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WELCOME AND FOREWORD

Welcome to the School of Nursing (SON) in the College of Health and Social Services (CHSS) at New Mexico State University (NMSU). It is our sincere wish that you find personal and career satisfaction in your studies.

The School of Nursing BSN Student Handbook for the Baccalaureate Program is a guide to facilitate your adjustment to the nursing major, Bachelor of Science in Nursing (B.S.N) and throughout your time with the School of Nursing.. The handbook should be used in conjunction with the NMSU Student Handbook, Student Code of Conduct (http://deanofstudents.nmsu.edu/index.html) and the Undergraduate Catalog (http://nmsu.smartcatalogiq.com/2016-2017/Undergraduate-Catalog/). Please note that the information and policy statements in the Student Handbook for the B.S.N. program may be revised at any time by School of Nursing faculty, committees, and/or administration. The material contained in this handbook is prepared for the benefit of students in the B.S.N. program. Students should not hesitate to consult faculty members if further clarification and information is needed. The faculty and staff are here to help you attain your goals.
NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING OVERVIEW

New Mexico State University’s School of Nursing in the College of Health and Social Services, offers four degrees: a Bachelor of Science in Nursing (B.S.N.), a Master of Science in Nursing (M.S.N.), a Doctorate in Nursing Practice (D.N.P.), and a Doctorate of Philosophy in Nursing (Ph.D.).

The Bachelor of Science in Nursing (B.S.N.) degree program includes three options:

1. Four-year B.S.N.: accommodates the beginning nursing student who, upon graduation, is eligible to take the examination for licensure as a registered nurse. There is one curricular pathway in place at NMSU SON. The current curriculum used is the New Mexico Nursing Education Consortium (NMNEC) shared conceptual framework curriculum. (Appendices A, B, C, & D).

2. RN-B.S.N. Completion: for the returning licensed registered nurse who wishes to complete a B.S.N. degree (Appendices E & F).

3. 2nd Degree (Pathways) is an alternative entry into the pre-licensure B.S.N. for students who have a bachelor’s or master’s degree in a field other than nursing, and who wish to enter the field of professional nursing. The alternative entry pathway is also transitioning to the new NMNEC curriculum (Appendices B, C & D).

The M.S.N. curriculum provides students who have completed a B.S.N. with the knowledge and experience to assume leadership positions in health care delivery systems, to fulfill the fundamental requirements necessary to teach in basic nursing programs, and secure middle and top level administrative positions in health care agencies.

The SON also offers two doctoral programs, the Doctorate in Nursing Practice (D.N.P.) and the Doctorate of Philosophy in Nursing (Ph.D.), designed to prepare graduates to pursue careers as leaders in nursing research, education, practice, and/or health policy.
BACHELOR of Science in NURSING (B.S.N.) PROGRAM

B.S.N. Program Approval/Accreditation

NMSU School of Nursing’s Bachelor of Science in Nursing degree program is approved by the New Mexico Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE). Approval by the New Mexico Board of Nursing is required for graduates to be eligible for the National Council Licensing Examination for licensure as a registered nurse (NCLEX-RN®). Accreditation by CCNE assures students and employers that the programs have met national education standards. Graduation from a CCNE-accredited program can facilitate a student's acceptance into advanced education and certification programs, graduate schools, or the military and public health services.

The philosophical beliefs of New Mexico State University’s School of Nursing faculty about the person, the environment, health, nursing, and the educational process are found in Appendix G under the School of Nursing Philosophy. A Glossary of terms is found in Appendix H.
New Mexico State University School of Nursing

Mission Statement

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

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at undergraduate B.S.N., and graduate M.S.N., D.N.P., and Ph.D. levels. The mission statement reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence-based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

Revision
6/5/2015
New Mexico State University School of Nursing Goals

1. To provide formal and informal educational opportunities for students which prepare them at the baccalaureate level for entry into professional nursing practice.

2. To offer formal and informal educational opportunities for Registered Nurses which prepare them at the baccalaureate level of professional nursing practice.

3. To provide a foundation for individuals to pursue graduate nursing education.

4. To offer formal and informal educational opportunities for nurses which enable them to build upon their undergraduate education in order to function in advanced practice roles.*

5. To provide a foundation for individuals to pursue doctoral education.

6. To recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.

7. To provide formal and informal nursing education experiences that acknowledges and support diversity.

8. To support and encourage faculty and student participation through collaboration in scientific inquiry and research utilization relating to issues of health and nursing care.

9. To encourage faculty and students to demonstrate leadership in identifying and addressing a range of health care issues in New Mexico and West Texas.

10. To require faculty and students to demonstrate responsibility and accountability in nursing practice.

11. To support and encourage faculty and students to participate in activities that enhance the nursing profession.

12. To support and encourage faculty and students to demonstrate knowledge and basic competence in the use of technological resources related to health care.

*Advanced practice roles include those in clinical nursing specialization, nursing education, community/public health nursing, and nursing administration.

Revised by Evaluation Committee, 10/17/95; Approved by Faculty Organization, 12/4/95; Reviewed/Approved by Faculty Organization, 10/26/98; Revised/Approved by Faculty Organization, 5/16/2000; Revised/Approved by Faculty Organization, February 2001; Re-affirmed by Faculty Organization, 3/7/2011; Revised/Approved by Faculty Organization 6/23/2016
NEW MEXICO NURSING EDUCATION CONSORTIUM (NMNEC) Program

Objectives

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.

2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.

3. Deliver nursing care that is evidence-based.

4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.

5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.

6. Utilize technologies for the management of information and in the delivery of patient care.

Adopted by all faculty 11/2012
B.S.N. Program Outcome Competencies

Upon completion of the program the baccalaureate graduate is expected to:

1. Synthesize knowledge from nursing and liberal education for application to nursing practice as a generalist.

2. Demonstrate responsibility and accountability in the practice of professional nursing through the application of nursing standards, quality of care, and patient safety.

3. Apply the results of scholarly research through research utilization and evidence based nursing practice to provide quality nursing care.

4. Demonstrate knowledge and basic competence in the use of resources related to health care information management and application of patient care technology.

5. Critique current issues and trends in health care policy, finance, and regulatory environments.

6. Demonstrate effective written, oral, nonverbal, and electronic communication in the practice of professional nursing including collaboration with other health care professionals.

7. Facilitate patients’ optimal adaptation through health promotion and disease prevention at the individual, family, group, community, and population levels.

8. Apply professional values of altruism, autonomy, human dignity, integrity, and social justice in the nursing care of patients.

9. Utilize the nursing process as a unifying framework for the delivery of nursing care to patients across the lifespan and the continuum of health care environments.

10. Analyze and apply holistic concepts to the nursing care of patients in the local, national, and international communities.

Initial Approval 11/30/92; Revised, 9/13/93; Approved 9/27/93; Revised/Approved 10/11/93; Revised/Approved 5/13/96; Revised/Approved 10/26/98; Revised/Approved 5/16/2000; Revised/Approved 10/2009

Other information about NMSU’s School of Nursing can be found in the Appendices: the Philosophy, a Glossary, and the B.S.N. program curricula.
NMNEC Curricular Objectives by Level

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

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

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

Level Four
Upon successful completion of Level Four, the student will:
1. Integrate diverse patient values, beliefs, and attitudes into plan of care for patients with acute illnesses.
2. Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice.
3. Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.
4. Evaluate the use of policies and procedures within the acute care setting.
5. Effectively collaborate with the health care team in the delivery of patient care.
6. Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.

Level Five
Upon successful completion of Level Five, the student will:
1. Engage in professional nursing practice that is patient-centered and appropriate for diverse individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
4. Demonstrate leadership behaviors through the application of policies that apply to health care delivery.
5. Engage in effective inter-professional collaboration in the delivery of health care for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.
RESOURCES FOR UNIVERSITY AND PROGRAM POLICIES

Every student is responsible for adhering to university policies and procedures in the current NMSU Student Handbook (http://deanofstudents.nmsu.edu/index.html), and NMSU Undergraduate Catalog (http://nmsu.smartcatalogiq.com/2016-2017/Undergraduate-Catalog/).

Useful information includes:
- Academic Misconduct
- Admission/Readmission
- Attendance and Student Performance
- Academic Services
- Children in the Academic Workplace
- Credit by Examination
- Dismissal/Appeals
- Disruptive Students
- Graduation Requirements
- Grievance
- Privacy Rights
- Scholastic Standing
- Student Code of Conduct
- Student Services

Policies and procedures specific to the B.S.N. program are outlined in this handbook. Students are responsible for abiding by these policies and procedures. As noted previously, these policies and procedures are subject to revision at any time. Note review and revision dates of changes throughout handbook.
ACADEMIC POLICIES AND PROCEDURES

Students' Rights and Responsibilities

1. Students have a right to a sound education:¹
   - a right to and a responsibility for having a creative educational opportunity;
   - a right to and a responsibility for having the highest quality practitioner-teacher;
   - a right to and a responsibility for achieving input into curriculum planning;
   - a right to and a responsibility for achieving self-directed learning;
   - a right to and a responsibility for achieving equal participation in all areas of clinical practice;
   - a right to and a responsibility for participating in interdisciplinary activities;

2. Students have a right to due process:
   - a right to and a responsibility for ensuring peer review and self-evaluation.

3. Students have all the rights and privileges of internal governance.

4. Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals:
   - a right to and a responsibility for facilitating change in health care delivery through various channels;
   - a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns; a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
   - a right to and a responsibility for fostering a better correlation between nursing education and practice.

Ethics

Nursing students have a special concern with ethical standards because of the unique demands of nursing practice. The following guiding principles are from the American Nurses Association, Code for Ethics for Nurses with Interpretive Statements. ²

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, as the nature of health problems.

