing Program has a standard grading scale which is different than the university grading scale. The grading scale is as follows:

A - Excellent = 92-100
B - Above Average = 84-91
C - Average = 76-83
D - Below Average = 68-75
F - Failing = below 68

See individual course Syllabus for current grading scale and point distribution. Seventy-six percent (76%) constitutes a passing grade in all nursing courses.

Grading is based on the following:

1. For the majority of classes, testing is as follows:

   Multiple choice computer exams will be administered. These will be unit exams which will have a Syllabus specific number of points for the final grade. The last exam will be a comprehensive final exam and will count toward the total grade. The point value of each exam and the total required points for successful completion and corresponding letter grade are established in each specific course syllabus.

   A grade of “C” or better is required for all courses comprising the nursing curriculum. Scores from papers and other classroom assignments will be added into the total grade only after a minimum of 76% of the points possible is attained on unit and final examinations. These assignments and due dates will be discussed throughout the semester.

2. All written work is expected to demonstrate professionalism. It is due to the instructor by 5:00 p.m. on the assigned date. No late assignments will be accepted. Outside papers and documentation for all courses and papers in this program, unless specifically designated, are to be written using the current APA guidelines. All written work shall be typed or done on computer with correct APA format. References should be cited and no work will be accepted unless it is on time and complete.

   Students are responsible for knowing the due dates which are stated in each course syllabus/module. Students may choose to photocopy papers prior to submitting them. The original should be turned in. This protects the student against a lost or misplaced paper. All papers are to be stamped by the time clock for date/time and placed in the assignment drop box.
3. All exams are computerized and are taken in the computer lab during **NON** class hours. Students will begin the exam no later than **15 minutes after the designated exam time**. If a student reports after the 15 minutes, the student will not be able to take the exam. Once the time is up, all computers will be turned off and final grades recorded. Test scores will not be available from the instructor until two (2) working days following the exam. Exam scores will be posted on Canvas. Individual exam reviews must be completed within one week **ONLY** following the exam.

4. All nursing courses include both lecture and laboratory experiences. In order to progress to the next nursing course, each student **must** successfully complete both the theory and clinical components. Students failing to satisfactorily complete **either** the theoretical portion of the course or the clinical portion of the course will be required to repeat the course in order to progress through the nursing program curriculum. In other words, if a student receives a total number of points less than 76% of the total possible for either the clinical or theoretical component, (s)he will receive a grade of “D” or “F” and (s)he will be required to repeat the course.

5. Campus laboratory experiences will be graded on a point basis.

   In order to achieve a satisfactory grade in the campus laboratory setting, the student must:
   
   A. Attend all laboratory experiences prepared, on time, and actively participate.
   
   B. Demonstrate satisfactory performance on the designated clinical skills evaluation. Satisfactory performance is defined as the ability to safely perform each of the critical elements set for that skill. This demonstration will be in the form of a skills test, one-on-one with the clinical instructor or lab coordinator at the time designated in the syllabus. Students are expected to practice individually prior to skills testing. Since each skill test may be repeated only once, students are expected to satisfactorily pass the test the first time. However, should a second test be necessary, it must be at a time agreed upon by a nursing instructor other than the one who gave the initial test and must be outside of normal class time. If after taking two exams the student is still unsuccessful, (s)he will be withdrawn from the program. Some skills are peer reviewed according to specific criteria outlined in the appropriate course Syllabus. Should questions arise about an individual student’s performance, both students involved in the peer review process will face the same discipline action.

6. Clinical laboratory experiences will be graded in the traditional point format utilizing the same grading scale identified for academic grading.

   In addition to the work required for grades in the clinical setting, the student must obtain:
   
   - Satisfactory completion of the weekly clinical objectives.
   
   - If a student is determined to have areas for improvement or unsatisfactory clinical/lab performance, (s)he may be given a clinical counseling form and/or student improvement plan. The student may also be placed on probation with required tasks to be completed for resolution of the issue/problem before being able to successfully
complete the course. If the student is unable to demonstrate satisfactory clinical performance based upon course, weekly objectives, summative evaluations and practice standards of the profession/safety, the student will be removed from the course and nursing program. Remedial clinical assignments and activities are not subject to point assignment or grading. The focus of these activities is to address specific identified deficiencies and assist the student in increasing his/her success.

- A satisfactory rating on all but three (3) items on the performance criteria of the summative clinical evaluation tool. In a situation where a student demonstrates any one of the inappropriate behaviors as defined in the Program Handbook, “Behaviors which could result in placement on probationary status or immediate dismissal of the nursing student,” the policy in the nursing handbook supersedes the three unsatisfactory ratings on the summative clinical evaluation tool.

The first portion of the clinical experience will be for learning. Students will be given written and verbal feedback regarding the strengths and weaknesses of their performance. The remaining portion of the rotation will be for evaluation with overall evaluation occurring at the completion of the clinical rotation.

The final letter grade will be based on written performance, clinical performance, outside agency performance and community service. (Per course syllabus)

**EXPERIENCES OFF CAMPUS**

There will be required learning experiences offered in cities other than Carlsbad. Students will be responsible for their own transportation, housing, and meals during assigned clinical times. The student will be held accountable to all university and nursing program handbooks/catalogues and conduct policies while out of town for learning experiences.

**TESTING PROTOCOL**

All testing will take place in the Computer lab, with a proctor and only during times designated by the instructor.

*A testing contract will be signed each year for the student noting an understanding of:*

1. No cell phones, PDAs, laptops, or programmable electronics will be allowed in the exam area. No internet accessible devices are permitted.

2. Students will be provided a non-programmable calculator to perform dosage calculations, if necessary. No borrowing will be allowed. No graphic calculators or downloadable devices will be utilized.

3. Students are not allowed to bring food or drinks into the computer lab during testing.

4. Upon completion of the exam, students must quietly exit the building and may not loiter in the hall outside the exam room.

5. No children or individuals other than the examinee will be allowed in the testing area.

6. Students will not be allowed to communicate with anyone in the testing center during the exam, except proctors.
7. The test proctor will not answer any questions concerning the content of the exam. The proctor will assist with technical questions about the computer or typing in the information.

8. For security reasons, students will not be allowed to leave the testing room without a faculty escort or place calls during the test.

9. If you have a problem or question, raise your hand to alert the proctor. DO NOT leave your computer station.

10. It will be at the discretion of the instructor/proctor to assign seating for the exam.

11. Any open window other than the exam during computerized testing will automatically be considered academic dishonesty and grounds for dismissal from the nursing program.

12. At the beginning of each exam, the student will be given a blank piece of paper for notes/calculations/etc. The student will be asked to note the calculator and computer number utilized during the exam on the blank paper and turn in.

13. Computer Malfunction: In the event the computer the student is using to take the exam dysfunctions and is rendered unusable for the remainder of the exam time, the student will be provided a hard copy of the exam and the student will start the exam from the beginning with the full time allotted to the exam. During the transition from computer to hard copy testing, to ensure the student completes the exam and test integrity is maintained, the student will not be allowed to leave the exam area without instructor escort.

If the student wishes an individual review of the exam following its completion, they must make an appointment with the instructor to review the exam within one week of the exam.

No make-up exams will be given. In the event a student is unable to take an exam, an essay/alternate format exam may be provided at the discretion of the instructor. No more than one essay/alternate exam per nursing course per semester can be made up in this manner without forfeiting the exam points. Special consideration may be given to the student upon written request to the instructor that includes written, verifiable documentation, within 2 working days.

ASSIGNMENTS

All assignments, such as written papers (individual and group), projects (individual and group), video lists, skill lists, etc. for class, skills lab, and clinical coursework are key learning experiences throughout the program. The dates of completion of these assignments are designed purposefully to facilitate student learning.

Assignments shall be submitted on time. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

Non-submission of an assignment may result in a course failure.

Failure to submit required work may result in a failing grade. The student receiving a failing grade cannot progress to the next nursing course or semester. The class is repeated in its entirety.
Clinical Objectives and Assignments

The student shall receive clinical assignments and learning objectives prior to beginning an assignment. The student nurse is expected to meet assigned clinical objectives by preparing PRIOR to the experience. The following shall serve as a guideline to assist the student in preparation for clinical activities:

1. Identify personal learning needs.
2. Prepare to implement the learning and/or clinical objectives.
3. Organize and plan assignments to facilitate completion of objectives.
4. Seek appropriate learning experiences with faculty guidance.
5. Seek guidance and ask for assistance when unsure in any situation.
7. Identify nursing diagnoses and develop care plans, case studies, or content map as designated.
8. Implement nursing interventions appropriate for developmental age, sex, cultural orientation, environment, and self-care needs.
9. Record nursing activities in a format consistent with the conceptual framework.
10. Analyze and evaluate client goals and the student nurse’s ability to provide appropriate nursing care based on the student nurse’s stage of learning.
11. Prepare medication cards based upon the following and follow med administration guidelines:
   A. Purpose of medication for the client.
   B. Dosage ordered/Recommended dose/Dosage calculation for accuracy
   C. Route to be delivered.
   D. Major side effects.
   E. Major nursing implications.
   F. Major drug interactions.
   G. Important teaching and/or documentation factors.

Post-conference is an important learning and evaluation period. The student nurse shall be prepared to:

1. compare, contrast, and discuss findings and client outcomes in relation to theoretical and expected outcomes. Discussion may include developmental stage, setting, self-care deficits, cultural orientation, lab data, medications, nursing skill, interventions, etc.
2. propose alternate nursing interventions appropriate for future situations.

STUDENT CLINICAL PROGRESS (EVALUATION)

A clinical evaluation tool is included in each clinical course syllabus. The student nurse is advised to carefully read the objectives in the clinical evaluation tool and ask for guidance from the faculty if there are questions or difficulty understanding the objectives. Student progression is measured by the course clinical evaluation tool and is measured according to the performance scale outlined in the tool.

Student-advisor conferences are held at mid-semester and end of semester. This conference
allows the nursing faculty to determine the student’s academic and clinical progress. *The student and the nursing faculty shall complete the clinical evaluation tool at the mid-semester conference to assess the student’s clinical performance.* At the end-of-the-semester conference, the completed tool shall be utilized to determine the clinical grade. The student and instructor sign both evaluation forms at the end of the conference. The signature indicates a conference has been held and both the student and instructor have reviewed the evaluations. Space is provided on the evaluation form for the student to make comments.

The clinical evaluation tool will be used during the semester to evaluate a student’s clinical progress. The tool is a means of assessing and evaluating a student’s clinical laboratory performance. Areas of concern shall be addressed and strategies for improvement shall be identified to assist the student in meeting clinical objectives.

**NURSING STUDENT UNIFORM AND SUPPLIES**

Students will be required to wear the regulation New Mexico State University Carlsbad student nurse uniform during all clinical experiences. Students are also required to wear the official uniform when in the lab, whether for practice, class, or check-offs. All students are expected to follow the rules of good hygiene, grooming, and appropriate dress at all class and clinical experiences.

The NMSU Carlsbad student nurse uniform should be worn with pride and dignity. The uniform is a symbol of NMSU Carlsbad and the nursing professional to the public. Most clients consider the personal appearance of the nurse an indicator of the quality of care the student nurse provides. The student is responsible for complying with clinical dress policy and regulations.

The nursing faculty shall enforce the policy and regulations and may dismiss the student from a clinical setting, assign an incomplete grade for the laboratory section of the course, and/or withdraw the student from the nursing program for an infraction of the uniform regulation. The first uniform infraction shall result in a student receiving a written counseling with stipulations to correct the deficiency. If a student does not abide by the uniform regulations and/or future incidence of a uniform infraction occurs, the student shall be dismissed from clinical and may

Items needed by the beginning nursing student include the following:

1. **Students must purchase at least two uniforms.** Regulation uniforms are purchased through Meridys for all Freshman students. Sophomore students will purchase the Teal uniforms. Beginning Fall 2013, all students will wear the approved uniforms provided through Meridys. Students may wear either a student uniform or lab coat over appropriate attire when researching assignments in the clinical area. An authorized clinical NMSU Carlsbad nursing shirt may be worn to outside agencies with khaki pants. Undershirts must be solid white only. Students will also be required to purchase a polo shirt through the NMSU Carlsbad approved vendor. Information and purchase instructions will be provided during the first week of class.

