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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). Our goal is to help you achieve your goal of becoming a Registered Nurse and find personal satisfaction in your studies.

This Student Handbook for the Bachelor of Science in Nursing (BSN) Program (also referred to as the BSN Student Handbook) is a guide to facilitate your progression through the nursing major. This handbook should be used in conjunction with the NMSU Student Handbook (https://studenthandbook.nmsu.edu) and the Undergraduate Catalog (https://catalogs.nmsu.edu/nmsu/). Students in the BSN program must abide by all university policies, including the Student Social Code of Conduct and the Academic Code of Conduct, and the policies outlined in this handbook. Please note that the information and policy statements in the BSN Student Handbook 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 BSN program. Students should not hesitate to consult the BSN faculty or Associate Director for the Undergraduate Program if further clarification and information is needed. The SON faculty and staff are here to help you attain your goals.

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’.

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 BSN, MSN, DNP, and PhD 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 provide instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.
OVERVIEW OF ACADEMIC PROGRAMS IN THE SCHOOL OF NURSING

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 (BSN), a Master of Science in Nursing (MSN), a Doctor in Nursing Practice (DNP), and a Doctor of Philosophy (PhD) in Nursing Science.

The Bachelor of Science in Nursing (BSN) degree program prepares graduates to become a registered nurses. The BSN program has three options or pathways:

1. Four-year BSN: This is the traditional path for incoming Freshmen who, upon graduation, are eligible to take the examination for licensure as a registered nurse (NCLEX-RN). The current BSN curriculum used is the New Mexico Nursing Education Consortium (NMNEC) shared conceptual framework curriculum (see Appendices A, B, C, & D).

2. RN-BSN Completion Option: This track is for registered nurses with an Associates degree who wishes to complete the BSN degree (see Appendices E & F).

3. 2nd Degree admission Options: These two options provide an alternative entry into the BSN program and is for students who have a bachelor’s or master’s degree in a field other than nursing. The Road Runner option is a fast-track program that starts in summer semester and is completed in 5 consecutive semesters (including summer in the second year). The Pathways option is a traditional progression track that starts in Fall or Spring semester and does not include summer enrollment. The required pre-requisites for the Road Runner and Pathways options are different that those required for the traditional BSN pathway, since students have a prior degree. The second degree pathways also follow the NMNEC curriculum (Appendices B, C & D).

The Master of Science in Nursing (MSN) program has a Nursing Administration focus that provides BSN-prepared nurses with the knowledge and experience to assume leadership positions in health care delivery agencies and systems.

The SON also offers two doctoral programs: 1) the Doctor of Nursing Practice (DNP) that prepares graduates to take a nurse practitioner certification exam and develop careers as leaders in the clinical setting. and 2) the Doctor of Philosophy in Nursing (PhD) that is designed to prepare graduates to pursue careers as leaders in nursing research, education, and/or health policy. Applicants to the doctoral programs must have a BSN and be a licensed registered nurse (RN).
BSN Program Accreditation and Approval

The NMSU School of Nursing’s BSN degree program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the New Mexico Board of Nursing. Approval by the New Mexico Board of Nursing is required for graduates to be eligible for the National Council Licensing Examination for licensure as a registered nurse (NCLEX-RN®). Accreditation by CCNE assures students and employers that the nursing program has met national education standards. Graduation from a CCNE-accredited program can facilitate a student’s employment upon graduation, admission into graduate school, or entry into the military or public health services.

NEW MEXICO NURSING EDUCATION CONSORTIUM (NMNEC) BSN PROGRAM OBJECTIVES

The learner will:

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

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

3. Deliver nursing care that is evidence-based.

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

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

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

*Adopted by the BSN faculty in 11/2012.*
NMNEC Curricular Objectives by Level

8/8/12

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

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

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

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

Level Five
Upon successful completion of Level Five, the student will:
1. Engage in professional nursing practice that is patient-centered and appropriate for diverse individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
4. Demonstrate leadership behaviors through the application of policies that apply to health care delivery.
5. Engage in effective interprofessional collaboration in the delivery of health care for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.
Every student is responsible for adhering to university policies and procedures in the current NMSU Student Handbook (https://studenthandbook.nmsu.edu) and NMSU Undergraduate Catalog (https://catalogs.nmsu.edu/nmsu/).