2. The nurse's primary commitment is to the patient whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

¹ National Student Nurses' Association Bylaws, Amended April 2002.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development. The nurse educator is responsible for promoting and maintaining optimum standards of both nursing education and of nursing practice in any setting where planned learning activities.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for sharing social policy.

**Student Representation on Committees**

Student representatives to the School of Nursing Committees afford students the opportunity to provide input and commentary on 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 in the fall and must have two semesters remaining in the program. Student members of School of Nursing Committees must be in good academic standing and must have passed all nursing courses with a “C” or better. Student members may not serve as Chair or Secretary. Committees with student representation are as follows:

**B.S.N. Program Committee** - This committee is responsible for the B.S.N. curriculum and defining policies regarding admission to and progression within the B.S.N. program.

**Student Affairs** - This School of Nursing committee promotes student services, academic standards, and students’ rights and responsibilities. It recommends departmental policies regarding student welfare and handles matters such as uniforms and financial aid.

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

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

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES</th>
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<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 resuscitation.</td>
</tr>
<tr>
<td>Abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients. Safely lift and move clients/patients.</td>
</tr>
<tr>
<td>Abilities sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultory 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>
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</table>

ADA Guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity and who can perform the "essential functions" of the position. Any student who, because of a disabling condition, may require accommodations in order to meet course requirements should contact the Associate Director of Undergraduate Programs as soon as possible to make necessary arrangements based on an NMSU SSD evaluation. Students should be prepared to present a disability verification form from their physician and the NMSU SSD evaluator.

Advising

Pre-nursing advisement is located in Suite 110 on the first floor of the College of Health and Social Services Building, telephone: 575-646-7311. Advisement provides the student with an opportunity for students to meet with their advisor for monitoring of progress and preparation for the next semester. This advising may be done on a group or individual basis. Information concerning registration procedures and deadline dates for completion of registration is
available online at NMSU website http://registration.nmsu.edu/ or from the Pre-nursing Advisors.

The University offers registration online and students must register themselves. Assistance with registration is available from the Pre-nursing Advisors. Student consultation with pre-nursing advisors is recommended for all students, since it is the student who is ultimately responsible for meeting program and university degree requirements. Students in the last semester of nursing studies must meet graduation application procedure deadlines as established by the University Registrar.

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

**Phone Calls and Messages**

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

**Students with Disabilities**

If a student has, or believes that they have, a disability and would benefit from any accommodation(s), they may wish to self-identify by contacting Student Accessibility Services (SAS), formerly Services for Students with Disabilities (SSD) at (575) 646-6840 or register at http://sas.nmsu.edu/. If a student has already registered with the SSD office, the course instructor must receive a copy of the accommodation memorandum from the student within the first two weeks of classes. It is the student’s responsibility to inform either the course instructor or a SAS representative (in a timely manner) if the services/accommodations provided are not meeting the student’s needs.

If the student has a condition that may affect their ability to exit safely from the premises in an emergency or that may cause an emergency during class or clinical activity, they are encouraged to discuss any concerns with the course instructor or the SSD Coordinator.

Students can call the OIE/EEO/ADA & Employee Relations Director, at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially. Students at distance sites can refer to their course syllabi for ADA information at their respective campuses.
Students with Blood Borne Viruses (Hepatitis B, HIV Positive Test, ARC, AIDS, Hepatitis C, etc.)

Students with documented positive tests for Hepatitis B, Hepatitis C, HIV, ARC or AIDS may care for patients after receiving clearance by their physicians, and the relevant health care facility has been notified in writing and accepted the student. A physician's clearance must be on file for each student who has one of the above stated conditions. Students with carrier state or chronic Hepatitis B, Hepatitis C, HIV+, ARC, or AIDS must do the following when assigned to clinical areas:

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

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

Progression of a student within the B.S.N. Program is based on the following requirements:

1. The student must remain "in good standing" academically with NMSU, maintaining a cumulative grade point average (GPA) in accordance with scholastic standing policies outlined in the current NMSU Undergraduate Catalog. Any nursing student who is placed on academic probation by NMSU must petition the B.S.N. Program Committee for permission to continue to enroll in nursing courses while improving the GPA.

2. All prerequisite course work and all nursing course work required in a student's degree plan must be taken for a grade. Other non-nursing courses may be taken pass/fail following NMSU policies.

3. The student must earn a grade of "C" or higher in required course work leading to the B.S.N. degree (this includes General Education courses).

4. Students in pre-licensure options must complete all courses in a given level prior to progressing to the next level.

5. Students who are dually enrolled in the NMSU B.S.N. Program through a NMNEC partnership with a community college are subject to the progression policies of both the community college and the university as well as the NMNEC program progression policies.
   - All courses in a given level must be completed prior to students progressing to the next level.
   - A grade of “C” or higher is needed in all courses for progression in the NMNEC curriculum.
   - **Students must achieve a written exam average of 77% in order to pass a course**, independent of scores earned in other areas of the grading rubric.
   - Standardized exams (Health Education Systems, Incorporated – HESI) based on the student’s ‘Level’ in the program must be taken in each Level in assigned courses and will contribute 5% to the course grade in the first 4 Levels (not applicable in Level 5).

<table>
<thead>
<tr>
<th>Level</th>
<th>Course</th>
<th>Progression HESI</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>NURS 362 Evidence Based Practice</td>
<td>EBP HESI</td>
</tr>
<tr>
<td>Level 2</td>
<td>NURS 377 Health &amp; Illness Concepts 1</td>
<td>Fundamentals HESI</td>
</tr>
<tr>
<td>Level 3</td>
<td>NURS 395 Health &amp; Illness Concepts 2</td>
<td>Pharmacology HESI</td>
</tr>
<tr>
<td>Level 4</td>
<td>NURS 466 Health &amp; Illness Concepts 3</td>
<td>Medical/Surgical HESI &amp; Psychiatry HESI</td>
</tr>
<tr>
<td>Level 5</td>
<td>NURS 489 Capstone</td>
<td>Exit Exam (E2) HESI</td>
</tr>
</tbody>
</table>

- After completion of Level 4, students are required to take the Exit HESI exam (E2) that is part of the Capstone course. A student who fails to achieve a minimum passing score of 900 must complete the required remediation and retake the HESI exit exam at their own expense, and achieve a passing score of 900 or greater prior to progression to the capstone clinical course. The student is offered a total of three opportunities to pass the Exit HESI (E2) exam. If the student is unable to pass the exam after three attempts, they will have failed the Capstone course as noted in the School of Nursing Capstone syllabus. The student can then petition the BSN Committee to retake the course and have three more opportunities to pass.
the Exit HESI (E2) exam and progress to the Capstone clinical experience and program completion. If they are unsuccessful after the sixth attempt at the Exit HESI, the student will be dismissed from the program as a second course failure. The student will be counseled about other degree completion avenues.

**NMNEC Progression Policy**

- **Level 1:**
  - One course failure/withdrawal – student is dismissed from program. The student must then apply for readmission to the program. Readmission is possible based on a number of variables like course offerings, faculty availability, seat availability, etc.
  - Two course failures/withdrawals – student is dismissed from program. The student may then reapply after two years.

- **Levels 2, 3, 4 and 5:**
  - Second course failure/withdrawal – student is dismissed from the program and may reapply after two years.

- *This policy applies to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals accumulate from Level 1 through Level 5 and across all NMNEC programs.*

**Transfer Policy/Advanced Placement**

1. It is the intent of the faculty that a student with previous baccalaureate nursing school coursework (including clinical experience) be placed in the program at a level as near as possible to the level of the previous experience. NMSU requirements for the granting of baccalaureate degrees will apply in all cases.
2. The transferring student is required to submit an application and supporting documents to the SON Academic advisor to begin the evaluation process. A review of the submitted material will assist in making a determination of placement in the program.
3. The supporting documents will include, but not be limited to, official transcripts of all course work, syllabi, standardized written examination scores, skills performance checklists, and any other evaluations the B.S.N. committee determines as necessary. Standardized nursing content exams may be used to verify content mastery.
4. The B.S.N. Curriculum Committee and Associate Director of Undergraduate Programs will make a recommendation to the Director of the School of Nursing as to the suggested placement and the requirements to achieve placement in the B.S.N. program.
5. Students who have received a “D” or “F” grade in nursing courses at other nursing programs are not eligible for transfer.
Evaluation of Student Progress and Courses

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

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

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

Readmission Policy/Sequence of Courses

All B.S.N. curriculum options include a specific sequence of nursing courses. Each of the sequential didactic/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 that in some circumstances 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 that there may not be a place for them in a specific nursing didactic/clinical course at a later date and when they are ready to take it. A student, who exits the B.S.N. program for personal or academic reasons prior to completion of the B.S.N. program, is NOT guaranteed readmission.

The student may appeal to the B.S.N. Program Committee in writing to request readmission to a specific course or courses in an upcoming semester. Readmission to nursing courses is contingent upon available space, especially in clinical courses. The B.S.N. committee will consider the petition and the progression recommendations, and then decide on a plan if readmission is approved.

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

**Independent Study Courses in Nursing**

On occasion it may be necessary and/or appropriate for a student to seek nursing credits via independent study. If the need is identified, a written plan will be developed by the student and the faculty member for approval by SON Administration. The request is processed as follows:

1. A Special Studies Permit form for an independent study course must be signed by the CHSS SON departmental faculty member who is the faculty of record for the course.

2. A copy of the college’s Independent Study/Readings Agreement completed in its entirety, including the specification of requirements and evaluation standards, must accompany #1 above, and both must be signed by the School of Nursing Director prior to taking the forms to CHSS for course registration.
B.S.N. STUDENT ORIENTATION

B.S.N. Student Orientation

A REQUIRED B.S.N. Student Orientation is held at the beginning of each semester.