2. **Student nurse badge.** NMSU Carlsbad nursing program student nurse badge are worn on the left sleeve of each uniform tunic, dress, jacket, or lab coat. The
uniforms and lab coats purchased through Meridys come with the patches applied.

3. **Solid color white or black shoes must be worn.** Athletic shoes without any trademark or coloring other than white or gray may be worn. Socks or stockings must be either white or black to match the shoes.

4. **Student uniform are not allowed to be worn when working as an employee of any health facility.** When regulation uniform is not recommended, students should wear an authorized clinical NMSU nursing shirt and khaki or black pants. Uniform should be clean, pressed, and neat.

5. **Required items.**
   - Bandage scissors;
   - Stethoscope;
   - Sphygmomanometer;
   - Pocket-size notebook;
   - Multicolored pen;
   - Watch with a second-hand;
   - CPR face shield;
   - Penlight;
   - Level appropriate Skills Pack

**DRESS CODE REQUIREMENTS**

We are very proud of the image of the Nursing Program at NMSU Carlsbad, particularly in the area of personal appearance. We know you will want to cooperate with us in presenting a well-groomed appearance and professional behavior to the community of Carlsbad.

1. **Daily hygiene should include bathing, use of body deodorant, and oral care. No perfume, cologne, or strong odors.**
2. **Hair must be scrupulously clean, worn off the collar, and back from face while in uniform. Hair ornaments must be inconspicuous.**
3. **No jewelry to be worn with uniform except wedding rings, engagement rings, single post earrings (one per ear), and wrist watch. No other body piercing jewelry will be allowed during clinical, including tongue bars or piercings.**
4. **Makeup should be subtle, in good taste, particularly eye makeup.**
5. **Fingernails: short, no longer than ends of finger without polish, no artificial nails.**
6. **Sweaters or lab coats cannot be worn while giving patient care.**
7. **Uniforms may be modified in specialty areas.**
8. **Students not meeting dress code requirements will be sent home from clinical.**
9. **All tattoos must be covered in the clinical setting.**

**LIBRARY AND T.E.A.M. CENTER**

Students are encouraged to use the University Library. The library contains current nursing and nursing-related books, indexes, and periodicals. These resources will be useful in supplementing lectures, audiovisual and practical experiences. Students are also encouraged to take advantage of the multitude of services the library provides, including an orientation to the library facilities and services. Other services of interest to the nursing student include interlibrary loan (a means
of obtaining reference materials not held by the library at no charge). The library website offers a variety of full text search engines and medical resources. The library website is:
http://cavern2.nmsu.edu/~library/librmain There are also several nursing texts and journals in the nursing department available for student use. Nursing journals are for in-house use only.

The T.E.A.M. center internet program material may be utilized by the students in the areas of speed reading, note taking, skill in taking examinations, and increased skill in reading comprehension. The T.E.A.M. center and nursing department also contain various nursing oriented computer software which are utilized as a required component of nursing classes. Please contact the nursing department regarding software. The Special Needs Officer is available for any student who believes they may have a learning disability and needs special assistance.

COMPUTER CENTER, NURSING COMPUTER LAB, AND OPEN/SIMULATION LAB

The Computer Center is located in the computer building. The center is open for student use according to the posted hours. The nursing computer lab is located in the library and contains computers and software for student use. Students should see the nursing program lab coordinator or library staff for help in utilizing the computer lab.

Open lab hours with faculty supervision are scheduled every semester for students. Hours are posted on the door to the lab or appointments may be made with the lab coordinator.

REMEDICATION AND RETENTION PLAN

NMSU Carlsbad nursing department is proud to be a part of your educational goals and be involved in promoting your academic success. With student success as our ultimate goal, a program has been developed to aid student progression through the nursing program for the goal of graduation and assisting students to begin their entrance into the nursing profession.

FIRST STEPS. . .

- Pre-Nursing and Allied Health (COLL 101)
  
The intent of this course is to assist students in developing skills to ensure their success in the nursing program. Nursing school is very different from other traditional college classes. COLL 101 for pre-nursing and allied health builds upon the basic college orientation course focusing on critical thinking, study skills, and risk factors specific to health related courses. The class assists students in focusing on application of theoretical knowledge. Students may take this course before they enter the nursing program.

- Freshman Nursing Orientation
  
  At the beginning of the semester first year students will be provided a mandatory nursing orientation which includes CPR training, hospital orientation, technology and program requirements, courses, Syllabuses, etc. In addition students are requested to submit a pre-nursing survey to be discussed with the lab coordinator regarding risk factors to success in nursing programs. The surveys and information on the nursing program are mailed to the student with the acceptance letter. Scheduling an appointment to review the survey will be the responsibility of the student and lab coordinator.
Resources

- **Computer/Ancillary Resources**
  The NMSU Carlsbad nursing program has numerous videos, computer assisted instruction, audios, clinical simulators, interactives, and web based programs to address a wide variety of learning styles. A complete list of these resources and location is available in the nursing department.

**Nursing Course Specific Tutorials**

For each nursing core course (NURS 156, 157, 246, 256), a tutorial class is offered to help facilitate students’ understanding of information presented in class. The focus of these courses is to assist students in developing study skills, clarifying theoretical information, reviewing practical and clinical application, and promoting course success. The final NURS 256 tutorial includes a NCLEX review course.

**Computerized Testing**

The nursing exams are administered by computer. To provide the student with feedback and the ability to look at exam questions with rationale, a group test review will be scheduled within one week following the exam. This review will allow students to examine their individual responses. Testing on computer prepares the students for the NCLEX licensure exam which is also administered by computer.

**Group Test Review**

Following each test within a nursing course, a faculty member will provide a session for reviewing missed questions on the test. The intent of this review session is to assist students to further analyze their responses and evaluate them utilizing a worksheet categorizing reasons for answering the question incorrectly. From this review, students are encouraged to consult test-taking strategies materials for specific techniques to use in future testing. Attendance at test reviews is strongly recommended for all students. Students are not allowed to access the test for review from any computer outside the computer lab during the time the test is open for review. Access by students from any computer is visible by the instructor. Students who violate this requirement will be subject to disciplinary action.

**Testing Assistance**

Remediation and Assistance:

- NMSU TEAM Center -- (575) 234-9315
- Adult Basic Education -- (575) 234-9250
- EBSCO NMSUC Learning Express (see TEAM Center)

Test Anxiety – discuss with instructor, consult learning disability counselor at the following website: [http://cas.nmsu.edu/hardman/learning/index.html](http://cas.nmsu.edu/hardman/learning/index.html) or student health center.

Skills Assistance: Nursing department lab coordinator -- (575) 234-9302

**Individual Test Review Sessions**

Students are strongly encouraged to participate in group test review. Following this review, the
student who still wishes to go over the exam individually with the instructor, must make an appointment. This must be done within one week of the exam. **TEST QUESTIONS MAY NOT BE COPIED**

In the event a student’s score falls below a 76% on an exam, the student is strongly encouraged to complete the following:

- Attend test review and analyze responses.
- Schedule a meeting with a course faculty or your clinical instructor. During this session, the student and faculty member will review test score, grades, study strategies, and together develop strategies for the future.

**Question Discussion**

Faculty will review all exam questions before and at the completion of the exam.

- If a student wishes to debate a question, provide a **written** statement **on the day the test is reviewed**. Submit the following:
  1. The question in debate.
  2. The page numbers in the text to support the nursing student answer.
  3. Quote from the textbook with page numbers or lecture notes with date.
  4. Rationale.
- The instructor shall provide a written response as soon as possible.
- If a student wishes to discuss the question further, an appointment with the instructor should be scheduled.

**Grading Rubrics**

Grading rubrics are available for each nursing course care plan and weekly clinical evaluation forms. These forms are available upon request to assist students in clarifying the individual grade expectations and criteria.

**EVALUATION**

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

The faculty eagerly solicits students’ constructive suggestions and recommendations for improvement and development. A variety of mechanisms exist to facilitate the evaluation process:

a. During the mid-term and/or last week of each nursing course, students are asked to evaluate the course and the faculty’s clinical and classroom performance.

b. Student representatives to Nursing Committees afford students the opportunity to influence Program policies. The faculty strongly encourages any student presented with the opportunity to serve on a committee to accept the position.

c. Laboratory evaluation.

d. Graduate surveys.
e. Agency evaluations.
f. NMSU student opinion surveys.
g. Welcome student suggestions.

**STUDENT REPRESENTATION**

Student representatives to the school of nursing committees afford students the opportunity to influence school and program policies. The faculty strongly encourages any student presented with the opportunity to serve on a committee to accept the position. Students are selected each semester. Student members of school committees must be in good academic standing and must have passed all nursing courses with a “C” or better. Student members may vote but may not serve as Chair. Student input includes policy and procedure, curriculum, technology, resources, etc.

Student committee representations (one from sophomore, one from freshman with one appointed alternate for each class) on each of the following committees: curriculum, discipline, and textbook.

**EMERGENCY TELEPHONE CALLS, PHONE CALLS, MESSAGES, AND CELL PHONES**

A family member needing to contact you in an emergency may call the nursing office at 575-234-9300. All cell phones and pagers must be turned off or in the vibration mode during class, clinical, and lab. Any ring tones occurring during these times will result in the owner/student being dismissed from the class until the next break occurs.

*It is imperative the Nursing Office and the Office of Student Services be kept advised of any changes in the nursing student’s address, e-mail, and/or telephone number. Failure to do so may prolong the student’s receipt of grades, transcripts, or communication.*

**CARLSBAD STUDENT NURSES’ ASSOCIATION**

As a new nursing student, you are cordially invited to join the Carlsbad Student Nurses’ Association. As a member of CSNA you will be a part of a vital, growing association interested in your needs as a nursing student. CSNA’s goals are to serve you through the following benefits:

1. Scholarships
2. Imprint Magazine and the Career Planning Guides
3. Monitoring of nursing legislation
4. Malpractice insurance
5. Community service
6. Fellowship
7. Professional Organization
8. Nursing program support and representation
9. Copies at no charge using the SNA copier

**CHANNELS OF COMMUNICATION**

1. Individual student problems must be discussed first with the instructor of the class in
which the student is registered.
2. If the problem concerns the clinical experience of the student, the clinical instructor(s) must be consulted first.
3. If further assistance is needed, the student and instructors will meet with the Director of the Nursing Program.

SUGGESTIONS AND COMPLAINTS

_Suggestion:_ A suggestion is defined as an informal, constructive recommendation made to the nursing program at times of evaluations (written or verbal) which will assist the program to improve upon instruction curriculum, teaching, policies, etc. Students are encouraged to provide suggestions either verbally to the program faculty or director or in written form.

_Complaints:_ A complaint is defined as an expression of dissatisfaction about something or someone and is the cause or subject of protest. It is a formal allegation against a party or institution usually expressed in a written, signed statement.

1. **Formal** – a formal complaint is defined as a written, signed, and dated, formalized grievance following the New Mexico State University policies and procedures outlined in the NMSU Carlsbad Student Handbook.

2. **Informal** – an informal complaint is defined as a complaint which can be resolved on an informal basis through mediation, a letter to the professor, a telephone call, or some other resolution amenable to the student and institution.

MODEL FOR NON-PUNITIVE DISCIPLINE

Non-punitive discipline shifts the responsibility for action from the instructor to the student. Non-punitive methods fit well within the philosophical framework of the nursing program at NMSU Carlsbad. Moreover, the skillful application of non-punitive correction creates a situation where the student becomes responsible for their own action and correction of aberrant behaviors.

1. A friendly oral reminder of the content of the policy or expectations.
2. A written statement of the problem and the goals to which the instructor and student subscribe. A verbal acknowledgement from the student verifying there is an understanding and a commitment to change.
3. A day of decision. The student is sent home without any consequences, to decide if (s)he can accept the standards. The student must provide his/her decision in writing. The instructor must make it clear that the decision to adhere to the standards is the student's. The student will decide any future action.
4. Self withdrawal from the program if unable to accept standards or there is failure to sustain behavior/changes agreed upon.

If the situation is of such severity the instructor has the right to start this process where they choose. When the incident involves violation of client safety the student must be removed from the setting. At any point during this process, the student can decide to voice their complaint.
through the grievance procedure outlined in the NMSU Carlsbad student handbook.