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 BSN 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.
ADMISSION/PROGRESSION/RETENTION

BSN Program Admission Criteria

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

1. Submit a completed application and the required academic records by the deadline date to the NMSU School of Program (contact School of Nursing Advisors to obtain an application).
2. Successfully completed all of the prerequisite courses with a grade of ‘C’ or better before the beginning of the semester admitted to the nursing program.
3. Achieve a 2.75 grade point average or higher in the required pre-requisite courses (see NMSU BSN Program degree plan at https://schoolofnursing.nmsu.edu/bsn/).
4. Achieve a score of 75 in all required categories on the HESI Admission Assessment (A2) Exam.

Admission to the BSN program is competitive and class sizes at each campus (Las Cruces, Alamogordo and Grants) are limited. An applicant’s priority admission score is based on GPA, HESI A2 overall score, and other factors.

Progression in the BSN Program

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

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

Students are required to take nationally standardized tests and to achieve a satisfactory score on these tests. The NMSU BSN program uses Health Education Systems, Incorporated (HESI) in Levels 3, 4 and 5 to assess student knowledge acquisition and clinical reasoning. In levels 3 and 4, students are required to take specific HESI progression exams, which will contribute 5% to the course grade (see table below).

Level 5 students are required to take the HESI Exit Exam (E²). The successful completion of the Level 5 course, NURS 486 Concept Synthesis, depends on completion of the E² exam with a score no lower than 900. See below for more details.

<table>
<thead>
<tr>
<th>Level</th>
<th>Course</th>
<th>Required HESI Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Level 2</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Level 3</td>
<td>NURS 398</td>
<td>Fundamentals Pharmacology</td>
</tr>
<tr>
<td>Level 4</td>
<td>NURS 466</td>
<td>Medical/Surgical Psychiatry</td>
</tr>
<tr>
<td>Level 5</td>
<td>NURS 486</td>
<td>Exit Exam (E²)</td>
</tr>
</tbody>
</table>

HESI Exit Exam (E²):

- Students have unlimited attempts to complete **HESI Comprehensive Practice Tests (CPT)**. However, they must complete one (1) CPT with a score of 80% or better prior to attempting the completion of **each** HESI Exit Exam (E²). Students will provide proof of a passing score to the Faculty HESI Success Coordinator when they request permission to take the HESI E².
- Students who do not achieve the designated benchmark score of 80% or better on the first HESI CPT are required to submit a remediation plan and to show evidence of completion of that remediation plan to the Faculty HESI Success Coordinator.
- After remediation, students must achieve the benchmark score of 80%, or better on the CPT before attempting the second HESI E².
- The Faculty HESI Success Coordinator supervised remediation plans, along with a CPT completed with a score of at least 80% or better are required for any future attempt of the E².
- The time period between HESI E² attempts will be no less than two (2) weeks.
- Students will have 2 times to complete the HESI E² with a score of 900 or better paid by the SON. If a student is unsuccessful in their attempts to pass the HESI E² by the end of the semester, the course grade for N486 Concept Synthesis will be recorded as In Process (IP). The student will continue the next semester with their remediation and test attempts. Once they complete the HESI E² with a score of 900 or better, the NURS 486 course is considered complete and the final program requirements are met.
- Students will have **up to six (6)** attempts to successfully complete the HESI E² within a 12 month period. The last 4 attempts are paid by the student.
• IF the E² is not completed successfully after 6 attempts, the course grade will be recorded as “F” for the purpose of GPA calculation.
• If the NURS 486 course grade is an “F” due to failure to successfully complete the E² the student could be eligible to repeat NURS 486, depending on prior course grades and in accordance with the BSN progression policies as described here.
• All progression decisions are governed by the progression policies of the SON BSN Committee as described here.

Course Failure/Withdrawal Policy

• Level 1:
  o 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.
  o Two course failures/withdrawals – student is dismissed from program. The student may then reapply after two years.

• Levels 2, 3, 4 and 5:
  o 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 course work (including clinical experiences) be placed in the program at a level as near as possible to the level of the previous experience. NMSU requirements for the granting of 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 BSN program committee determines as necessary. Standardized nursing content exams (i.e., HESI progression exams) may be used to verify content mastery. In addition, a student transferring from another NMNEC or non-NMNEC nursing program is required to provide a letter from the program director at the previous school indicating that the student is in good academic standing and is eligible to return to that program.
4. The transferring student is also a score of 75 in all required categories on the following national entrance exam: HESI Admission Assessment (A2). Other entrance exams such as the ATI TEAS V or
Kaplan are not accepted.