Nursing Student Assembly and White Coat Ceremony

The Nursing School Assembly is conducted at the beginning of each semester. It provides students an update of School of Nursing events and the opportunity for open discussion of departmental policies, procedures, and any items of interest to students. ATTENDANCE IS REQUIRED for all B.S.N. nursing students including the four-year B.S.N. nursing students and alternate entry B.S.N. nursing students. The Assembly is followed by the White Coat Ceremony to welcome new students. Family members and friends of incoming students are invited to attend the White Coat Ceremony as well as all current students in the undergraduate program.

Grading

Nursing Grading Scale in the NMNEC curriculum B.S.N. Program is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>92 - 100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>84 - 91</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77 - 83</td>
</tr>
<tr>
<td>D</td>
<td>Failing (Below Average)</td>
<td>67 - 76</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>below 67</td>
</tr>
</tbody>
</table>

The passing standard for all nursing classes is 77 in the NMNEC Curriculum.

Computation of grades is a faculty prerogative and each course syllabus contains specific information about how course grades are computed. There will be no extra credit assignments to improve any grade and the practice of “curving” is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded up.

The student must earn a grade of "C" or higher in all course work leading to the B.S.N. degree.

Standardized Curriculum Testing

Students are required to take nationally standardized tests and to achieve a satisfactory score on these
tests. These tests are distributed throughout the curriculum and count for 5% of the final grade in the course the exam is taken. For the students in the NMNEC curriculum, a minimum passing score of 900 on the HESI Exit Examination (E2) is required prior to entry into the Capstone course for the clinical preceptorship that is part of their final semester of study.

**Preclinical Dosage Calculation Requirements**

Prior to participating in clinical experiences each semester, the pre-licensure student is required to pass a common dosage calculations exam necessary for safe medication administration with a minimum of 92% accuracy (See Appendix M). Students are allowed two (2) attempts at the exam scheduled during the first week of classes. Examples of dosage calculations are posted on the School of Nursing Home Page under ‘Degree Plans.’ Choose ‘Bachelor of Science in Nursing (BSN) Degree Program’ from the drop down menu, and scroll to the bottom of the page. The link will be in the lower right hand corner under, ‘See also:’ or can be accessed by using the following link: https://schoolofnursing.nmsu.edu/files/2015/06/PRECLINICAL-DOSAGE-CALCULATION-EXAM-June2015.pdf

If a student does not take the calculations exam when scheduled, the missed attempt is considered a fail. If a life threatening emergency occurs, the student will need to provide documentation to the Clinical Coordinator in order to reschedule a make-up exam.

For students who do not pass the dosage exam requirement by the second attempt, remediation will be offered. Once the remediation is completed and documentation is provided to the Clinical Coordinator, a third attempt may be scheduled. No further dosage exam attempts will be offered if the student is unsuccessful on the third attempt. The student must withdraw from clinical courses for that semester and request readmission for the following semester to clinical courses.
AUDIO-VISUAL MATERIALS

The SON uses a variety of audio-visual equipment to facilitate learning. iPads are required for testing and other classroom and clinical experiences. Faculty and instructional resource personnel are available to support learning needs.

Computers for Student use and Technology Requirements

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

SON courses require the use of Canvas LMS. The following is a list of the requirements needed:

Access to a computer with internet connection, preferably high speed. All incoming students are required to have an iPad to allow for on-line course testing.

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

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

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

E-Mail

All enrolled nursing students are required to establish and USE an NMSU E-mail account to access important information from program faculty and staff. SON correspondence will be sent through NMSU email and all course related correspondence will be through Canvas course.
In order to obtain a login and password, students should click on the Current Students link on the NMSU Homepage, [www.nmsu.edu](http://www.nmsu.edu). Click on myNMSU, under Computer and Web Services, and follow the directions to set up a new account. For problems setting up an account, call the Help Desk at 575-646-1840. Students are expected to read their E-mail on a regular basis, as important information is distributed in this fashion and there are a number of postings that are of interest to students. **NOTE:** Canvas does not support non-NMSU access such as gmail, hotmail or others. You can use the Notifications feature in Canvas to receive notifications on various activities within your course, see the Canvas Student Guide on how to do this.

**Smart Mobile Devices for Use in All Courses**

**iPads are required “Smart Mobile Devices” for Use in Didactic and Clinical Courses** Students enrolled in the NMSU prelicensure B.S.N. program will need to have an iPad as their “smart mobile device” loaded with appropriate software for use in clinical. All incoming students are required to have an iPad (mini or standard size) to enable access to testing formats. Here are the guidelines:

1. Students may choose their own iPad model, though it is recommended that they have at least a 32 GB iPad mini with WiFi. The mobile device a size that can be carried easily for use at clinical sites, meaning it should fit into the pocket of a lab coat or scrubs.

2. At present, students may choose any vendor for purchasing assigned reference texts and any other electronic resources as needed. The NMSU bookstore will have devices in stock for pickup or delivery. They will also be offering special pricing. Please contact them at 575-646-1791 and mention the School of Nursing program iPad requirement.

3. Students entering NMNEC Level 1 will receive specific guidance regarding purchases prior to the start of the semester.

4. Students are strongly encouraged to also check the SON Student Getting Started web site: [http://nmsu-son.populr.me/songettingstarted](http://nmsu-son.populr.me/songettingstarted)

**Use of Cellular Phones, Computers, or Telecommunication Devices during Classes/Labs**

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

All assigned papers and projects will be typed or word processed. These papers and projects must be the result of each student’s individual work and effort. Individual course requirements are outlined in the course syllabi.

Students must use the current edition of the Publication Manual of the American Psychological Association (APA) as a guide to scholarly work. Students may be referred to the NMSU Writing Center https://towc.nmsu.edu/ for assistance with written assignments.

**Plagiarism**

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

**Cheating**

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

**Disciplinary Action**

Cheating and Plagiarism are considered acts of academic misconduct. Appropriate sanctions will be imposed according to the academic discipline process outlined in the Student Code of Conduct (http://deanofstudents.nmsu.edu/index.html)
Dismissal

Dismissal of a student from a course and/or the program can occur for various reasons:

1. In accordance with the educational requirements of the New Mexico State Board of Nursing and program accreditation standards, a student may be dismissed from a nursing course when the number of absences hinders a student’s progress in the course. The instructor may initiate recommendation of retention or expulsion from the class. Based on the recommendation of the instructor and with the concurrence of the School of Nursing Director and the student’s academic dean, a student will be dropped for persistent absences or for persistent failure to complete assignments.

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

3. If a student receives a "D," "F" or "W" (while failing) in any nursing course, the student may repeat that course one time at NMSU or another institution only if there is space available. Any additional "D," "F," or "W" (while failing) in any nursing course will result in the student’s dismissal from the program.

4. Students withdrawing while passing from courses or the program may be readmitted, based on space availability, without regard to the number of “W’s” received for these withdrawals.

5. Students may also may be placed on probation or dismissed due to unsafe clinical practice. (See Guidelines for Determining Unsafe Clinical Practice in Appendix K)

A student may be placed on clinical probation or dismissed from the nursing program by decision of the B.S.N. Program Committee at any time during a semester for any of the following reasons:

1. Demonstration of an inability to maintain a grade of at least 77% on clinical assignments at mid-term.

2. Meeting one or more of the criteria listed under Guidelines for Determining Unsafe Clinical Practice. (Appendix I)*

*Based on the seriousness of the unsafe clinical behavior, faculty can recommend immediate dismissal. Student will be immediately removed from the clinical site pending the decision of the B.S.N. committee.

Written notification of any probationary status shall be given to the student. During the probationary period, the faculty member and student will meet on a weekly basis to evaluate progress toward meeting conditions of probation. Each week the student will be reevaluated and the probationary status will be removed or continued. A student who does not meet the conditions of probation will not be allowed to continue clinical practice and will receive a failing grade for the course.
If dismissal is deemed necessary by the B.S.N. Program Committee, the student will be informed in writing.

**Grievance**

It is recommended that students who wish to question a decision or awarding of a grade exhaust informal procedures before enacting the formal appeal process. The informal process begins with discussing the issue/concern with the individual faculty member and/or the course lead faculty. If a resolution is not found, the student and faculty member can seek guidance from the Level Lead. Unresolved issues at this level may then be brought to the attention of the SON Associate Director for Undergraduate Programs. The Director of the SON has the final authority for any decisions made during this informal process. 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, [http://catalog.nmsu.edu/](http://catalog.nmsu.edu/).
CLINICAL POLICIES AND PROCEDURES

General Requirements for Students in Clinical Settings/Clinical Clearances
Unsafe behavior in the clinical setting may be grounds for immediate clinical failure.

CLINICAL CLEARANCE REQUIREMENTS

Clinical clearance requirements are mandatory before a student or faculty member can participate in clinical activities. This is a safety requirement in our program. The clearance must be renewed annually to meet facility and School of Nursing policies. The deadlines for submitting clinical clearance information are: December 15, May 15, or July 15 respectively.

To meet this safety requirement and to prevent delay in presenting the group of clearances to our clinical facilities, **no renewal of clearances will be accepted after 5:00 pm on the day of the deadline.**

If the clearance is **not** submitted by the final date and time, **the student will not be allowed to register for the clinical courses that semester.** The student may enroll in non-clinical courses but **cannot progress in the program until the clinical courses are completed.** The student may request return for the clinical courses through the Associate Director for Undergraduate Programs/B.S.N. Committee on a space available basis the following semester.