**GRIEVANCES**

Students who wish to formally appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the NMSU Student Handbook and Undergraduate Catalog. It is recommended the student exhaust informal procedures before enacting the formal appeal process. This begins with discussing the issue/concern with the individual faculty member.

**Student Non-Academic Grievance Policy**

Any student, who believes they have been treated unjustly in a non-academic area, not involving a contractual agreement, may file a grievance as long as the Code of Conduct has not been violated. The grievance procedure to resolve non-academic concerns must be initiated no later than thirty (30) days following the time the alleged problem occurred. Failure of University personnel to respond within ten (10) days, at any level in the procedure, will allow the student to proceed to the next step. The channel of appeal for non-academic grievances shall be:

1. The aggrieved student must first confer with the staff member involved in an attempt to resolve the problem.
2. Unresolved grievances shall be filed in writing by the student with the appropriate supervisor. The supervisor will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step must be concluded within ten (10) days of the date the grievance was received.
3. If the grievance is not resolved in Step 2, the student may forward a copy of the grievance and all relevant correspondence to the next higher level administrator – the VPAA, VPSS or the VPBF – who will conduct an investigation and attempt to resolve the issue. This process shall be concluded within ten (10) days of the date the grievance was received.
4. If the issue is not resolved in Step 3, the student may appeal to the President. If warranted, the President will appoint a hearing panel consisting of a student, a faculty member, and a staff person from departments or colleges not involved in the grievance. If a hearing panel is appointed, the parties involved in the grievance will be allowed to submit written documentation concerning the problem, may be present at all hearing sessions, and will be given the opportunity to provide additional oral information on their behalf. Upon completion of the hearing(s), the panel will forward a written recommendation to the President. This document should include findings of fact and the basis for the recommendation. The decision of the President is final.

All cases of non-academic misconduct will be referred to the Vice President of Student Services for investigation under the Student Code of Conduct.

**ACADEMIC MISCONDUCT/ACADEMIC DISHONESTY**

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
2. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one’s own work when such work has been prepared by another person or copies from another person;

3. Unauthorized possession of examinations, reserve library materials, laboratory materials, assistive technology or other course-related materials;

4. Unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report; or unauthorized access to academic computer records;

5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges. These offenses could result in failure of the course.

**Honesty**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The college reserves the right to take disciplinary action, up to and including dismissal, against any student who is found to have engaged in academic dishonesty or otherwise fails to meet those standards. Any infraction of academic dishonesty in any class may result in an automatic failure of the course. Academic dishonesty includes, but is not limited to: dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; constructing or reviewing of unauthorized copies of tests; asking questions of other students or reviewing other students’ work during or after an exam and nondisclosure or misrepresentation in filling out applications or other college records; written or verbal reproduction of content from computer program or clinical information; and dishonesty in the clinical, lab, or classroom setting. Strict honesty in the nursing profession is crucial. The faculty expects the student nurse to practice honesty in academic and clinical experiences. Dishonesty in the clinical setting shall result in failure for the course and expulsion from the nursing program.

**NON-ACADEMIC DISCIPLINARY PROCESSES**

The Admission, Progression, and Graduation Committee operates under the guidelines of the Student Code of Conduct and is part of the process. Any conduct of the student which brings forth serious criticism of the nursing program from any clinical agency or group could result in disciplinary action. In the event an inappropriate behavior occurs as defined above, the student is placed on probation and referred to the disciplinary committee for disciplinary action. The type of implementation of probation is the decision of the discipline and/or Admissions, Progression, and Graduation Committee (A P & G). Probation is defined as the time the student is given for correcting the identified problem behavior(s). The recommendation(s) of the discipline and/or A P & G committee must be satisfied before the student can return to participation in clinical experiences.

The committee has the option to recommend (but not limit to) any of the following to assist the student in correcting the area(s) identified as problems by the instructor and/or the committee: additional clinical time, work in the campus lab, repeat performance and testing of any clinical skill in question, written paper work or any activity which the committee deems appropriate for
satisfying correction of the problem areas.

Satisfactory completion of the recommendation(s) from the discipline and/or A P & G committee will be determined by the nursing faculty. Upon successful completion of the recommendation(s), the student will meet with the clinical instructor involved to arrange rescheduling of clinical experience(s).

When and if a student is deemed unable to demonstrate successful completion of the recommendation(s), the student will receive a grade of “F” for both the theory and clinical courses and will be dismissed from the nursing program. Readmission to the course in question is contingent upon previous enrollment and performance in the nursing program and the A P & G committee decision.

A student alleged to have engaged in any misconduct shall have the right of due process and appeal as delineated in the code. It is each student’s responsibility to represent themselves in this educational administrative process. This is not a criminal process, and the university is not bound by the rules of evidence normally used in cases brought before the state or Federal judicial systems. The standard of proof will be “preponderance” not “beyond a reasonable doubt”.

When accused of a violation, the student has the right to review the evidence against him or her but this does not necessarily mean the right to confront a witness. Attorneys will not be allowed to attend or participate in hearings. It is recognized by New Mexico State University, students are adults and are expected to obey the law and take personal responsibility for their conduct. Therefore, only the student involved will be allowed to attend any disciplinary or A P & G hearing.

No other individuals other than the student and above committee members will be allowed in the disciplinary session, including but not limited to legal counsel, family, friends, witnesses, etc. All information presented in the disciplinary hearing is to remain confidential.


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, or the nature of health problems.
2. The nurse’s primary commitment is to the client, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the client.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegations of tasks consistent with the nurse’s obligation to provide optimum client 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
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

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 shaping social policy.

Clients are not to be burdened with the students’ personal problems. The student shall maintain a professional relationship with clients. Associating, dating, or fraternizing (including exchanging phone numbers, e-mail addresses, or mailing addresses) with clients while they are in treatment, either inpatient or outpatient is unprofessional and strictly prohibited. Any attempt, by words or conduct, to engage a client in sex or intimate relationship will result in dismissal from the nursing program.

**PROFESSIONAL CONDUCT**

There are certain professional expectations which exist in nursing practice. Therefore, student nurses are expected to demonstrate professionalism. The following behaviors represent professionalism and are required of the student:

**Professional Conduct**

Students enrolled in the nursing program are expected to be accountable for their actions and aware of the guidelines relating to professional accountability. The student nurse shall demonstrate professional behavior. Any behavior construed as unprofessional will jeopardize the student’s standing in the nursing program.

1. Student is legally responsible for his/her personal and professional behaviors within course related experiences (clinical, classroom, lab) including verbal, non-verbal, and written communication, as well as any injuries or illnesses sustained by the student as a result of the experiences.

2. If in the professional judgment of a faculty member a student’s functioning is impaired, the student may be denied access to the clinical, classroom, or lab experiences.

3. Students shall assume responsibility for individual judgments and actions. It is expected the student shall seek consultation and clarification on professional actions in which there is uncertainty. It is expected the student will continue to maintain competency in practice by:
   a. assuming responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.
   b. exercising informed criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

4. Student shall respect and uphold the rights of the client:
   a. provide services with respect for human dignity and the uniqueness of the client –
unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

5. Student shall protect the client against incompetent, unethical, or illegal practice.
   a. participate in the profession’s efforts to establish and maintain conditions of practice conducive to the highest quality of nursing care.
   b. collaborate with members of the health profession and others in promoting community and national efforts to meet the health care needs of the public.

6. Students shall respect and uphold the rights of faculty as professionals.
   a. treat the faculty member as a person of worth and dignity.
   b. respect the faculty member’s professional judgment.

The NMSU Carlsbad nursing program addresses student conduct in the following manner and with the following assumptions:

- The enrollment of a student at NMSU Carlsbad is a voluntary entrance into the academic community.
- By entering the college, the student voluntarily assumes obligations of performance and behavior, which are imposed by the college relevant to its lawful mission, processes, and functions.
- NMSU Carlsbad is a learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten “expectations” for conduct, we too have a culture and associated expectations for behavior. The community’s expectation is that conduct is marked by integrity.
- Any student who chooses to enroll at NMSU Carlsbad also chooses to become part of this community and make constructive contributions to its culture. This choice is attended by an obligation to conduct oneself in such a way as to facilitate the mission of the community college which is to pursue and share knowledge.

The following is part of the collective expectation of members of this community college relative to personal conduct:

- Civility: members of a learning community interact with others in a courteous and polite manner. Members of the community have a right to respect the values, opinions, and/or feelings of others.
- Ethical behavior: the pursuit of a higher education is a privilege. Associated with the privilege is an obligation to aspire to a set of principles and values and demonstrate a commitment to fairness, honesty, empathy, and achievement.
- Morality: members of a learning community commit to ideals of ethical human conduct. This is a lifestyle seeking to harm no one and attempts to be a positive contributor in every interaction.
- Respect: every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct him or herself in a manner worthy of the regard. Respect is gained by decent and correct behavior.
This handbook identifies a code of conduct and acts of misconduct. The college reserves the right to discipline students for acts of misconduct which have a direct detrimental impact on the institution’s educational function, whenever they occur. Students are advised to read and follow the guidelines, policies, and procedures as outlined in NMSU Carlsbad Student Handbook. The nursing instructor is responsible for evaluating all student nurse conduct and behavior. By registering for a class, the student is assumed to have entered into an agreement with NMSU Carlsbad and the instructor to attend the class regularly and to behave in an appropriate manner at all times. The student nurse is expected to behave appropriately during classroom, laboratory, and clinical settings. Misconduct shall not be tolerated. A nursing student engaging in disruptive behavior and/or an act of misconduct shall be immediately dismissed from the class, lab or clinical session and shall be counted absent for the session. The student shall make an appointment with the involved instructor(s) and the nursing program director to discuss the behavior. At the discretion of the instructor(s) and the nursing program director, the student may return to the next session or may be required to meet with the VPAA to discuss the behavior. It is the student’s responsibility to follow the policies and demonstrate professional behaviors. The student will be held accountable for misconduct.

**BEHAVIORS DEMONSTRATING PROFESSIONAL VALUES**

1. Place the client’s welfare first:
   - Be accessible and prompt in answering client’s request.
   - Prioritize activities to reflect client’s needs.
   - Keep client well-informed.
   - Responsive and reliable when needs are identified by clients, staff, or faculty.
   - Calls and makes appropriate arrangements if unable to be on time or present for clinical.

2. Commitment to nursing and to the nursing program policies:
   - Present and willing to learn; complies voluntarily with rules and policies of the nursing program.
   - Demonstrates enthusiasm for clinical; appears to enjoy nursing.
   - Looks and acts in a professional manner; neat, clean, and behave in a professional manner.
   - Pleasant to staff, peers, and family.
   - Gives appropriate information to other nurses, completes charts and records.

3. Cooperative:
   - Able to disagree diplomatically.
   - Knows when to stop arguing and start helping.
   - Takes criticism constructively.
   - Accepts the roles of others and works in appropriate capacity in response to others.
   - Deals with stress and frustration without taking it out on others.
• Objectively handles conflicts with others; tries to see both sides of issues.

4. Intellectual and personal integrity:
   • Readily admits mistakes and oversights.
   • Forthright with peers, staff, and faculty.
   • Selects appropriate response to clients even if preferring to focus on something else.
   • Observes safe technique even when not being supervised.
   • Accepts responsibility for errors and tries to take appropriate corrective action.
   • Statements appear to be well based on fact and believable; does not provide information or facts unless known to be correct.
   • Does own work and does not represent anyone else’s work as being original.
   • Respectful of faculty, staff, peers, families, and clients.

(adopted from: A Nuts-and-Bolts Approach to Teaching Nursing, V. Schoolcraft.)

STUDENT SCOPE OF PRACTICE IN ALL CLINICAL FACILITIES

Any Clinical Agency/Facility

In any clinical agency/facility, the student nurse may not perform skills and/or assessments outside of the student realm and objectives of the course/student level. If the student is unsure of the appropriateness of performing a skill, (s)he should contact his/her clinical instructor prior to performing the skill.