BACKGROUND and FINGERPRINT CHECKS

Criminal background and fingerprinting checks are required for all nursing students **annually** by the New Mexico Department of Health, the Texas State Board of Nursing. These requirements are subject to change as federal, state and agency regulations change. Background checks will be considered “**in effect**” as long as the student is **continuously enrolled** in the NMSU School of Nursing Program. If there is a break in course work, a student must complete a new background check. Students are responsible for these costs. Many agencies will not allow students with felony convictions to do clinical rotations at their sites; therefore, a student will not be able to complete the clinical portion of nursing courses. Students with a history of felony charges and/or convictions should seriously reconsider their application to nursing school as many states do not allow nurses with a prior criminal record to obtain a nursing license.
REQUIRED SCREENING FOR DISEASE AND IMMUNIZATIONS FOR THE NURSING PROGRAM

It is essential that nurses and student nurses do everything possible to prevent spreading communicable diseases to their patients and to the community. For this reason, the School of Nursing and the local health care facilities establish minimum guidelines for immunization for nurses and other health care workers.

If you need immunizations, you may:

1. Obtain them from your primary care provider. OR
2. If you are a full or part-time student at NMSU, you may obtain your immunizations from the Student Health Clinic.

(NOTE: All costs are assumed by the student.)

NMSU SON CLINICAL CLEARANCES (Updated 02-03-14)

Instructions: Clinical agencies require that each of the identified clinical clearances be valid through the END of each academic semester (April 30, July 31, or November 30 respectively. Student’s and faculty’s clearances are due on the 15th of the month PRIOR to each semester beginning (December 15, May 15, or July 15 respectively). This ensures that they are ready to be sent to the clinical agencies at the beginning of each semester (most agencies require 2 weeks to clear students and faculty before any care can be provided).

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>ACCEPTED</th>
<th>NOT ACCEPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check</td>
<td>Clear or minor offenses (e.g., traffic tickets). Students and faculty are screened at the beginning of the program/employment.</td>
<td>Major offenses against people (e.g., child abuse, drug trafficking).</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>American Heart Association (AHA) approved Basic Life Support (BLS) for health care providers.</td>
<td>American Red Cross (ARC) or other online only certifications.</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>10 panel test on urine through certifiedprofile.com. Students are screened at the beginning of the program and annually.</td>
<td>Less than 10 substances. Positive results (without a validated medical reason).</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>NMSU or private insurance. Students provide proof at the beginning of the program.</td>
<td>No insurance.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 vaccines (usually the 2nd is given 1 month later and the 3rd is given 4-6 months later) of any of these brand names: Energix B, Havarix A vaccine (this is for Hepatitis A). Negative or Equivocal titer</td>
<td></td>
</tr>
</tbody>
</table>

30
<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recombivax HB, or Twinrix. AND a positive titer of antibodies in the blood. Note: they can begin with 1 or 2 vaccines and then complete the series later.</td>
<td>requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines.</td>
<td></td>
</tr>
<tr>
<td>Influenza (flu)</td>
<td>Flu immunization (injected or intranasal) every winter (September through March).</td>
<td>Pneumonia vaccine (this is for a different organism). Note: the injectable form can be given to pregnant women, but not the intranasal form. Note: If the immunization is declined, then many agencies require personnel to wear a mask.</td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>2 doses of the MMR vaccine that are at least 28 days apart (if born before 1957, then 1 dose) AND a positive titer to each virus. Note: Titers to all 3 are required.</td>
<td>Negative or Equivocal titer to any virus requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines. Note: Rubella vaccine should NOT be given to pregnant women (a provider note is needed).</td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientations (city wide orientations)</td>
<td>Students need to pass quizzes annually for both Las Cruces city wide orientation (mmceonline.com) and El Paso city wide orientation (epcc.edu). Faculty need to complete annually at least the orientation for the city that their clinical will be held.</td>
<td>No documentation.</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, and Pertussis (TDaP)</td>
<td>A vaccine (or booster) within the last 10 years containing Pertussis.</td>
<td>Tetanus and Diphtheria only</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>TB Skin Test (TST, PPD, Mantoux) every 12 months that is negative (usually less than 15 millimeters of induration); OR a negative blood test (T-Spot TB test or QuantiFERON®-TB Gold); OR if person ever had a positive skin test result, then one negative chest x-ray AND a yearly negative screening of TB symptoms.</td>
<td>Positive skin test Note: people who had the BCG vaccine can have TB tests. Positive chest x-ray or symptom report. Positive blood test.</td>
</tr>
<tr>
<td>Varicella (Chicken pox)</td>
<td>Adults: 2 vaccines that are at least 28 days apart; OR 1 vaccine given before 13 years of age; AND a positive titer</td>
<td>Reports from providers or from individuals that they have had the disease. Negative or Equivocal titer</td>
</tr>
</tbody>
</table>
1. R.N. to B.S.N. students must also submit documentation of current R.N. licensure.
2. Refer to the Essential Eligibility Requirements for Participation in the School of Nursing for Essential Functions (Vision, Hearing, Communication, Critical Thinking, etc.) needed for the practice of nursing.

**NOTE:** All clinical clearance material must be submitted to the B.S.N. office by December 15th for the Spring Semester and July 15th for the Fall Semester. Clearance for participation in nursing clinical practica will not be issued until clinical clearance documentation is complete. Disenrollment from nursing clinical courses may occur if deadlines are not met.

**Student Drug Testing**

In order for students to participate in practicums/clinicals within certain health agencies, an annual 10-Panel drug screening test is necessary. Please note that affiliated clinical agencies and NMSU School of Nursing reserves the right to require drug testing at any time. Pending return of the drug screening results, students will not be permitted to work within the specific agency. Further, if a student-caused delay in testing occurs, the clinical time missed by the student will be considered "unexcused".

In the event of a "positive" test, the student may appeal the findings as outlined by the procedures for the specific health agency. A student with a substantiated "positive" drug test will be referred to the Associate Director of Undergraduate Programs for dismissal/progression determination. A "failed" test may prevent the student from completing the academic requirements for either graduation or continuation in the program.

Incoming students will assume the cost of the Drug Screening Test. All documentation must be received by School of Nursing by July 15th for Fall and December 15th for Spring admission. Please keep a copy of your drug screen results for your records. The School of Nursing is automatically sent a copy of your results, therefore, there is no need to hand-deliver your results to the nursing office. Failure to meet the deadline may result in forfeiture of admission.
Clinical clearance requirements change with clinical agencies and students will be required to meet any such clearance guidelines. If a student is unable to fulfill clinical expectations due to incomplete clinical clearances, grades will reflect that inability to meet clinical requirements.

**Liability Insurance**

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

**Student Health Insurance**

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

**Confidentiality**

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

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

Students may not remove or duplicate any patient/client records from any clinical agency (i.e. photocopies, screen shots, etc.). Students should not take photos or record any activity in clinical settings. Most clinical agencies require students to sign a confidentiality statement prior to participating in agency activities. All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996.
(HIPAA). See Appendix P for the NMSU School of Nursing HIPAA Form. A student nurse who breaches confidentiality is subject to clinical probation or dismissal from the program.

**Uniforms/Personal Appearance**

The NMSU student uniform consists of the following, and may be purchased locally or ordered from companies by the student:

*Updated 4-18-14*

1. **Lab Coat:** A white lab coat that has a collar, mid-length (to cover the shirt), and long sleeves. The NMSU Nursing patch is sewn onto the left sleeve one (1) inch below the shoulder seam. *Incoming students will receive their lab coat, sleeve patch, and name pin during the White Coat Ceremony.*

2. **Shirt:** The scrub shirt may be any of these: Cherokee (wine color #65 in styles #4747 or #4876) or Grey’s Anatomy (wine color in styles #0103-65 or #41101-65).

   If a shirt is worn under the uniform top, it has to be a solid color in white, grey, or wine; round collared, and short sleeved or long sleeved.

3. **Pants:** The scrub pants may be any of these: Cherokee (pewter color in styles #4020, #4100, or #4200) or Grey’s Anatomy (steel grey color in styles #0203-905 or #4245-905).

4. **Socks:** All black crew socks or hose that cover above the ankles so that skin is not showing.

5. **Shoes:** All black, fluid resistant shoes with closed toes and heels.

6. **Name Tags:** School of Nursing name tags will be distributed to all new students early in the semester and must be worn in all clinical settings. Students who need a replacement tag should contact Cruces Trophy & Awards Center (575-522-0426) to individually purchase their name tag. The maroon tag will have the following engraved in white lettering:

   (Legal Name)  
   B.S.N. Student Nurse

It is the student’s responsibility to be in proper uniform for every clinical experience unless otherwise instructed by clinical faculty. It is recommend that students have two sets of uniforms, as clinical experiences may be scheduled two days in a row. Students with questions about the uniform requirements should call the School of Nursing (575-646-3812).

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

- Wristwatch (one with a second hand).
- Bandage scissors.
- Pocket-size notebook.
- Black pen.
- Stethoscope (Consult faculty for any questions).
Personal appearance is of significant importance in healthcare. The following criteria apply to each student:

1. Hair must be clean and worn in a manner that prevents it from falling forward during preparation and performance of client care.
2. Fingernails are to be short and clean. No fingernail polish is to be worn in clinical settings. Acrylic, sculptured, or “fake-type” nails or nail tips are not allowed in clinical settings.
3. Jewelry should be in on the conservative side (i.e., one ring, watch, and stud earrings in lobes only). NO facial jewelry is permitted. Necklaces are to be worn inside the uniform and not visible. Tattoos are to be covered in the clinical setting.
4. Uniforms, including shoes, must be neat, clean, and in good repair.
5. Beards must be neat and trimmed. They may not be grown during a clinical rotation, as new beards present an unnecessarily unkempt appearance.
6. Personal hygiene is extremely important.
7. Scented lotions, cologne & perfume are not acceptable in clinical settings.
8. Gum chewing is not appropriate in any clinical setting.
9. Questions regarding specific variances related to agencies and clinical settings should be referred to the individual clinical instructor.