Student Clinical Objectives and Evaluation

The student shall be prepared for the clinical experience, (each course shall identify specific requirements for clinical). As the student nurse prepares for clinical assignments, both specific and general objectives shall be met. The student nurse shall obtain the specific objectives for each assignment from nursing faculty. A weekly clinical evaluation of the student’s performance will be given to the student at the completion of the clinical week. Summative clinical evaluations are also completed at the end of the semester and students are required to make an appointment to meet with their clinical instructor during identified times.

BEHAVIORS WHICH MAY RESULT IN PLACEMENT ON PROBATIONARY STATUS, DISENROLLMENT, OR DISMISSAL

1. Repeated lack of preparation for clinical or lab assignments or lack of improvement of performance in the clinical setting.
2. Any performance which could jeopardize life, impede recovery, or interfere with the maintenance of the patient’s current health status.
3. Failure to immediately report a patient-care error/incident to a college nursing instructor and/or responsible nursing personnel.
5. Dishonest charting of false information.
6. Unprofessional conduct.
7. Violation of principles of confidentiality.
8. Inappropriate communication.
9. Any form of academic or nonacademic misconduct as outlined by the Code of Conduct in the NMSU Student Handbook.
10. Persistent problems regarding attendance or tardiness.
11. Under the influence of drugs, including alcohol, while on duty or in class.
12. Any performance and/or conduct while in the host hospital/clinical agency which brings from the agency criticism indicating liability to perform at a professional level.
13. Any performance and/or conduct while in any non-clinical agency which brings from the agency serious criticism regarding the student’s performance or behavior.
14. Students having difficulty performing skills in the clinical setting shall be required to complete additional skills laboratory practice. The student is responsible for making appointments and meeting the deadlines specified by the clinical instructor. Failure to do so may result in dismissal from the nursing program.

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 client.** i.e. neglects use of side rails, restraints; comes to clinical unprepared.
2. **Violates or threatens the psychological safety of the client.** i.e. uses non-therapeutic technique repeatedly in interactions; attacks/derogates individual’s beliefs or values.
3. **Violates or threatens the microbiological safety of the client.** i.e. unrecognized violation of aseptic technique; failure to perform sterile preps or dressings appropriately.
4. **Violates or threatens the chemical safety of the client.** i.e. violates the “6 Rights in Administering Medication”; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio).
5. **Violates or threatens the thermal safety of the client.** i.e. burns client with hot packs, heating lamp, etc., fails to observe safety precautions during O₂ therapy.
6. **Violates or threatens the environmental safety of the client.** i.e. fails to leave client’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.** i.e. fails to observe and/or report critical data re: clients; 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.** i.e. fails to seek guidance or instructions in the performance of unfamiliar procedures.
9. **Assumes inappropriate independence in action or decisions.** i.e. performs competencies not tested; fails to seek help in emergency situations.
10. **Fails to recognize own limitations, incompetence and/or legal responsibilities.** i.e. 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.** i.e. covers own/other’s errors or fails to report them; shares confidential information inappropriately.
12. **Fails to interact effectively with health team.** i.e. attitude adversely affects the client; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team.

**STANDARDS OF NURSING CARE**

The student shall engage in competent nursing care. The nursing faculty believes the student nurse shall perform within the realm of safe practice during the extent of their nursing education. The realm of safe practice is necessary to protect the health and welfare of the clients cared for by the student nurse. The NMNPA is available on the New Mexico State Board of Nursing website at [www.state.nm.us\nursing](http://www.state.nm.us\nursing)

**New Mexico Nurse Practice Act**

The student nurse is responsible to know the laws governing nursing practice in New Mexico. Infractions of the laws lead to disciplinary actions by the New Mexico Board of Nursing. When practicing as a student nurse or licensed nurse in a state other than New Mexico, the student and/or nurse is responsible to know the laws governing nursing practice in that state.

**Competence.** New Mexico Nurse Practice Act (NMNPA) defines the “practice of nursing” as assisting individuals, families, or communities in maintaining or attaining optimal health, assessing and implementing a plan of care to accomplish defined goals and evaluating responses to care and treatment. This practice is based on specialized knowledge, judgment, and nursing skills acquired through educational preparation in nursing and in the biological, physical, social, and behavioral sciences.

**Incompetence.** Incompetence as defined by the NMNPA (16.12.1.9, C, {1}) is: “in performing nursing functions, a nurse is under a legal duty to possess and to apply the knowledge, skill and care ordinarily possessed and exercised by other nurses of the same licensure status and required by the generally accepted standards, of the profession including those standards set forth in 16.12.2.12 NMAC of these rules. A student shall be identified as engaging in incompetent nursing practice if they are unsuccessful in meeting the course objective, clinical objectives, and/or practice is not in accordance with the standards of competency outlined in the NMNPA.

**Physical Hazard.** Any action or inaction on the part of the student nurse threatening the client’s physical well being.

**Emotional Hazard.** Any action or inaction on the part of the student nurse threatening the client’s emotional well being.

**Student Unsafe Practice or Behavior, and/or Incompetent Nursing Practice**

The student nurse shall be aware of safe, competent nursing practice and comply with the policies of the nursing program as well as practice nursing in accordance to the course/clinical objectives, requirements and student scope of practice. Nursing course Syllabuses direct the student in meeting specific course objectives and practice skills for safe practice. A student shall be responsible for demonstrating safe and competent nursing care under the direction of the nursing instructor and/or supervising nurse (preceptor). The nursing instructor is responsible for determining the student’s application of safe and competent nursing care. Noncompliance with the established policies, procedures, course objectives, clinical objectives, faculty instruction,
supervising nurse direction or standard of practice; as well as, the student scope of practice, may constitute an unsafe act or behavior on the part of the student. An unsafe act and/or a display of unsafe behavior are defined as: a threat or potential threat to the physical, emotional, mental, or environmental safety of: the client; a faculty member; substitute familial person; another student; and/or other health care provider. A student committing an unsafe act or behavior, and/or engaging in “incompetent” nursing care shall be held accountable for their actions and disciplined according to policy guidelines.

**HEALTH (CLINICAL) REQUIREMENTS**

Health screenings and examinations are required indicating the student’s ability to provide safe nursing care to the public. All health requirements are the student’s financial responsibility. The student, who is initially admitted, readmitted, and/or progressing in the nursing program is required to submit or verify the following documentation each year.

- Rubella-or titer (or proof of Rubella immunity) or MMR
- Varicella proof of immunization or titer
- Hepatitis B vaccine series or waiver
- Health insurance policy (optional)
- Current CPR card (remains current for the student’s enrollment in the nursing program)
- Physical examination
- Student Malpractice Insurance

All requirements shall be submitted to the nursing program office by the designated date or prior to the first day of class. The student is financially responsible for all expenses.

Annual TB testing will be conducted at the beginning of the Fall semester. All Students will have their TB test completed, unless contraindicated or their current reading does not expire prior to May 31 of the Spring semester. CPR training will be provided at the beginning of the Fall semester for all Freshmen students and Sophomore students who current certification will expire prior to May 31 of their graduating year.

**Hepatitis B, C, D, HIV positive test, ARC OR AIDS:** students with documented Hepatitis B, C, D, HIV positive test, ARC or AIDS may care for clients when cleared by their physicians and the relevant health care facility has been notified in writing and accepted the student. A physician’s clearance shall be on file for each student who has one of the above stated conditions. Students are required to notify the nursing department of these conditions and of changes in their status or conversion to positive for any of these conditions. Failure to notify may result in dismissal from the nursing program.

Students with carrier state or chronic Hepatitis B, C, D, HIV positive test, ARC, or AIDS shall do the following when assigned to clinical areas:

1. Adhere to the existing policies of the institution regarding infection control at all times.
2. Use proper hand hygiene and gloves when working with clients.
3. Not work in client care areas if they have exudative lesions or weeping dermatitis.
4. Student may not be assigned to clients who are immunocompromised.

Students cannot work in client care areas if they may be able to transmit disease to clients or co-workers. Risk of transmission would exist where there is trauma to the client providing 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 client.

The Hepatitis vaccine is required by many clinical agencies. Failure to have a positive titer may result in being unable to take advantage of a clinical placement.

**Pregnancy:** If a student is pregnant or becomes pregnant while enrolled in the nursing program, the student shall advise a faculty member as early as possible. The student shall submit a written medical release, stating the student can perform the course (clinical, lab, class) requirements ‘without restrictions’, from their health care provider in order to participate in clinical/lab.

**TB test report:** Annually, each student will have TB testing at the beginning of the fall semester; unless the test is contraindicated upon a health care providers’ written advice. Written verification of contraindication shall be submitted to the nursing program office. Once a TB skin test is positive, chest x-rays are required annually for two years. A student with a positive TB skin test shall present evidence of a negative chest x-ray within the past 12 months; adhere to the follow-up/therapeutic regimen of his/her health care provider; and/or submit written documentation of adherence to and prescribed follow-up/therapeutic regime from his/her health care provider to the nursing program office.

**Rubella:** Evidence of one of the following: documented receipt of rubella vaccine or rubella titer can be completed as part of the physical exam; women may have had the rubella titer during maternity care. Students born in 1957 or later shall provide one of the following: documented receipt of MMR vaccine; diagnosed rubella illness documented by health care provider; or titer indicating proof of immunity.

**Varicella:** The student must verify they have had a previous case of varicella (chickenpox). If the student has not had varicella or is unsure, the student should obtain a varicella titer and/or the vaccine. Effective Fall semester 2012, Varicella waivers are no longer accepted. The student must present documented proof of immunity.

**Health Insurance:** Not required but highly recommended. Students can purchase individual policies or provide a copy of current group coverage. Medical costs are the responsibility of the student. NMSU Carlsbad also offers the campus student health clinic to students.

**CPR:** Mandatory CPR certification will be conducted at the beginning of the Fall semester of the Freshman year. Sophomores who have certifications expiring at any date prior to May 31\textsuperscript{st} of their graduating year are also required to attend this mandatory course. The certification/recertification shall be a minimum of Basic Life Support for the Health Care Provider from a certified instructor endorsed by the American Heart Association. An additional CPR course will be offered by Nursing Faculty for student’s readmitting to the Spring semester if their certification expires prior to August 31\textsuperscript{st} of that year.

**Physical Examination:** A physical examination is required for admission or readmission in the
nursing program. Continuing students may be required to complete a physical examination if there has been a significant change in their health status. A student’s admission, readmission or progression status may be denied if a significant health or safety threat is noted.

**Malpractice Liability Insurance:** Students are required to purchase Liability (malpractice) Insurance with minimum coverage of $2,000,000/4,000,000. Liability insurance may be purchased through NSO. The student shall purchase liability insurance prior to the first day of class. Information about purchasing this insurance is available from the secretary for the nursing program. Failure to purchase the liability insurance prior to the first day of class may result in denial of student participation and access to the simulation lab and/or clinical setting. *Student malpractice insurance is required and can be purchased online from Nurses Service Organization at nso.com.*

**Health Care Cost:** A student may become ill, injured, or exposed to infectious or communicable diseases while engaged in clinical or laboratory practice activities. Illness, injury, or exposure to disease may require, but may not be limited to: counseling, prophylactic intervention, diagnostic procedures, and/or follow-up treatment. *IMPORTANT: NMSU Carlsbad, the nursing program and affiliated clinical agencies are not liable for health care costs associated with the student’s illness or injury resulting from clinical or laboratory practice.*

**Change of Health Status:** If a student experiences an injury or illness while enrolled in the nursing program, the student shall submit a medical (physician’s) release. The release should verify the student can continue to meet the requirements of the nursing program ‘without restrictions’. Examples of conditions/incidents requiring a medical release are, in the case of, but not limited to: trauma necessitating medical care, surgery, pre-existing health condition, exacerbation of a pre-existing condition and/or a new diagnosis of a chronic health condition. *If a medical release ‘without restrictions’ is not received, the student shall not be allowed to participate in clinical or lab (skills).* The missed clinical/lab shall be considered an absence. The student shall meet with the instructor to determine the extent to which the absence(s) shall affect the student’s course grade.

**Accident, Injury, and/or Illness:** Any accident, injury or illness occurring during nursing education activities shall be reported immediately to the nursing program director or a nursing faculty member. NMSU Carlsbad or any associated clinical practice site is not responsible for expenses related to accidents/injuries/illnesses occurring during clinical, class, or laboratory experiences. Any student that has an: accident; injury; illness; develops a physical or emotional problem; and/or takes medication(s) which could alter decision making, and could interfere with the safety to practice nursing, has the responsibility to notify all appropriate nursing faculty. This ensures appropriate measures can be taken to protect the public, student, and college. Any student presenting with a physical or emotional health issue, not responding to treatment and/or counseling within a set reasonable time period can be withdrawn from the program. Any student who demonstrates behavior which conflicts with the safety essential to the practice of nursing, shall be dismissed immediately from the designated activity, class, clinical, or lab. The student shall receive a written and verbal counseling by the involved nursing faculty and shall meet with the nursing program director for further evaluation of the behavior to determine the student’s
CONFIDENTIALITY

Confidentiality regarding client information is mandatory in the nursing profession. Federal regulations dictate the client’s right to information confidentiality. Thus, it is imperative for the student nurse to understand the professional concept of confidentiality and to agree to maintain client information confidential throughout the nursing education process and nursing career. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Privacy Rule, standards address the use and disclosure of individuals’ health information. This health information is called “protected health information” which is subject to the Privacy Rule. It also addresses the standards for individual’s privacy rights to understand and control how their health information is used. A major goal of the Privacy Rule is to assure the individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well being.

During the process of nursing education, the student nurse enters into relationships with clients, families, groups and communities in many healthcare environments. Through the student nurse/client relationship and entry into healthcare environments, the student nurse is exposed to personal and medical information about many clients, families, and groups. Client information is entrusted to the student nurse and shall not be communicated to any unauthorized person. Client information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is strictly confidential. Unauthorized release of confidential information can also result in personal, civil, and/or criminal liability and legal penalties. Breach of confidentiality could result in dismissal from the Nursing Program. It is the policy of the nursing program that students of the school shall respect and preserve privacy and confidentiality of client information, regardless of the agency to which the student is assigned. Violations of this policy include, but are not limited to:

- Accessing information not within the scope of the student’s assignment;
- Misusing, disclosing without proper authorization, or altering client or personnel information;
- Disclosing or using another person’s electronic or computer codes or passwords;
- Leaving a secured application (written or electronic) unattended during assignment;
- Attempting to access a secured application without proper authorization.

SMOKING

Students may not smoke in the classroom, skills laboratory, or at any time during clinical or lab assignments.

Smoking of tobacco products is prohibited in all NMSU Carlsbad buildings within 25 feet of entrances or exits as well as in NMSU Carlsbad official vehicles. This includes the following:

- All enclosed building and facilities including classrooms, offices, food service venues and lavatories.
- Within 25 feet of building entrances and exits and fresh air intake grills unless it is a...
specially designated smoking area.
- Partially or fully enclosed walkways, corridors, elevators.
- Vehicles owned, leased or rented by NMSU/NMSU Carlsbad, and
- Within 50 feet of any area where flammable materials are handled or stored or where other significant fire hazard may exist.
- Indoor athletic or other university-sponsored or designated events.

Students emitting a strong odor of smoke, whether in the classroom or in the clinical/lab setting may be sent home to change clothing/uniform.

**ATTENDANCE - CLASS AND LAB/CLINICAL**

1. Students are expected to attend every class and lab/clinical practice as assigned to meet all criteria of the course. Failure to do so may result in dismissal from the nursing program and/or result in the inability to pass the course in which the student is enrolled. Absence is especially critical in regard to the campus lab or agency clinical. Clinical attendance is expected to be 100% and preparation is mandatory. If a student is unprepared in a clinical setting, (s)he may be sent home, at the discretion of the clinical instructor, without the opportunity to repeat the experience. Also, loss of course work points may place the student at risk for being unsuccessful in the class. If a student must miss a class, lab, or clinical, (s)he will notify the nursing office at 575-234-9300, who will advise student on necessary actions. For additional information, refer to New Mexico State University at Carlsbad’s catalog for attendance policies and the course Syllabus.

2. Lab/clinical absences are subject to faculty review and may result in dismissal from the program. Students who are unable to meet the clinical objectives because of absences may receive an “I” (incomplete) or lose points for the course. Criteria for the removal of an incomplete is at the discretion of the clinical instructor. Refer to the New Mexico State University at Carlsbad catalog concerning grading system policies.

3. Students who do not satisfactorily meet the lab/clinical requirements may not receive the minimum course points, resulting in failure of the course.

4. Clinical experience(s) will be scheduled and daily assignments in patient areas will be arranged by the instructors. Students are expected to report to the nursing station to which they are assigned **on time and in uniform**. A student is required to call the clinical instructor/assigned agency if (s)he is to be late or absent. Include a call back number when leaving a message for the instructor at the assigned agency. A student will be considered tardy if not present in the clinical area for report, conference time, or the beginning of the lab. Tardiness will be reflected in your clinical/ campus lab grade. A student uniform or regulation lab coat worn over appropriate attire must be worn while obtaining clinical assignments. Name tags are to be worn at all times.

5. The student shall have two opportunities to be checked off by the completion date assigned. If the student requires the second check-off, a different instructor shall be assigned to assess the student’s skill competency level. This requirement is to ensure the reliability and validity of the evaluation process.
6. **Clinical Tardies:** All students are expected to arrive on time at the designated clinical practice site as indicated in the college course schedule and/or by the nursing program. A student shall notify the instructor of an anticipated emergent need to be late to a clinical assignment. Students are expected to notify their clinical instructor of tardiness as soon as possible. Students arriving late will have their tardiness documented. This shall be reflected on the Weekly Clinical Evaluation Tool. Consistent tardiness may result in the development of a student improvement plan by the instructor.

7. **Clinical Absences:** Absences from a clinical assignment shall compromise the student’s ability to meet clinical and course objectives. Absence from clinical experience is unacceptable. Any absence from clinical experience will require a written physician’s note or an excuse from the nursing program director or designee. If the student has a health problem (mental, emotional, and/or physical) and/or is taking any medications which may impair the student, then the student shall inform the clinical instructor. It is the responsibility of the clinical instructor to determine if such problem(s) may interfere with the student’s judgment or performance and determine the course of action. An instructor may dismiss the student from the clinical assignment and determine a clinical absence is necessary to protect the safety of the client and student. Two or more clinical absences, including excused absences, shall require faculty review of the student’s standing in the program.

If the student is absent, the student shall personally notify the clinical instructor at least one hour prior to each day of the clinical assignment. If a student fails to notify the instructor prior to the absence, the student shall receive written counseling. The clinical instructor and student shall meet to determine if the clinical assignment can be rescheduled.

8. **Clinical Absence Make-Up:** Any missed clinical day shall be made up. Because make-up of clinical days is based on the availability of an appropriate instructor, not all clinical assignments can be rescheduled during the current semester. Depending on the number of clinical experiences missed, make-up clinical may not be rescheduled until after the semester ends. In order to be eligible for an incomplete grade, a student must currently be passing both the theoretical and clinical portions of the course. University policy for assignment of an incomplete will be adhered to. Make-up clinical experiences will be scheduled by the clinical instructor. If a student has been reassigned a clinical make-up assignment and does not complete the assignment prior to the last day of the course, the student shall receive an “F” grade for the course. The failing grade shall be given for a clinical grade and result in a failing grade for the course.

**CLINICAL ASSIGNMENTS**

The method of client assignments will vary with the program level of the student. Assignment procedures will be discussed at the beginning of each semester. Notify the nursing student clinical instructor immediately if there is a problem with the assignment.
CLINICAL EXPERIENCES

As an adult learner, it is the student nurse’s responsibility to take the initiative and action necessary for the learning process to be effective. The faculty functions as facilitator, teacher and role model to assist the student nurse in achieving career goals. Experiences in clinical settings are an integral part of the nursing education process. Clinical experiences provide the student nurse with the opportunity to apply theory and skills learned in class and the simulated laboratory. Also, the clinical laboratory provides the setting for the student nurse to demonstrate nursing skills with the goal of achieving competency in performance of nursing care. As the student nurse progresses through the nursing program, the level of proficiency of nursing interventions and skills are expected to develop to meet the course requirements.

CLINICAL AGENCY/FACILITY INFORMATION

Students are responsible for knowing and abiding by the philosophy and standards of care for each clinical agency/facility. Orientation to each agency shall be conducted prior to beginning clinical experiences. The requirements for each clinical agency/facility vary. Failure to meet clinical agency/facility requirements may delay the original starting clinical date which could ultimately result in missed clinical days and jeopardized standing in the nursing program.

EMPLOYMENT DURING NURSING EDUCATION

The faculty recommends the nursing student consider minimal employment hours during their nursing education. The working student should evaluate the number of work hours during nursing education. Students find the commitment to nursing education takes priority and may want to consider a maximum of 16 hours per week employment. A student shall not work within six hours prior to a clinical experience. The student shall be able to provide safe and competent client care. The clinical instructor shall determine if the student is able to demonstrate safe and accurate decision-making; and determine the student’s ability to provide competent nursing care while performing the assignment. The clinical instructor shall dismiss the student from the clinical assignment if it is determined the student is mentally or physically impaired to perform the assignment. The student shall receive a clinical absence, a written counseling and shall meet with the instructor to determine if a clinical make-up assignment is available. The above statements regarding written counseling and clinical absences for make-up assignments are applicable.

Students who fail to meet established academic standards due to employment shall not receive special consideration. Students employed as a nursing assistant, PN/LVN, or any other health care associate should be aware that neither the college nor the nursing program assumes any responsibility for the activities of a student while employees of an agency. The status of the employed nursing student shall be determined by the employing agency. The student, as an employee may not wear the NMSU Carlsbad nursing insignia, name pin, or use the abbreviation symbols S.N. The faculty advises the student not to accept assignments beyond the student’s level of current certification or licensure.

CRITERIA FOR ADMINISTERING MEDICATION IN THE CLINICAL SETTING

The faculty believes strongly in the need for accuracy in performing nursing tasks. The faculty
believes accuracy is especially crucial in the area of medication administration. The following policy and criteria have been developed for faculty/student use with medication administration. The student shall demonstrate and follow the policy before being allowed to administer any medications in the clinical setting. In addition, the student should review the medication/discipline policy in the Program Handbook and review the course syllabus for the current student enrolled semester. It is the student’s responsibility to administer only medications, which they have reviewed and are knowledgeable of based upon the semester and progression in the nursing program.

Prior to any assumption of client care or administration of medications, the student will:

1. Evaluate all client medication administration records (MAR) for:
   A. Purpose of medication and potential interactions
   B. Dosage calculations/appropriateness.
   C. Drug interaction.
   D. Times of administration and routes.
   E. Special indications for administration.
   F. Nursing implications (reassessing BP/HR prior to administration, etc.)
   G. Major side effects.
   H. Patient Teaching Implications

   **NOTE:** This evaluation is to be completed the night before clinical or prior to assumption of care. Faculty will identify these measures have been met before medications can be administered. Failure to successfully follow the measures will demonstrate a lack of preparation and is subject to discipline at the instructor’s discretion.

2. Verify/Compare the MAR with the client’s chart for accuracy and changes. This should be performed by the student/faculty at the time of assignment, before the beginning of the shift, and frequently during the shift (re: after doctor’s rounds).

3. Administer only medications the student has knowledge of and with the instructor’s supervision or permission. No medications will be allowed to be administered without a complete medication card and dosage book/resource available at the time of administration.

4. Consistently demonstrate the six rights of medication administration while in the clinical setting.
   A. Right time
   B. Right dose
   C. Right documentation
   D. Right route
   E. Right medication
   F. Right client

5. Demonstrate and discuss your method to organize time and prepare for medication administration with your clinical instructor.

6. Correctly demonstrate the use of client identifiers prior to administration of any
7. Evaluate all client allergies and compare to ordered medications prior to administration of any drug.

8. Not accept any narcotic key from agency personnel, take verbal or telephone orders or administer medication before a physician’s order is noted. Administration of all narcotics will be directly supervised by the clinical instructor or agency personnel assigned to the patient.

9. Check all medications and IV fluids for expiration dates.

10. Pass the semester dosage exam with 100% accuracy as outlined in the Syllabus and/or Program Handbook prior to being able to administer any medication in the clinical setting.