When visiting a clinical agency at times other than assigned clinical hours (i.e. to verify assignments), the white lab coat and name pin are to be worn over appropriate street clothes unless specified by the instructor. Jeans, shorts, mini-skirts, sleeveless tops, bare legs, and open toed shoes are inappropriate attire for the clinical setting. Students may be denied access to patient records and/or care areas if not dress appropriately. Students not adhering to the uniform policy will not be permitted in the clinical area and will receive an unexcused absence.

Also, clinical facilities may have additional policies regarding dress, piercings, tattooing, and jewelry that must be followed when at those facilities.

Appropriate uniform dress is a requirement for participation in regularly scheduled education experiences held in the Nursing Skills Lab. Faculty may determine exceptions to the uniform policy if the scheduled laboratory education experience requires different forms of dress.

**Clinical Agency Identification Badges**

Agency identification badges are distributed per agency policy. Clinical faculty will provide specific instructions on when and how to obtain a badge when it becomes necessary. Failure to return badges
as instructed by the clinical faculty may result in disenrollment or an incomplete (I) grade.

**Clinical Group Assignments**

Clinical group assignments may be changed at the beginning of the semester to accommodate students, faculty, and agencies.

**Transportation**

1. Students are to provide their own transportation to and from all clinical sites.
2. Students may not transport patients/clients to or from clinical sites at any time outside of the clinical facility.
3. Clinical sites vary and will not always be in Las Cruces, Grants, Alamogordo or Santa Fe.
4. Clinical times vary and may include variety of hours (i.e. days, evenings, nights, or weekends and holidays).

**Documentation**

Students are to sign clinical documentation as follows: Student’s Name followed by NMSU Student Nurse (i.e. Jane Doe, NMSU Student Nurse). Abbreviations for student nurse are not to be used (i.e. SN or NS for nursing student).
CLINICAL AND LABORATORY ATTENDANCE/PREPARATION

Clinical and Laboratory Attendance/Preparation

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

1. Students are expected to attend all laboratory sessions and clinical experiences, to be prepared and to be on time. If not prepared, the student may be dismissed from the clinical/laboratory experience, and receive an unexcused absence.
2. Students must satisfactorily complete all course requirements as determined by the course instructor. The student will receive a letter grade for the clinical course based on overall performance including graded assignments.
3. Clinical Absence Policy: A clinical absence pertains to all scheduled clinical experiences (i.e. on-campus simulated laboratory and skills sessions, off-campus clinical experiences and scheduled clinical conferences).
   A. Student Responsibilities:
      a. Students are expected to be at all clinical experiences. It is the student’s responsibility to be prepared and dressed appropriately with all necessary equipment and to arrive at the correct time and place. Also, it is the student’s responsibility to be sure that the involved faculty member is personally notified of an absence prior to the experience.
   B. Definitions of Excused and Unexcused Absences:
      a. A clinical absence is defined as “excused” when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). Examples of excused clinical absences include, but are not limited to:
         personal illness, family death, unexpected life emergencies. The determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty member.
      b. An unexcused clinical absence is defined as
         i. a student being absent without prior notification to the instructor facilitating that clinical experience,
         ii. a student who is sent home for being unprepared for clinical,
         iii. tardiness or late arrival that may result in an excused or unexcused absence at the discretion of the clinical instructor.
   C. Consequences of Absences:
      a. Excused Absences: Prior notification to clinical faculty is useful for avoiding an unexcused or late penalty. However, even excused absences may impact a student’s grade for that course. Multiple absences may make it impossible for the
student to meet the clinical course requirements.
b. Unexcused Absences: One unexcused absence results in a 10% reduction of the
course grade. More than one unexcused absence results in an “F” for the final
course grade.
c. Tardiness: Patterns of lateness or habitual tardiness will be documented on
clinical evaluations as unprofessional behavior. Tardy is defined as more than 5
minutes late to class without notification made to the instructor. One (1)
incident of tardiness will result in a warning; subsequent incidents may result in
an unexcused absence.

D. Clinical Make-ups:
a. Clinical experiences are a requisite part of nursing education. Therefore, all
clinical absences, whether excused or unexcused, must be made up. Clinical
make-up opportunities are made available at least once during the semester for
clinical experiences and Open Lab may be available for missed laboratory
experiences. Students must arrange to complete a make-up, in consultation with
his/her clinical instructor within two (2) weeks from the date of the absence.
b. Clinical or lab experiences not made up will be counted as an unexcused
absence.
c. Students who do not make up the clinical or lab experience within the (2) week
timeframe will not be able to return to the clinical or lab experience which may
result in course failure.

E. Clinical Absences related to Illness/injury
a. Faculty shall review possible alternatives when a student is absent from the
clinical setting due to illness or injury. These include but not limited to the
following:
   1. Clinical objectives
   2. Student’s progress to date
   3. Anticipated date of return
   4. Written physician release when applicable
   5. Comply with the standards of the clinical agency
   6. Withdraw from the program when the student misses more than 15%
of clinical contact hours
   7. Request for continuation when illness, injury, or personal problem is
      resolved
   8. In the case of a pregnant student, the student is responsible for
      clearance from their primary care provider to be in the clinical areas
b. Should a student with an injury or illness not be able to fulfill the scheduled
clinical activities at the assigned agency, the clinical activities may be
accomplished per the clinical instructor’s discretion though alternate methods such as:
1. rearrangement of clinical schedule
2. virtual technology
3. another assignment that meets the clinical objectives

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

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

**Open Skills Laboratory**

The School of Nursing maintains a practice laboratory for students to practice nursing skills on their own or with assistance from a graduate assistant or a faculty member. It is open at specific times, to be announced each semester. The lab may be used by any nursing student. Primarily, the lab serves as a resource center for practicing skills learned in nursing classes. Students may also be referred to the lab by nursing faculty when a need to enhance skills or to repeat or make up a specific skill return demonstration (See Appendix L). The lab office is located in College of Health & Social Services, Room 118.

**Laboratory Check-Out Policy**

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

At the end of each Fall and Spring semester, the School of Nursing sponsors a Recognition Ceremony for graduates of each educational program offered (B.S.N., M.S.N., D.N.P., and Ph.D. graduates). This is a solemn and auspicious occasion meant to honor notable accomplishment and academic achievement. The dress code for this ceremony will be either cap-and-gown or the school uniform (but not both). Instructions will be provided at the time of preparation for the Recognition Ceremony.

EMERGENCY ACTION PLAN

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

Unusual Occurrence or Medication Error

Accountability for medication errors and unusual occurrences (i.e. needle sticks, accidents, etc.) must be recorded for protection of all parties involved (i.e. student, faculty, patient, staff, etc.). The NMSU SON form (Appendix K) can be found on the SON website and in the BSN Handbook. The form is to be completed by the student and passed on to the clinical instructor and subsequent faculty for signatures. The form is filed with the School of Nursing Director. Additional documentation may be required by clinical facilities. Students should seek guidance from clinical faculty prior to initiating documentation at clinical facilities.

STUDENT NURSES’ ASSOCIATION

Student Nurses' Association (SNA)

The New Mexico State University Student Nurses' Association's purpose is to:
1. Assume responsibility for contributing to nursing education.
2. To provide the highest quality of health care.
3. To provide programs reflective of current professional interests and concerns.
4. To aid the development of the whole person, the professional role, and the health care of people.

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

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

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

To be eligible for membership in STTI, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership is students who have completed at least one-half of the required nursing components in a Commission on Collegiate Nursing Education (CCNE) accredited baccalaureate program. B.S.N. students who are selected to membership shall rank not lower than the highest 35% of their class in scholarship; the number of students from one class shall not exceed one-third of the total number expected to graduate from that class. Eligible students are recommended by faculty councilors. The student then must apply and be selected for membership in the local chapter, Pi Omega of Sigma Theta Tau, International. New members are selected and inducted annually at the end of Spring Semester. Student are invited from cohorts expected to graduate from Spring, Summer, and Fall semesters of the current calendar year, e.g. Spring, Summer, and Fall 2016.