11. Consistently and honestly communicate all information regarding the client, medications, or factors related to the client’s care to the clinical instructor.

12. Pull all medication cards/mark drug book, etc. and include med post-its for all medications to be given/ordered for each patient for whom you will be caring. Medication post-its should also include:
   A. Purpose of medication for the client.
   B. Dosage ordered.
   C. Route to be delivered.
   D. Major side effects.
   E. Major nursing implications.
   F. Major drug interactions.
   G. Important teaching and/or documentation factors.

13. Upon commission of a medication error, the student involved must immediately notify the nursing instructor and the patient’s nurse. A faculty occurrence report needs to be completed, as well as, a NMSU Carlsbad nursing program occurrence/clinical incident report. The student will be sent home from the clinical experience thus receiving an unsatisfactory evaluation and clinical absence and will not be allowed to pass any medications until the disciplinary committee has been convened and has rendered a decision.

**DISCIPLINE COMMITTEE**
The purpose of the discipline committee is to make recommendations regarding the NMSUC nursing program on student non-academic discipline issues. This includes, but is not limited to, unprofessional behavior, incompetence, clinical issues, medication errors, etc. The discipline committee will make recommendations to the A P & G Committee as indicated/needed.

**Membership**
Four full time regular faculty (one sophomore class faculty member, one freshman class faculty member, one general faculty member, one counseling department representative), one student representative from both the freshman and sophomore nursing classes, and two ex-officio members (nursing director and vice president for student services). The membership is decided
Duties

1. Review clinical concerns and incidences brought forth by faculty, facilities, students, or other stakeholders as indicated.
2. Review policies related to clinical issues and make recommendations to faculty for probation or disciplinary actions.
3. Act as first line review for clinical incidences and policy reviews.
4. Consult and make recommendations to A P & G regarding clinical policy and incidences.

Meetings: as needed.

Procedure: Any nursing department faculty, faculty, student, or other stakeholder can bring a recommendation for disciplinary action, through the chair, to the disciplinary committee. Four committee members must be present for a quorum.

Reports: Minutes will be recorded at each meeting and kept on file in the nursing office.

MEDICATION ERRORS
The faculty believes strongly in the need for accuracy in performing nursing tasks. The faculty believes accuracy is especially crucial in the area of medication administration. The following policy has been developed for use with medication errors.

Definitions

Medication – any substance, including intravenous solutions and oxygen, administered by physician’s orders as treatment for a physical or emotional condition.

Actual Medication Administration Error – occurs when the student violates the medication administration procedure.

Potential Medication Administration Error – occurs when the student violates any step in the medication administration procedure and/or when the student is provided the opportunity to make a decision in the medication administration process, and the decision is wrong. (An example of such a decision opportunity is when a clinical faculty member asks, “Are you ready to administer the medication(s) to the client?”) If the medication(s) were administered utilizing the student’s decision, an error would occur. The clinical faculty prevents the student from making the medication error. A potential medication administration error results in the same consequences for the student as an actual medication administration error.

CLASSIFICATION OF MEDICATION ADMINISTRATION ERRORS
Based on clinical faculty evaluation of the error, both actual and potential medication errors may be categorized as Class I or II errors. Examples of each class are included below; however, the list is not exhaustive.

Class I Medication Administration Error:
Violations of one or more of the six rights of medication administration

- Right client
- Right medication
- Right dose
- Right route
- Right time
- Right documentation

**Class II Medication Administration Error**
- Administration of a medication before the physician’s order is noted.
- Failure to know, check or verify (if possible) the client’s allergies.
- Failure to ascertain medication information prior to administration (action, compatibility, nursing implications, injection sites, etc.)
- Accepting the narcotic key from institution personnel.
- Administration of medications with expired dates.
- Administration of a medication with an expired order date.

**MEDICATION ERROR CLINICAL INCIDENT REPORT**

A NMSU Carlsbad Nursing Program Clinical Incident Report shall be completed by the clinical faculty and the student following the medication administration error. The student clinical counseling form shall accompany the Clinical Incident Report to identify the type and classification of the medication error. The counseling form shall identify the specifics of the error, the consequences of the medication error with a specified date for corrective action to be taken by the student. Other disciplinary action shall be imposed on the student as a result of the incident (See below for disciplinary action associated with a medication administration error). The Clinical Incident Report and the counseling form shall become a part of the student-advisor record, to be considered in the assessment of the student’s clinical performance and the Student Clinical Evaluation Tool.

After the incident report has been filed, the clinical faculty has the option of dismissing the student from the assignment or reassigning the student. The student nurse may not implement the procedure in which the error occurred until the following criteria are met:

1. The student shall review with a faculty member the correct method for performance of the procedure.
2. The student shall submit a two page, legible handwritten or typed report to the clinical faculty. The report shall explain the circumstances of the error; how the medication error occurred, what client damage occurred as the result of the error, or what potential damage could have occurred and how the student plans to prevent the error from recurring in the future.
3. If the student is placed on probation (see below: student probation), the student shall perform the procedure or error only under the direct supervision of clinical faculty when in the clinical setting.
4. Failure to complete the assigned steps or meet the probation stipulations shall result in the student being prohibited from attending clinical and requires a student-nursing faculty meeting. The student shall receive an absence as a result of being withheld from clinical. The student shall meet with the clinical faculty and the nursing program director to determine the student’s status in the nursing program; in regard to the student not meeting
the expectations of the assignment in the agreement (see Student Improvement Plan).

The student may receive a failing grade for the nursing course, regardless of the theory grade, if the nursing program director and the clinical faculty determine the student did not meet the stipulations associated with the medication error. If the student disagrees with the decision, the student may file a formal written complaint according to the formal complaint procedure for NMSU Carlsbad (see: NMSU Carlsbad Student Handbook).

**DISCIPLINARY ACTION ASSOCIATED WITH A MEDICATION ADMINISTRATION ERROR**

Both potential and actual medication errors shall be evaluated and appropriate action taken based on the severity and pattern of the error(s). Potential and actual medication errors are also considered a physical hazard and incompetent, unsafe practice.

*Class I or II medication error may result in any of the following:*

1. Withdrawal of medication administration privileges for a specified time, to be determined by the clinical faculty member.
2. Dismissal from the clinical practice area.
3. Student Clinical Probation-Contract, to specify the stipulations associated with the disciplinary action.
4. Assigning a grade of “F” for the nursing course, regardless of the theory grade.
5. Expulsion from the program.

**STUDENT PROBATION**

If a student nurse is placed on nursing program probation due to a medication error, the involved faculty member shall notify the student in writing. Probationary requirements shall be determined by the faculty and influenced by the nature, severity, and pattern of occurrence(s). A Student Improvement Plan shall be presented to the student identifying the specific requirements of probation. The student’s issues may also be presented to the Discipline and/or A P & G Committee for recommendations and/or decisions on nursing related issues.

**NEEDLE STICK INJURY**

Health care workers who use or may be exposed to needles are at increased risk of needle stick injury. Such injuries can lead to serious or fatal infections with blood borne pathogens; such as, hepatitis B virus, hepatitis C virus, or human immunodeficiency virus (HIV) (refer to: [http://www.ckc.gov/niosh](http://www.ckc.gov/niosh) web site for National Occupational Safety & Health). If a student receives a needle stick injury in the nursing skills laboratory or a clinical site, a NMSU Carlsbad Nursing Program Clinical Incident Report shall be completed within 24 hours of the needle stick injury. The report should be completed by the student and clinical/lab faculty and reported to the nursing program director.

If the needle stick injury occurs at a clinical agency/facility, some clinical institutions may require the student nurse to have HIV and Hepatitis B blood tests following a needle stick incident. The student nurse will be responsible for the costs of the laboratory tests. NMSU
Carlsbad assumes no responsibility for costs incurred as a result of any student error or incident. The student should follow the current Center for Disease Control (CDC) recommendations for needle stick injury and/or contact their health care provider for further information.

**BLOODBORNE PATHOGENS – UNIVERSAL PRECAUTIONS**

Blood borne pathogen means pathogenic microorganisms are present in human blood and can cause disease in humans. The student shall be knowledgeable about universal precautions with blood and body fluids. In the practice of nursing, a student is at risk for an occupational exposure. The student shall come in contact with and be exposed to blood, body fluids, contaminated articles, and other potentially infectious materials. It is the student’s responsibility to be aware of safety precautions and utilize safe practice techniques. The following descriptions refer to contamination, exposure, and potential infected materials:

- **Contaminated**: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- **Contaminated Laundry**: laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- **Contaminated Sharps**: any contaminated object which can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- **Occupational Exposure**: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of any duties.
- **Parenteral**: means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- **Other Potentially Infectious Materials**: (1) the following human body fluids; semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- **Exposure Incident**: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials resulting from the performance of duties.
- **Universal precautions** is the concept all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV (hepatitis B virus) and other blood borne pathogens. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.
- **Personal Protective Equipment** is specialized clothing or equipment worn for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment. Appropriate personal protective equipment such as, but
not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment shall be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment shall be used. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- **Training.** All students in the nursing program at NMSUC will be provided annual training on Bloodborne Pathogen Exposure Control. Documentation of completion of training and results of post-test will be maintained by nursing office.


**STUDENTS SUSPECTED OF IMPAIRMENT**

1. Although NMSU Carlsbad enforces a policy regarding substance abuse, the special needs of the Allied Health and Human Services Division programs require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in coursework designated as clinical, classroom, or laboratory courses. Due to the nature of the course of study, students enrolled in clinical/classroom/laboratory courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal), which impairs or is likely to impair their clinical judgment while in the patient care, clinical, classroom, or laboratory setting. This policy demonstrates the department’s commitment to safeguard the health of the students and public and provides a safe place for students to learn.

2. Drug or alcohol use, either while on campus or in a clinical or laboratory setting can seriously endanger the safety of patients and students, as well as render it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, classroom, and laboratory setting places the safety of students, patients, faculty and the general public at unacceptable risk. The purpose of this policy is to:
   a. provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs, or controlled substances affecting or are likely to affect judgment in the clinical, classroom, or laboratory setting.
   b. inform students of their responsibility to conform to all state and federal laws and regulations and NMSU Carlsbad policies, rules, and regulations regarding alcohol, drugs, or controlled substances.
   c. provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
   d. balance the need to safeguard the public with the student’s rights.

3. **Definitions:**
   a. Legal drugs: legal drugs include medications prescribed by a physician for a
specific individual, over-the-counter medications, and alcohol. The nursing department prohibits the use/abuse of such drugs to the extent behavior or judgment is adversely affected.

b.Illegal drugs: illegal drugs include those controlled substances (certain drugs or substances subject to or have a potential for abuse of physiological dependence) under federal or state law are not authorized for sale, possession, or use/abuse (in confirmed, detectable levels) and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase, or transfer of illegal drugs is prohibited. The NMSU Carlsbad Drug-Free Workplace Policy further elaborates on this policy.

4. Legal Use of Substance under Direction of Physician: A student taking legal drugs must be able to provide documentation of an authorized prescription such in the event of a positive drug screen. This student may not participate in any clinical, classroom, or laboratory setting experience if impaired. All attendance policies remain in place and the student remains responsible for completing all requirements of the course of program.

5. Factors Suggesting Impairment: Current students while in the patient care, classroom, or laboratory setting may be asked to submit to a drug test, if cause or reasonable suspicion of substance use exists. Factors which COULD establish cause/reasonable suspicion include, but are not limited to:

- Unsteady gait;
- Unusual sleepiness or drowsiness;
- Slurred speech or change in the student’s usual speech pattern;
- Blood-shot eyes;
- Unusually disheveled appearance;
- Aggressive tone;
- Physical aggression;
- Odor of alcohol or marijuana;
- Residual odor peculiar to some chemical or controlled substances;
- Unexplained and/or frequent absenteeism during a scheduled class, clinical, or laboratory session;
- Personality changes or disorientation;
- Inappropriate behavior which suggests the student is under the influence of a chemical substance which impairs or could impair clinical, classroom, or laboratory judgment;
- Repeated failure to follow instructions or operating procedures;
- Violation of clinical, classroom, laboratory, facility, or NMSU Carlsbad safety policies;
- Involvement in an accident or near accident;
- Marked decrease in manual dexterity and/or coordination in body movement;
- Discovery of or presence of drugs/drug paraphernalia in student’s possession;
- Alcohol in a student’s possession;
6. **Substance Use Testing Procedures:**

   a. The student will be removed from the classroom, clinical, or laboratory setting without delay and will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by NMSU Carlsbad. The student will not be able to return to class or clinical until the nursing program director, VPAA and VPSS deem it appropriate. The student remains responsible for all course or program requirements during such period.

   b. Students suspected of impairment will be sent for a drug screen at an outside facility which is responsible for maintaining the chain of custody of the specimen collected. The facility used for the testing will be licensed in compliance with the law.

   c. The student will be given a Drug Screening Referral Form and will take the Drug Screening Referral Form to the testing site immediately. The student must report to the testing site within one hour from the time the Drug Screening Referral Form is completed. The student shall provide the instructor with the student’s current phone number.

   d. The student shall take a government issued picture identification card, such as a driver’s license with them to the testing facility.

   e. The student may not drive him/herself to the testing facility. The student may have someone else give him/her a ride to arrive at the lab site within one hour, or the instructor will arrange for transportation from the clinical, classroom, or laboratory site to the designated testing site through the nursing department. The student will need to arrange for transportation from the testing facility.

   f. NMSU Carlsbad will pay for drug/alcohol screening if the results are negative. The student shall be informed of the test result. If the test is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory. Results of the test and contents of the Impaired Behavior Form shall remain confidential and may be released only to the nursing program director, VPAA and VPSS and to those with a legitimate need to know.

7. **Consequences:**

   If the test results are NEGATIVE, the student will meet with the instructor and the nursing program director within two working days, not including Saturday or Sunday, of the receipt of the test results. During this meeting, the student will have an opportunity to present information regarding the matter. Behavioral issues prompting the drug/alcohol screen will be addressed. If disciplinary action is indicated, a decision on will be made by the nursing program director, VPAA and VPSS.

   a. If the drug or alcohol screen is POSITIVE, the following actions will occur:
• The student will be notified by the nursing program director the results of the test and instructed they cannot return to the clinical, classroom, or laboratory setting until approved to do so by the nursing program director.
• All documentation will be sent to the campus executive office for further action.
• The student shall contact the campus executive office by the next working day after being notified of the test results.
• The student will be charged the cost of the drug testing through his/her school account.

b. If a student ADMITS to being impaired by drugs or alcohol, they will be removed from the clinical, classroom, or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the VPAA for further action.

c. If the student FAILS TO REPORT to the testing site within the time required or REFUSES to have a drug screen completed, such failure or refusal shall be treated as a positive drug screen. All documentation will be forwarded to the campus executive office VPAA for further action.

d. In the event a disciplinary action includes suspension or dismissal from an Allied Health program and/or NMSU Carlsbad and the student requests and is allowed to return to any Allied Health program, the following steps will be required prior to re-entry.
  • All NMSU Carlsbad and nursing department requirements associated with the suspension or dismissal must be met.
  • The student must provide a clean drug and alcohol screen prior to re-entry.
  • The student must submit to random urine screens as long as the student remains enrolled in a clinical classroom or laboratory program within the nursing department. A positive test will result in referral to the Campus Executive Office for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.

e. Students testing POSITIVE for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.

f. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the campus academic office for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.

**DISMISSAL FROM THE PROGRAM**

Any of the following or a combination of the following shall constitute grounds for dismissal from the NMSU Carlsbad nursing program.

• Failure to maintain grades
During any required nursing course
- At the completion of any required nursing course

- Failure to abide by the code of academic integrity
- Breeching client confidentiality
- Failure to provide required clinical clearance documentation by the designated date
- Inappropriate behavior which disrupts the learning environment of other students in the course and/or nursing program. Includes but is not limited to the following:
  - Verbal and/or physical harassment of students and/or instructor

- Violation of the Substance Abuse Policy
  - Any violations of the Substance Abuse Policy may result in immediate dismissal from the nursing program. This includes but is not limited to the following:
    - Use of alcohol in the classroom, lab, and/or clinical site
    - Use of an illegal drug in the classroom, lab, and/or clinical site
    - Use of a drug not identified to the instructor, the use of which has the potential to impair performance in the classroom, lab, and/or clinical site
    - Refusal to have a urine screen and/or blood test when requested per policy

- Performance in the clinical area which may jeopardize the client’s physical or psychological safety, including:
  - Inability to communicate effectively (includes verbal and written communication with instructor, client, and/or health care team)
  - Calculate medication dosages accurately
  - Inappropriate behavior
  - Failure to report an error in client care

- Failure to Report Possible Impediments to Licensure
  - Failure to report possible impediments of licensure such as prior arrest record, prior jail time, or guilty judgment in drug or other criminal activities, substance abuse problems, etc., may result in dismissal from the nursing program.
  - The Board of Nursing has sole authority to determine the impact of such matters on licensure.
  - Disclosure, completion of the nursing program, or passing the NCLEX-RN does not imply the Board of Nursing will automatically grant licensure.
  - Students who are not US citizens or who have been convicted of a felony are advised to contact the appropriate State Board of Nursing regarding eligibility for licensure.

IMPORTANT NOTE: A student dismissed because of violations of the Code of Ethics, violation of client safety, or the nursing department disciplinary policies is not eligible to re-enter the nursing program.
Licensure

The student is responsible for determining eligibility for licensure according to the policies of the New Mexico Board of Nursing. Completion of the nursing program does not guarantee the student shall pass the licensure examination or meet the requirements of the New Mexico (or any other) State Board of Nursing.

- Any student who has a possible impediment to licensure, such as prior arrest record, substance abuse problems, etc., shall notify the nursing program director. Failure to do so may adversely affect licensure and status in the nursing program.
- Students who are not US citizens or who have been convicted of a felony are advised to contact the appropriate State Board of Nursing regarding eligibility for licensure.
- Any restriction against any current or past nursing license or registration shall be reported to the nursing program director before clinicals begin.

NCLEX-RN OR NCLEX-PN FEES/REQUIREMENTS

It is the responsibility of all students to:

- Apply for graduation at the beginning of the semester by the designated date.
- Send in NCLEX Examination Registration form (provided) and fee (will be discussed during the student’s last semester).
- Send in New Mexico State Board of Nursing Examination Application form, fingerprinting cards and forms (provided), licensure fee, and national background check fee (will be discussed during the student’s last semester). The nursing program director and NMSU registrar will send a Certification of eligibility for Graduation Certificate or official student transcript to the New Mexico Board of Nursing after final grades are entered and a degree audit is completed. If taking licensure exam in a state other than New Mexico, it is the student’s responsibility to contact that state’s Board of Nursing to obtain required application form.

Graduation

New Mexico State University Carlsbad confers the completion of the Licensed Practical Nursing Certificate at the end of the PN curriculum. The Associate Degree in Nursing is granted at the completion of the nursing program.

The total requirements of the program must be completed before a degree is awarded. Application for a degree must be made at the beginning of the last semester you are a student. Applications are available in the Student Services Office. The application and fee is then sent to the Registrar’s Office at NMSU in Las Cruces.

A graduate pin with the University emblem is available to each graduating student. The pin will be purchased by student.

Information regarding applying for the National Council Licensure Exam will be provided during the student’s final spring semester. There is a charge for this exam which is to be paid by the student, and the amount of the charge will be enclosed with application form packet.
NMSU CARLSBAD NURSING DEPARTMENT
SUSPECTED IMPAIRMENT FORM

___________________________ (date & time) at _______________________________ (place)

__________________________________ (student) ________________________ (course #)

This student was removed from the clinical, classroom, or laboratory setting based on the factors indicated below. This student may not return to the clinical or classroom setting until (s)he meets with the nursing program director and the Vice President of Academic Affairs.

- Unsteady gait
- Blood-shot eyes
- Unusually sleepiness or drowsiness
- Unusually disheveled appearance
- Slurred speech or in a different pattern from the student’s usual pattern
- Aggressive tone (describe) _________________________________
- Physical aggression (describe) _________________________________
- Odor of alcohol or marijuana (circle)
- Residual odor peculiar to some chemical or controlled substance (describe) _________________________________

- Unexplained and/or frequent absenteeism during a scheduled class or clinical session
- Personality changes or disorientation
- Discovery or presence of drugs/drug paraphernalia and/or alcohol in a student’s possession (circle)
- Repeated failure to follow instructions or operating procedures
- Violation of safety policies of the clinical, classroom, laboratory, or NMSU Carlsbad
- Involvement in an accident or a near accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Theft or absence of narcotics from the student’s clinical site
- Other behaviors ____________________________________________

Other comments (include length of time observed, distance from student, and how student responded when confronted).

________________________________________________________________________

________________________________________________________________________

The following witness(es) also observed the behavior(s) noted (please print and sign name):

________________________________________________________________________

_______ If a preceptor, the time of notification and name of the instructor:
NMSU Carlsbad NURSING DEPARTMENT
SUSPECTED IMPAIRMENT FORM
Page 2

THE ACTIONS TAKEN WERE: (Choose one of the following and initial):

I. _____ The student was sent for a drug/alcohol test at _________________________ (time).
   - The student may not return to the clinical, classroom, or laboratory setting until results
     are known and approved to do so.
   - The student must take a government issued picture identification to the drug testing site.
   - The student may arrange for transportation to the drug testing site. They may not drive
     themselves. If they cannot arrange transportation, NMSU Carlsbad will provide a one-
     way trip from the clinical, classroom, or laboratory site to the drug testing site.
     Transportation provided by: _________________________________.
   - The student must arrange for transportation from the drug testing site.
   - The student has a maximum of one hour to report to the drug testing site from the time at
     which the Drug Screening Referral Form is completed.

II. _____ The student admits to being impaired by ____________________________ and shall
    be treated as having a positive drug/alcohol test (student MUST sign this form).

III. _____ The student refused to go for a drug/alcohol test as described and shall be treated as
       having a positive drug/alcohol test.

A positive drug or alcohol test will result in immediate referral to the Vice President of Academic Affairs.
Self-admission of drug or alcohol impairment or refusal to go for drug testing will also result in
immediate referral to the Campus Academic Officer. All information is to be kept confidential.

Instructor/Preceptor (print name)  Signature  Date  Time

Student (print name)  Signature  Date  Time

Witness if student refuses to sign (print name)  Signature  Date  Time

If student would/could not sign, please indicate reason or reasons given: __________________________

Notification to ___________________________ occurred on ________________ (time & day)

(Copies of this form shall be given to: student, Vice President of Academic Affairs, Vice President of
Student Services, and nursing program director. A copy will also be kept in the student’s file).
DRUG SCREENING REFERRAL FORM

To: Carlsbad Medical Center
2430 W. Pierce
Carlsbad, NM  88220

From: Nursing Program Director
NMSU at Carlsbad
1500 University Dr.
Carlsbad, NM  88220
(505) 234-9300

_______________________________________ (name of student) is to obtain a drug screen through proper chain of custody. Results of the test are to be clearly marked “CONFIDENTIAL” and sent in a sealed envelope clearly marked “CONFIDENTIAL” to Nursing Program Director at the above address.

I, _____________________________________ (printed student) give permission for Carlsbad Medical Center laboratories to release the results of this drug screen to the nursing program at NMSU at Carlsbad.

Immediate results will be called to Dianna Johnston at (505) 234-9301.

__________________________________________ Date ______________
Student’s signature

__________________________________________ Date _______
NMSU Carlsbad representative (print) Signature
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

WAIVER OF LICENSE GUARANTEE

Admission to or graduation from the NMSU Carlsbad nursing program does not guarantee obtaining a license to practice nursing. Licensing to practice as a registered nurse is required in New Mexico. Licensure requirements and procedures are the right and responsibility of the New Mexico State Board of Nursing exclusively.

Students shall satisfy the requirements of the Nursing Practice Act, which can be found in NMSA Chapter 61 or in the B.O.N. Manual #91-2, and the Rules and Regulations of the State Board of Nursing, also found in the above manual, independently of any college requirement for graduation.

Examples of situations which may result in being unable to meet licensure requirements include felony convictions, substance abuse, or being guilty of acts which deceive, defraud or harm the public in any way.