CHILDREN IN THE ACADEMIC WORKPLACE

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

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
3. Children may not attend a class in session without the prior approval of the class instructor.
4. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

**SMOKING**

Smoking of tobacco products is prohibited in all buildings owned or leased by the University as well as within 25 feet of entrance or exit, vehicles, and during some organized outdoor events on University property as well as by fresh air intake grills. See [http://studenthandbook.nmsu.edu/additional-policies-and-procedures/smoking-policy/](http://studenthandbook.nmsu.edu/additional-policies-and-procedures/smoking-policy/)
APPENDICIES
APPENDIX A
FOUR-YEAR B.S.N. PROGRAM CURRICULUM PREREQUISITES

NEW MEXICO STATE UNIVERSITY
COLLEGE OF HEALTH & SOCIAL SERVICES
School of Nursing
BACHELOR OF SCIENCE NURSING
Beginning Summer 2013

University/Statewide Common Core (35cr)
Courses listed below will meet NMSU requirements. Courses are guaranteed to transfer to other New Mexico Schools as part of the New Mexico Common Core

I - COMMUNICATIONS (9-10 cr)
   a. College Level English Comp (4-5)
      Engl 111G, Engl 111H or Sped 111G
   b. College Level Writing (3)
      Engl 206G, 211G, 218G, 311G, or 310G
   c. Public Speaking (3)

II - MATHEMATICS (5 cr)
   A ST 251, A ST 251/STAT 251, STAT 271
   Hon 210G or Hon/Math 270G

III - LABORATORY SCIENCE (8 cr)
   Anat 130G/130H Aspr 105G, 110G
   Agrc/Ent 100G
   Biol 101G/L, 110G/L, 121G, Hon 205G
   Chem 110G/L, 111G/L, 112G/L
   CS 17G
   ES 110G/110H Geol 111G/111G, 212, Hon 210G
   HNDS 265G
   W S 110G/110H

IV - SOCIAL/BEHAVIORAL SCIENCES (6-9 cr)
   AGH/ENPS 210G
   Anat 120G, 125G, 201G, 202G, 205G
   Hon 235G, 237G
   C EPHS 101C, 101G Econ 201G, 251G, 252G
   Geol 111G, 130G
   Gov 100G, 110G, 150G, 170G
   Hon 245G, 249G
   HLS 150, SWK 221G
   J orn 100G, 110G
   Pol 201G, Hon 205G, 232G
   Soc 101G, 201G, Hon 235G
   WS 210G, 235G

V - HUMANITIES/FINE ARTS (6-9 cr)
   Art 101G, 110G, 255G, 256G
   Hon 218G, 220G
   211G, 212G, 225G, 226G
   MUS 301G, 201G, Hon 235G
   Thet 101G, Hon 270G

ADVISOR ____________________________

SUGGESTED FORMAT FOR P-NUR CURRICULUM

FRESHMAN YEAR

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<td>Communications (La) ENGL 111G</td>
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<td>Math 121G (college algebra (I))</td>
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<td>Psy 211G (IV)</td>
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SOPHOMORE YEAR

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<td>Biology 353 Anatomy or A&amp;P II</td>
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<td>Biol 353 Lab</td>
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<td>A ST 311/Stat 251</td>
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<tr>
<td></td>
<td>HND 121 or 163 (Nutrition)</td>
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<td></td>
<td>CE 110G (Human Growth/Behavior (IV))</td>
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<td>17 cr</td>
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</table>

PREREQUISITES ARE STRICTLY ENFORCED

To take CHEM 110/L you must have appropriate MATH (check with your advisor)
To take BIOL 254, 351/L and 219 or 311/L, you must have a "C" or better in BIOL 211/L
To take NURS 328 you must have successfully completed Anatomy & Physiology with passing grades.
School of Nursing requires Math 121 or Math 142G

*** Applications must be requested from the pre-Nursing advisors. Grades and class requirements will be confirmed before applications will be given out.

| Deadline for applications and admission exam scores: |
| February 1 for Fall Cohort | September 1 for Spring Cohort |

Minimum GPA: 2.75 in pre-Nursing classes
Minimum Admission Exam Score: 75% in all categories

Viewing a Wider World (9 cr)

NMSU Upper Division Graduation Requirement (min. 46 cr)
Science courses must be taken within 7 yrs. of application to the BSN program and must include associated labs. All pre-major and major courses must have a "C" or better.

Revised 10/09/2015
## APPENDIX B

**BACHELOR OF SCIENCE NURSING (B.S.N.)**

### NMNEC Plan of Study

<table>
<thead>
<tr>
<th>Year</th>
<th>Prerequisites</th>
<th>Credit</th>
<th>Prerequisites</th>
<th>Credit</th>
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<td><strong>Year 1</strong></td>
<td>English Comp (ENG 111G)</td>
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<td>English Writing (ENG 211G)</td>
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<td>Math (MATH 121)</td>
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<td>Statistics (EST 311G)</td>
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<td>Biology (BIOL 211G/L)</td>
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<td>A &amp; P I (BIOL 254)</td>
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<td>Psychology (PSY 201G or H/FA/SS)</td>
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<td>Nutrition (HNFS 251)</td>
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<td>Chemistry (CHEM 110G/L)</td>
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<td>Lifespan (CEP 110G or H/FA/SS)</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Year 2</strong></td>
<td>A &amp; P II (BIOL 253L)</td>
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<td>Humanities/Fine Arts/SS</td>
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<td>Public Speaking (COMM 265)</td>
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<td>Pathophysiology (NURS 328)</td>
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<td>Microbiology (BIOL 219/311L)</td>
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<td>Introduction to Nursing Concepts (NURS 360)</td>
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<td>Principles of Nursing Practice (NURS 361)</td>
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<td>Evidence-Based Practice (NURS 362)</td>
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<td><strong>Year 3</strong></td>
<td>H &amp; I Concepts I– Wellness (NURS 377)</td>
<td>3</td>
<td>H &amp; I Concepts II– Chronic (NURS 395)</td>
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<td></td>
<td>Health Care Participant (NURS 378)</td>
<td>3</td>
<td>Professional Nursing Concepts I (NURS 396)</td>
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<td>Nursing Pharmacology (NURS 379)</td>
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<td>Patients with Chronic Conditions (NURS 398)</td>
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<td>Assessment &amp; Health Promotion (NURS 380)</td>
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<td>Humanities/Fine Arts/SS</td>
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<td><strong>Year 4</strong></td>
<td>H &amp; I Concepts III– Acute (NURS 466)</td>
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<td>Clinical Intensive I (NURS 467)</td>
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<td>Professional Nursing Concepts II (NURS 487)</td>
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<td>Clinical Intensive II (NURS 468)</td>
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<td>Clinical Intensive III (NURS 488)</td>
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<td>Viewing a Wider World</td>
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<td>Capstone (NURS 489)</td>
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<td>Nursing Elective (online)</td>
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<td>Nursing Elective (online)</td>
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### TOTAL

- Prereq and Non-nursing Credits: 63
- Nursing Credits: 65
- Total Credits: 125-128
APPENDIX C
BACHELOR OF SCIENCE NURSING (B.S.N.)
NMNEC CORE CURRICULUM

NURS 328: Human Pathophysiology Foundations for Nursing (prerequisite)  4cr

Level 1 – SEMESTER 4
NURS 293: Introduction to Nursing Concepts  3cr
NURS 294: Principles of Nursing Practice  4cr P
NURS 362: Evidence Based Practice  3cr

Level 2 – SEMESTER 5
NURS 377: Health & Illness Concepts I (Wellness)  3cr
NURS 378: Health Care Participant  3cr
NURS 379: Nursing Pharmacology  3cr
NURS 380: Assessment & Health Promotion  4cr P

Level 3 – SEMESTER 6
NURS 395: Health & Illness Concepts II (Chronic)  3cr
NURS 396: Professional Nursing Concepts I  3cr
NURS 398: Care of Patients with Chronic Conditions  4cr P

Level 4 – SEMESTER 7
NURS 466: Health & Illness Concepts III (Acute)  4cr
NURS 467: Clinical Intensive I  4cr P
NURS 468: Clinical Intensive II  4cr P

Level 5 – SEMESTER 8
NURS 486: Concept Synthesis  3cr
NURS 487: Professional Nursing Concepts II  3cr
NURS 488: Clinical Intensive III  4cr P
NURS 489: Capstone  4cr P
NURS elective  3cr

A grade of “C” is required in all courses
NURS courses are only open to those admitted to the major
Total credits: 125-128 Nursing: 66

Adopted 10/2012
# APPENDIX D

## NMSU SCHOOL OF NURSING

**NMNEC Curriculum for B.S.N. PROGRAM**

### COURSES/CREDITS

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<th>CURRICULUM PROGRESSION</th>
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<tr>
<td>NURS 328: Human Pathophysiology Foundations for Nursing (prerequisite)</td>
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<tr>
<td>NURS 293: Introduction to Nursing Concepts</td>
<td>3 cr</td>
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<tr>
<td>NURS 294: Principles of Nursing Practice</td>
<td>4 cr P</td>
<td>120</td>
</tr>
<tr>
<td>NURS 362: Evidence Based Practice</td>
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<td><strong>Total</strong></td>
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</table>

| **Level 2 – Semester 5** |         |                        |
| NURS 377: Health & Illness Concepts I (Wellness) | 3 cr |                        |
| NURS 378: Health Care Participant | 3 cr |                        |
| NURS 379: Nursing Pharmacology | 3 cr |                        |
| NURS 380: Assessment & Health Promotion | 4 cr P | 120 |
| **Total** | 13 cr | **Total** |

| **Level 3 – Semester 6** |         |                        |
| NURS 395: Health & Illness Concepts II (Chronic) | 3 cr |                        |
| NURS 396: Professional Nursing Concepts I | 3 cr |                        |
| NURS 398: Care of Patients with Chronic Conditions | 4 cr P | 120 |
| **Total** | 10 cr | **Total** |

| **Level 4 – Semester 7** |         |                        |
| NURS 466: Health & Illness Concepts III (Acute) | 4 cr |                        |
| NURS 467: Clinical Intensive I | 4 cr P | 120 |
| NURS 468: Clinical Intensive II | 4 cr P | 120 |
| **Total** | 12 cr | **Total** |

| **Level 5 – Semester 8** |         |                        |
| NURS 486: Concept Synthesis | 3 cr |                        |
| NURS 487: Professional Nursing Concepts II | 3 cr |                        |
| NURS 488: Clinical Intensive III | 4 cr P | 120 |
| NURS 489: Capstone | 4 cr P | 120 |
| NURS elective | 3 cr |                        |
| **Total** | 17 cr | **Total** |

### General Education/Prerequisite Credits

Nursing Credits*

<table>
<thead>
<tr>
<th>Total Credits for B.S.N. Degree (lab credits may vary)</th>
<th>840 Total Clinical Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>Total 125-128 cr</td>
<td>840 Total Clinical Contact Hours</td>
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*Originated 8/12 NMNEC; Adopted 10/12
APPENDIX E
NEW MEXICO STATE UNIVERSITY
School of Nursing
RN-B.S.N. Option Curriculum