If there is any question about eligibility for licensure, contact the nursing program director or the Board of Nursing immediately.

I have read and understand the above statement.

I acknowledge and understand this statement shall become part of my permanent record in the NMSU Carlsbad nursing program.

____________________________________________________________________________

Name (print)

____________________________________________________

Signature Date
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

STUDENT IMPROVEMENT PLAN

Student: _____________________________________________ Date: ____________

Faculty Member(s)

Statement of the Problem:

Objectives Required to Meet Standards:

Strategies and Time Lines for Meeting Objectives:

Consequence(s) of Not Meeting Objectives:

________________________________________________________________________

________________________________________________________________________

Student Faculty

________________________________________________________________________

Faculty

************************************************************************************

Review of Progress: ___________________ Date Faculty

Comments: ________________________________________________________________

NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

STUDENT ACKNOWLEDGEMENT

DIRECTIONS: Please initial after each statement and sign at the bottom of the form to indicate your understanding of the nursing program policies for the current academic year. Return to nursing program secretary by ________________________.

1) I understand nursing job opportunities could be limited within the geographical area surrounding Carlsbad, New Mexico, at the completion of the nursing program and relocation to another area may be necessary for employment in nursing. _____

2) I understand confidentiality regarding patient information is MANDATORY during my nursing education process. I understand all patients have the right to privacy and confidentiality of all information, medical, or personal. I agree to maintain patient information confidentiality throughout the nursing education process. I will not purposely communicate patient information to any unauthorized person. _____

3) I have read and understand all the policies and information contained in this handbook and agree to abide by them throughout the enrollment in the nursing program. _____

4) I have read and understand the professional behavioral policies and expectations and agree to behave professionally in all nursing education related settings. I understand the consequences of disruptive behavior. _____

5) I have read, understand, and will comply with the Health Requirements Policy. _____

6) I have read and understand the course Syllabus. _____

7) I have read and understand the substance abuse policy. _____

Name (print): ________________________________

Signature: ________________________________ Date: ____________
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

RELEASE OF INFORMATION FOR PUBLICITY

I hereby **grant** permission to the NMSU Carlsbad Nursing Program to release my name or picture for publicity purposes. I understand my picture or name may appear in the newspaper or other materials, such as a college slide presentation or advertisement.

_______________________________________________  __________________
Signature                                            Date

I hereby **deny** permission to the NMSU Carlsbad Nursing Program to release my name or picture for publicity purposes. I understand my picture or name will not appear in the newspaper or other materials, such as a college slide presentation.

_______________________________________________  __________________
Signature                                            Date
RELEASE OF INFORMATION TO POTENTIAL EMPLOYERS

Potential employers often contact the NMSU Carlsbad Nursing Program for a list of graduates eligible for nursing employment opportunities. By law, the college or representatives of the nursing program may not give student information without prior approval.

I hereby grant permission to the NMSU Carlsbad Nursing Program to release information about me to employment recruiters.

_________________________________________  __________________________
Signature                  Date

I hereby deny permission to the NMSU Carlsbad Nursing Program to release information about me to employment recruiters.

_________________________________________  __________________________
Signature                  Date
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

EXIT INTERVIEW

The student leaving the NMSU Carlsbad nursing program for any reason should make an appointment with a faculty member for an exit interview. An exit interview form will be completed in duplicate and signed by the student. One copy of the completed form will be given to the student and one copy will be retained in the nursing program files. Failure to attend an exit interview will be documented in the student’s permanent record.

Student Name: ____________________________________________________________

1. Reason for discontinuing nursing education:

2. Plans for the future:

3. I understand

   A. I can register only three times for the same nursing course.
   B. I only have 5 years from the time I first entered the nursing program to finish my Associate of Applied Science degree in Nursing.
   C. I only have 3 years from the time I first entered the nursing program to finish the Practical Nursing certificate option.
   D. Nursing courses must be taken in sequence.
   E. If I fail or withdraw from a NMSU Carlsbad nursing program course after the 10th class day, I am eligible for readmission on a space available basis.
   F. If I fail or withdraw from a NMSU Carlsbad nursing program course on a second occasion, I must petition the A P & G Committee for readmission.

____________________________________________  ____________________
Signature                                      Date
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program
CLINICAL INCIDENT REPORT

Date of Incident __________________ Student Name ________________________________

Clinical Agency/Facility ________________________________________________________

Medication Error Report
Directions: Check and complete the following information as it applies to this incident.

Incident reported: Date __________________

<table>
<thead>
<tr>
<th>To</th>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician</td>
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</tr>
<tr>
<td>Nurse</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completed Facility Occurrence Report: _____ yes _____ no

Client initials ________________________ Client Room Number ______________________

_____ Wrong Drug  _____ Wrong Dose  _____ Wrong Patient
_____ Wrong Time  _____ Wrong Route  _____ Wrong Documentation

Medication order _______________________________________________________________

Action taken according to Policy: ________________________________________________

*****************************************************************************

Needle Stick Injury or Exposure to Blood and Body Fluids Report
Directions: Check and complete the following information as it applies to this incident.

Client Initials ________________________ Client Room Number ______________________

Describe incident as related to needle stick or exposure incident ___________________

_____________________________________________________________________________

Referred to/or student chose to seek medical care from:

_____ Refused information/treatment  _____ Emergency/Clinic Care

_____ Personal Health Care Provider  _____ Center Disease Control (web site for info)

_____ Public Health Dept  _____ Agency/Facility Risk Management/Infection Control

NMSU Carlsbad is not responsible for costs incurred as a result of this incident.

Date ______________ Student Signature ______________________________

Date ______________ Faculty Signature ______________________________
NEW MEXICO STATE UNIVERSITY CARLSBAD
Associate Degree Nursing Program

ASSUMPTION OF RISK

I, ______________________________________ acknowledge and understand NMSU Carlsbad does not provide insurance coverage for medical care I may need because of my participation in the nursing program, its activities, course requirements and any thereof. I further understand there are certain risks and hazards that may arise in the course of this or related activities. I hereby assume any and all of the inherent risks and hazards either directly or indirectly related to my participation in this program.

I acknowledge any claims for damages against NMSU Carlsbad officers or employees and/or contract facilities, officers or employees for death, personal injury, or property damage which may occur as a result of my participation in the above-mentioned activity would be governed by the New Mexico Tort Claims Act which imposes limitations on the recovery of damages from state institutions and their public employees.

___________________________________________  __________________________
Signature                                     Date
NEW MEXICO STATE UNIVERSITY CARLSBAD  
Associate Degree Nursing Program  

DEMONSTRATION OF COMPETENCY  

I, ________________________________ understand I am expected to be prepared for the competency demonstration test by the assigned date. I will arrive no earlier than 15 minutes prior to my appointment time. I will bring a black pen, a drug book, and my skills check-off packet. I will wear appropriate apparel. I will be given a scenario to read about a client. I will have one (1) instructor who will be monitoring my performance and acting as the voice of the client and providing information. There will be a supply area and a medication area. I am expected to wash my hands correctly, introduce myself, provide privacy, check ID by client’s band or asking their name every time I enter their room (if you have to leave the room to get something, you need to check their ID when you return), explain the procedure to client, assess pain level if I am doing a procedure that might be considered painful and look up meds in drug book to know what general type of med (i.e. heart med, antibiotic, diuretic, etc.) two (2) side effects and if the dose is appropriate. I will attempt to perform the procedure according to program standards, nursing text and defined critical elements. If I recognize an error on my part, I will stop and tell the instructor and wait for further directions. I will be allowed only two (2) self corrections. I will try to act as if this is a real situation by focusing on the mannequin and not on the instructor who is observing me. At the end of my demonstration, I will be expected to document my medications and the care I provided. Documentation should follow the ANA guidelines. Remember, complete documentation tells someone else what you saw, what you did, and how the client responded.

I understand unsafe practices will be a reason to redo my competency demonstration test at a later date. Some examples are (not all inclusive):

1. Client not identified by ID band or asking them to verify/say their name prior to providing care.
2. Incorrect meds administered-dose, route, or omission (6 rights, 3 checks).
3. Incorrect technique for injections or unsafe technique for other med routes.
4. Incorrect dosage calculation.
5. Allergies undetermined.
6. Working over sterile field with unsterile items. Unsterile technique while performing a sterile procedure.
7. Incorrect technique donning sterile gloves without recognizing and discussing corrective action at the time contamination occurs.
8. Contaminating the sterile field without recognizing and taking corrective action at the time contamination occurs so the correct technique can be demonstrated. (Only 2 self corrections allowed).
9. Client left unattended with the side rails down and/or bed in high position, and call light accessible.

________________________________  ______________________
Signature                              Date
NEW MEXICO STATE UNIVERSITY CARLSBAD
Nursing Program

Student Wellness Contract

I, ________________________________, will receive a comprehensive screening substance abuse evaluation conducted by New Mexico State University at Carlsbad’s nursing program director and their designated agency to provide drug testing procedures in the event I demonstrate any suspicious behavior (see suspicious behavior form) while in the university or clinical setting. This test will be performed immediately on recognition of the behavior, and the cost of the initial test will be paid by the university. I further understand if this test is positive, on any criteria level, I will assume the cost of the test and any other applicable testing. A chain of custody form will be provided to me and anyone administering the test will be trained and certified to administer the test. If a sample is required to be sent off for further evaluation, I understand I may not attend any clinical, lecture, or care experiences until the results have been returned and are negative. If the designated facility test result is positive, the student will be referred to Carlsbad Mental Health Association or any other designated mental health association for an evaluation and recommendation for treatment. If a treatment or program is recommended, the student must complete the program determined by a certified drug and alcohol counselor or licensed chemical dependence counselor. All nursing course work will be suspended until the program of treatment is completed. The cost of the counselor and evaluation will be at my own expense. Written evidence of my treatment program completion, ability to return safely, without impairment, to the nursing program, and my after care plan will be submitted to the Director of Nursing.
It has been explained to me a grade of “I” (incomplete) or “W” (withdrawal) will be earned for nursing courses interrupted by my treatment. I have also been informed a written reinstatement request and application to the nursing program must be submitted with a recommendation to re-enter the nursing program from the treatment facility must be submitted for readmission to the nursing program. I also understand clinical impairment validation can result in a recommendation by the nursing faculty or A P & G Committee for an administrative dismissal from the New Mexico State University at Carlsbad nursing program.

I further understand I may not attend any clinical under the influence of narcotics (prescription or otherwise), alcohol, or any drug which could alter or impair my clinical judgment or intellectual functioning.

All forms regarding the student or actions taken will be kept in a secured file in the nursing department accessible only by the nursing director or secretary/designee.

DATE: _______________________

Student Signature:

___________________________________
Agree

___________________________________
Disagree

Witness: ___________________________ DATE: ________________

Witness: ___________________________ DATE: ________________
NEW MEXICO STATE UNIVERSITY CARLSBAD
Nursing Program

APPLICATION FOR ADMISSION TO THE NURSING PROGRAM

NAME: ___________________________________________________________
(Last) (First) (Middle) (Maiden)

ADDRESS: _______________________________________________________
(No. and Street) (City and State) (Zip Code)

Telephone: _______________ SS#: _______________ E-mail _______________

Have you taken the ASSET/COMPASS placement test? Circle one: Yes No

Date ASSET/COMPESS scores submitted to the nursing office: __________

ATI scores (please attach to application): ________________________________

Date ACT test taken: ___________ What was your ACT test composite score? _____

Date CNA class was completed: ______ Where CNA class was taken: ________________

Did you take chemistry in high school? ______ If so, what was your semester grade? _____

Name of High School: ___________________________ Date of Graduation:_______

G.E.D: _______________ Date of G.E.D: __________________

Circle curriculum option for which application is made: RN PN

I certify all of the above statements are correct and complete:

SIGNATURE: ___________________________ DATE: ____________________

ADMISSION AND FALL RE-ADMISSION APPLICATIONS ARE DUE MAY 15. No
applications will be accepted unless accompanied by copies of high school and college
transcripts and ACT scores. SPRING RE-ADMISSION APPLICATIONS ARE DUE
NOVEMBER 15.

Prior to submitting this application, if you have ever been convicted of a felony or declared
mentally incompetent, you should contact the Board of Nursing in the state in which you intend
to seek licensure.