NURSING AND NM COMMON CORE COURSES REQUIRED FOR B.S.N.: 
(Math Basic Competency must be attained*)

Communications (I.a.) 4 cr.*
ENGL 318G Advanced Tech. Comm. (Communications I.b.) 3 cr.*

________ Mathematics (II) 3 cr.*
BIOL 254 Human Physiology or A & P 2 3 cr. +
BIOL 253w/lab Human Anatomy or A & P 1 3 cr. +
BIOL 219 Principles of Public Health Microbiology 3 cr. +
BIOL311L General Microbiology Lab 1 cr. +

________ Lab/Science (III) 8 cr. *
BIOL 219 Principles of Public Health Microbiology 3 cr. +

________ Social/BS (IV) or Hum/Fine Arts (V) 3 cr. *
________ Humanities/Fine Arts (V) 6 cr. *
________ Social/BS (IV) 6 cr. *
HNFS 251 Human Nutrition 3 cr. +

________ Communications (I.c.) 3 cr. *
EST 311G Statistical Applications 3 cr. +

________ Viewing a Wider World 6 cr. *

* Indicates RN General Education Common Core 
+ Indicates RN-B.S.N. Program Requirement

*RN-B.S.N. Program Course Sequence:

NURS 314 Computer Technology for Nursing 3 cr.
NURS 352 Bioterrorism 3 cr.
NURS 315 Introduction to Professional Nursing for the RN 3 cr.
NURS 322 Nursing Health Assessment for the RN 3 cr.
NURS 325 Human Pathophysiology for Nursing 3 cr.
NURS 420 Community Health Nursing 3 cr.
NURS 426 Community Health Nursing: Clinical 3 cr.
NURS 475 Issues and Trends in Professional Nursing 3 cr.
NURS 324 Nursing Care of the Older Adult 3 cr.
NURS 376 Research & Evidence-Based Practice for the Practicing RN 3 cr.
NURS 353 Nursing Informatics 3 cr.
NURS 477 Nursing Organization and Management for the RN 3 cr.
NURS 476 Nursing Organization and Management: Clinical 3 cr.

*All nursing courses are 100% online plus a mandatory 2-3 day on-site orientation. 
A minimum of 128 credits are required for graduation (includes 48 upper division credits)
Courses with suffix of “N” do not count toward graduation credit requirements. 
Effective 1993-94: A grade of “C” or better is required for all courses in the curriculum. 
Revised and Approved 04/2010
APPENDIX F
RN-B.S.N. DEGREE PLAN

Requirements:
1. Evidence of current RN License
2. Minimum GPA of 2.5
3. Regular status admission to the University
4. Inferential Statistics Class-Co-Requisite for NURS 375
5. Required lower/upper division credits satisfied

RN-B.S.N. PROGRAM

<table>
<thead>
<tr>
<th>SUMMER 1</th>
<th>SUMMER 2</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
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<tbody>
<tr>
<td>NURS 314 Computer Tech for Nurse 3cr</td>
<td>2 VWWs 6cr</td>
<td>All Semester</td>
<td>NURS 324 Care of the Elderly 3cr</td>
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<td>NURS 375 Research 3cr</td>
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<td>NURS 322 Health Assessment 3cr</td>
<td>NURS 397 Informatics 3cr</td>
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<td>NURS 325 Pathophysiology 3cr</td>
<td>NURS 470 Nurs. &amp; Mgmt 3cr</td>
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<td></td>
<td>NURS 420 Community Health 3cr</td>
<td>NURS 476 Nurs. Org. &amp; Mgmt 3cr</td>
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<tr>
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<td></td>
<td>NURS 426 Community Hlth-Clinic 3cr</td>
<td>NURS 475 Issues &amp; Trends 3cr</td>
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<td>Upper-Div Elective/Status 3cr</td>
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<th>Total 18cr</th>
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B.S.N. Committee Approved
03/10/08
Total Faculty Approved
04/07/08
The following statements represent the philosophical beliefs of New Mexico State University’s School of Nursing faculty about the person, the environment, health, nursing, and the educational process.

**PERSON**

The person is a holistic being with inherent worth and dignity. A person is dynamic and complex, and is the unique product of genetic endowment, culture, environment, and life experiences. As an integrated whole, the person is greater than and different from the sum of the parts. Each person presents diversity in life style, values, goals, self-care practices, and role expectations. The person is in the process of becoming through a developmental spiral toward harmony and self-actualization.

**ENVIRONMENT**

The environment is the collective of all conditions, circumstances, and internal and external forces. The environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, and economic, geopolitical and population characteristics. Individuals, families, groups, and communities together share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

**HEALTH**

Health is a dynamic process of interactions among forces in the internal and the external environments. The scope of health is pandimensional and fluctuates in response to internal and external environmental factors. A person in optimal health is in a state of physical, psychological, spiritual, and sociocultural harmony. Health promotion and maintenance, illness prevention and care, and rehabilitation are personal and societal obligations. Judicious use of human, environmental, and economic resources by each individual, family, group, and community influences health. Each person has the right to health care and the responsibility to participate in health-related decisions and activities to the best of his or her capability.

**NURSING**

Nursing is a science and an art based on knowledge derived from a body of nursing science, the physical and social sciences, and the humanities. The practice of professional nursing is the direct and indirect service to individuals, families, groups, and communities in order to meet the patient’s/client’s health
needs. The goal of nursing is to help the patient/client develop to their maximum potential for health within a given context. Through the application of knowledge, critical thinking, clinical judgment, therapeutic interventions, and effective communication, the professional nurse functions in a variety of roles including — but not limited to — care provider, educator, advocate, manager, collaborator, leader, and researcher. The nurse demonstrates responsibility and accountability to the patient/client, to the profession of nursing, and to society.

EDUCATIONAL PROCESS

Teaching-Learning

Learning involves the intellectual, emotional, psychological, and physical self. Learning is a process which broadens one's appreciation and understanding. The outcome of the learning process may be change. The learner is an active inquirer; the teacher serves as a facilitator in the learning process. The teaching-learning process takes place in an environment that is conducive to learning and is characterized by mutual trust, respect, and understanding. Both teacher and learner share accountability for learning and the responsibility for facilitating the process. The evaluation of student learning is collaborative between teacher and student and is conducted in an environment which promotes understanding and growth.

Education focuses upon human experiences and the ever-changing environment. Necessarily, learning is viewed as a life-long process. Individuals' talents, styles of learning, and cultural backgrounds influence the educational process.

Nursing Education

Nursing education takes place within the mainstream of collegiate education and focuses on the knowledge and practice of nursing. The faculty provides sequences of instruction and experiential activities to enhance critical thinking, communication, and development of abilities in therapeutic nursing interventions. Activities are designed to direct learning from simple to complex, from concrete to abstract, from direction following to problem solving to creative synthesis. The faculty is committed to creating an educational climate which encourages the students to attain their maximum potential and fosters competence, creativity, and intellectual inquiry.

Nurses prepared at the baccalaureate level use the nursing process to provide care to individuals, families, groups, and communities. They demonstrate leadership and management skills and the ability to work collaboratively with patients/clients and colleagues. Through the systematic evaluation of current nursing practice and thoughtful application of research findings, the nurse fosters quality improvements in nursing care. As a health care professional, the nurse has direct impact on health care
delivery. Nursing practice must be legal and ethical and reflect existing standards of the nursing profession.

Nurses prepared at the master's level build upon their undergraduate education and are able to expand the application of the nursing process in order to function in advanced practice roles. Master’s level responsibilities include leadership, administration, advanced clinical practice, teaching, and research. These responsibilities are directed toward influencing nursing practice as well as health care policy.

Approved by Curriculum Committee, 10/9/95
Approved by Faculty, 5/13/96
Reaffirmed, 10/25/99
ACROSS THE LIFE SPAN: A concept which denotes placement on the birth-to-death continuum, involving biological, psychological, and social development.

ADAPTATION: The ability of a system to respond to internal and external stressors. The system can respond either effectively or ineffectively to these stressors.

ADVANCED PRACTICE NURSE: A professional nurse who has successfully completed a graduate program of study in a nursing specialty or related field that provides specialized knowledge and skills that form the foundation for expanded practice roles in health care. (ANA, 1994). Advanced practice nurses (APRN) may provide either direct &/or indirect nursing services to patients/clients. APRN’s who provide direct nursing services to patients/clients include: clinical nurse specialists (CNS), nurse practitioners (NP), certified nurse midwives (CNM), and certified nurse anesthetists (CRNA). APRN’s who provide indirect nursing services to patients/clients include: nurse administrators and nurse educators.

BIOPSYCHOSOCIAL BEING: The human individual composed of interrelated biological, psychological, and sociological — including cultural and spiritual — units.

COMMUNICATION: A dynamic process of information exchange among individuals or groups which involves a sender, a receiver, a message and a channel. Communication may be verbal, nonverbal, written, or electronic, and may include interpersonal communication, group process, and/or media production.

CRITICAL THINKING: A disciplined inquiry process requiring reasoning, analysis, research, or decision making which is used to conscientiously examine and evaluate information, arguments, and underlying assumptions. Critical thinking is an essential component of clinical decision-making.

HEALTH CARE DELIVERY SYSTEM: The composite of all informal and formal components of health care delivery, including the nurse and the patient/client.

HOLISTIC: A concept pertaining to the whole. A comprehensive system that considers the physical, mental, emotional, social, economic, cultural, and spiritual needs of the person.

LIBERAL EDUCATION: The area of academic study that includes the humanities, physical and social sciences.
NURSING PROCESS: Orderly, systematic approach of assessing patient/client problems, formulating nursing diagnoses, making and initiating plans for intervention, implementing those plans, and evaluating and modifying them as appropriate in the process of clinical decision-making. The nursing is a framework that supports the psychomotor and psychosocial nursing activities, grounded in theory and research that provide for restoration, maintenance, and/or promotion of health of individuals and/or aggregates.

NURSING ROLES: The range of expected interactions and prescribed behaviors that enable the nurse to provide effective nursing care.

PATIENT/CLIENT: The individuals, families, groups, or communities that are the recipients or beneficiaries of nursing care.

PHYSICAL SCIENCE: The area of academic study including biological and life sciences, chemistry, physics, and mathematical science.

SOCIAL SCIENCES: The area of academic study including psychology, sociology, anthropology, management, and medical science.

SYSTEM: A conceptual organization of the interrelatedness of units making a whole.

Updated: 9/2010
APPENDIX I
GUIDELINES FOR DETERMINING UNSAFE CLINICAL PRACTICE

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

1. Violates or threatens the physical safety of the patient.
   i.e., neglects use of side rails, restraints; comes unprepared to clinical.

2. Violates or threatens the psychological safety of the patient.
   i.e., uses nontherapeutic techniques repeatedly in interactions; attacks/derogates individual's beliefs or values.

3. Violates or threatens the microbiological safety of the patient.
   i.e., unrecognized violation of aseptic technique; failure to perform sterile preps or dressings appropriately.

4. Violates or threatens the chemical safety of the patient.
   i.e., violates the "6 Rights in Administering Medications"; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio).

5. Violates or threatens the thermal safety of the patient.
   i.e., burns patient with hot packs, heating lamp, etc.; fails to observe safety precautions during O2 therapy.

6. Violates or threatens the environmental safety of the patient.
   i.e., fails to leave patient's room in order; fails to remove harmful objects from room when appropriate (including personal medications.)

7. Inadequately and/or inaccurately utilizes the nursing process.
   i.e., fails to observe and/or report critical data relating to patients/clients/families; makes repeated faulty judgments/decisions in nursing situations.

8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.
   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 patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team.
**APPENDIX J**

**TB HEALTH QUESTIONNAIRE**

All students/employees with positive TB skin tests must complete and sign this questionnaire annually. The questions relate to signs and symptoms of Tuberculosis. Please check "yes" or "no" to each symptom. If you check "yes" to any item, in the comment section below, **describe the symptom, including when it started.** Should you have questions, contact the B.S.N. secretary at 646-3812.

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fatigue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Loss of appetite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Unexplained weight loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Low grade fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Coughing up blood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Night sweats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Cough lasting more than three (3) weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Cough combined with fever, chills, sweating and weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(not responsive to treatment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Shortness of breath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Dull aching or tightness in chest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

________________________  __________________________  
Signature                      Date

________________________
Name (printed or typed)
APPENDIX K
UNUSUAL OCCURRENCE/EXPOSURE INCIDENT/MEDICATION ERROR
(ACTUAL/POTENTIAL)

Date of Incident: ____________________________________________________________
Time of Incident: ____________________________________________________________
Location of Incident: _________________________________________________________
Name of Student/Employee: ___________________________________________________

Briefly and objectively describe the events of the exposure/incident/medication error:
(actual/potential)

Physician notified: ☐ Yes / ☐ No

Name Orders (if applicable):

Describe the evaluation and any treatment following the exposure/incident/medication error
(actual/potential):

Follow-up required and person responsible: _______________________________ Date: ______
Incident Report filed at:
(Clinical Facility/Institution)

Signature of person preparing report: _______________________________ Date: ______

Signature of Clinical Faculty (where applicable): __________________________ Date: ______

Signature of Clinical/Semester Lead: ________________________________ Date: ______

Signature of B.S.N. Associate Director: _______________________________ Date: ______

Signature of School of Nursing Director: _____________________________ Date: ______

Copy to: Student
School of Nursing Director/Incident Report File

Revised: July 11, 2001, January 10, 2005, November 17, 2008 need reaffirmation
APPENDIX L
REQUEST FOR OPEN LABORATORY ASSISTANCE

Student’s Name _____________________ Date of Request: _________________
Deadline for Completion

__________________________
Description of Skill(s) to Practiced Instructor Making Request_______________

Amount of Time Practiced: ________ Performance Satisfactory: Yes___ No___
More Practice Required: Yes___ No___

Open Lab Instructor’s Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________
Student’s Signature Open Lab Instructor’s Signature
APPENDIX M
PRECLINICAL DOSAGE CALCULATION EXAM

Purpose

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

Expected Outcomes

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

- Interpret medication orders and standard abbreviations needed for dosage calculations;
- Convert within and between these selected measurement systems:
  - Metric
    - Convert weight between micrograms, milligrams, grams and kilograms
    - Convert volume between milliliters and liters
  - Household
    - Convert weight between pounds and kilograms
    - Convert volume between ounces and milliliters
    - Convert volume between teaspoons and milliliters
- Calculate dosages for administration of medications by common routes
  - Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - Calculate oral liquid volumes from 0.001 to 30 mL.
  - Calculate injectable medication volumes from 0.0001 to 3 mL.
- Calculate infusion rates and times for intravenous administration.
  - Calculate volumes between milliliters per hour and drops per minute.
  - Calculate total/end infusion times for intravenous fluids.
  - Calculate amounts/times to administer IV push medications.
  - Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
- Calculate dosages for administration of medications in tightly controlled situations.
  - Determine dosages based on a patient’s clinical data (Weight, vital signs or lab results)
  - Determine if an ordered amount is within a safe/recommended range.
  - Contrast different concentrations of solutions/ratios.
  - Calculate rates/amounts for intravenous medication drips.
Other requirements for exam problems will include:
- The calculations may require conversions as part of the problem
- The amounts may range from fractions/decimals to thousands of units.
- There will not be information needed or questions about specific pharmacology of medications, administration techniques or nursing implications in the preclinical dosage/calculation exam. These topics will be covered in theory and/or clinical applications.

Specific Requirements

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

Retakes

- Students will have two attempts to achieve the required 92%. A time and date will be announced for students to review their exam results prior to a retake. Students are responsible for their own remediation prior to retaking the exam (see faculty for resources). A third attempt is possible after documentation of remediation and at the discretion of the Clinical Coordinator.
- If it is necessary for students to retake the exam, a time and place will be determined within the same week by the Clinical Coordinator.
• All versions will follow the same requirements, outcomes, and blueprint.

• If a student misses the first exam attempt for any reason, the only other attempt will be during the scheduled “retake” session. The missed attempt counts as a failure.

**Dosage/Calculations Exam Blueprint**

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<th># OF QUESTIONS</th>
<th>PERCENTAGE</th>
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<td>20</td>
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<tr>
<td>Application</td>
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<td>60</td>
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<tr>
<td>Analysis</td>
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<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25</td>
<td>100</td>
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</table>

**Exam Question Examples**

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

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

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

• The patient needs: Lasix 15 milligrams PO now. The medication is available as: Lasix 10 milligram (scored) tablets. How many tablet(s) will the nurse administer now? (1.5 tablets)

• A client has an order for: Ceclor 100 mg PO every 6 hours. The local pharmacy has: Ceclor 125 mg per 5 milliliters. How many milliliter(s) should the client take for one dose? (4 mL)

• A client has a prescription for: Insulin Humulin NPH 30 units every am and 20 Units every HS. How many total unit(s) will the client receive in 24 hours? (50 units)

• The order is for: Heparin 5,000 Units SC every 8 hours. The available vial contains: Heparin 10,000 Units per mL. How many milliliter(s) will the nurse administer for one dose? (0.5 mL)

• There is an order for: Normal Saline IV at 125 mL per hour. The available IV infusion set has 20 gtt per milliliter. How many drops per minute will the nurse administer? (rounded to 42 gtt/min)

• A patient has a physician’s order for: Kefzol 0.5 g IVPB every 6 hours. The
manufacturer supplies: Kefzol 0.5 g mixed in 50 mL of D5W. The medication book recommends that each dose be administered intermittently over 30 minutes. How many milliliter(s) per hour will the nurse set the IV pump to infuse one dose? (100 mL/hour)

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

- The order is for: Zithromax 400 mg IVPB every day for 2 days. The supplied vial has 500 mg of powdered Zithromax with directions on the label as follows: Reconstitute to 100 mg/mL with 4.8 mL of Sterile Water for injection. How many milliliter(s) would the nurse draw out of the vial to obtain one dose? (4 mL)

- The practitioner orders: Vistaril 20 mg IM every 4-6 hours prn nausea for a child, who weighs 44 lbs. The medication resource indicates that the usual IM dosage is 0.5 mg to 1 mg/kg/dose every 4 to 6 hours as needed. Is this a safe dosage for this child’s weight? (Yes, this child’s safe range is 10 to 20 mg/dose.)

- A patient, who weighs 110 lbs., has an order to begin IV Heparin by hospital protocol. The protocol is an IV bolus, then: Infuse the IV drip at 18 Units/kg/hour. Draw an APTT in 6 hours and call MD with results. The standard heparin available from the pharmacy is: Heparin 25,000 Units in 250 mL of ½ NS. How many milliliter(s) per hour should the nurse set the IV pump for this infusion? (9 mL/hr.)

(Updated April 2016)
APPENDIX N
HIPAA Syllabi Statement

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

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans & case studies. Information to be removed includes, the individual’s name, initials, address, phone number, fax number & social security number. Student papers may not be copied for careless circulation & handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any & all of the clinical agency’s requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure can result in fines &/or imprisonment.

I have read and understand the HIPAA Regulations as it applies to patient/client privacy issues.

___________________________  ______________________
Print Name                   Classification/Level

___________________________  ______________________
(Signature)                  (Date)