5. The BSN 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 NMSU BSN program.

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

**Evaluation of Student Progress**

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

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

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

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

- **A** -- Excellent = 92 - 100
- **B** -- Above Average = 84 - 91
- **C** -- Average = 77 - 83
- **D** -- Failing (Below Average) = 67 - 76
- **F** -- Failing = below 67

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

Computation of grades is a faculty prerogative and each course syllabus contains specific information about how course grades are calculated. There will be no extra credit assignments to improve any grade and the practice of “curving” is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded up to the nearest 0.1 (e.g. 76.5 is rounded to 77 or 76.4 to 76.)

**Preclinical Dosage Calculation Requirements**

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

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

For students who do not pass the dosage exam with a score of 92%, a viewing of the failed attempt is offered. If the student does not pass on the second attempt, remediation will be offered. Once the
remediation is completed and documentation of the remediation is provided to the Clinical Coordinator, a third attempt will be scheduled. No further dosage exam attempts will be offered if the student is unsuccessful on the third attempt. If a student fails the dosage exam three times, they must withdraw from clinical courses for that semester and request readmission for the following semester to clinical courses from the BSN Program Committee.

**Readmission Policy/Sequence of Courses**

All BSN curriculum options include a specific sequence of nursing courses. Each of the didactic and clinical nursing courses can accommodate only a certain number of students. Students who are following their assigned degree plan 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 degree 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 (i.e., when they are ready to take it). A student, who exits the BSN program for personal or academic reasons prior to completion of the BSN program, is NOT guaranteed readmission.

A student who wishes to re-enter the BSN program must submit a written appeal letter to the BSN Committee 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 BSN 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 potential readmission students will be considered based on cumulative grade point average (GPA) and space available basis. Students will be notified via NMSU email as soon as possible when an opening in the respective semester occurs. Exceptions to any of the above items will be considered on an individual basis by the BSN 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 proposal will be developed by the student and the faculty member and submitted to the Associate Director for the Undergraduate Program for initial approval. If initial approval is granted the faculty member and student will develop and submit a detailed plan for individualized study. The submission is processed as follows:

1. A Special Studies Permit form for an independent study course must be signed by the 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.

BSN STUDENT ORIENTATION

BSN Student Orientation

A REQUIRED BSN Student Orientation for each Level is held prior to the beginning of each semester. The Level 1 orientation includes an overview of the BSN program, Student Handbook and the NMNEC BSN curriculum. Level 1 students will also be given their stethoscopes during a recognition ceremony which family members and friends are welcome to attend.

BSN Student Assembly

The BSN Assembly is conducted at the beginning of each semester. It provides students an update of School of Nursing events, new policies and procedures, and any items of importance to students. ATTENDANCE IS REQUIRED for all BSN students, excluding RN-BSN students. Students at the Grants campus are not required to attend.
CLINICAL POLICIES AND PROCEDURES

Unsafe Behavior or Privacy Violations in the Clinical Setting
A report or observation of unsafe behavior or HIPAA violation in the clinical setting may be grounds for immediate removal from clinical activities. An inquiry into the reported incident will be conducted by the relevant clinical faculty and appropriate information shared with the Faculty of Record in the course (i.e., the course lead), the Level Lead faculty and the Associate Director for the Undergraduate Program. The clinical agency may also require incident reporting. The outcome of the inquiry could result clearance of the concern, clinical probation, or immediate failure of the clinical course. Depending on the severity of the incident, a student could be dismissed from the BSN program for a safety or patient privacy violation.

Clinical Clearance Requirements
Clinical clearance requirements are mandatory before a student or faculty member can participate in clinical activities. Clearances must be renewed annually to meet clinical agency and School of Nursing policies. The deadlines for submitting clinical clearance documents are: **December 15 for Spring Semester, May 15 for Summer Semester, and July 15 for Fall semester.** Please keep a copy of your clinical clearance documents for your records.

To prevent delay in sending a clinical group’s clearances to the clinical agencies, **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 by submitting a petition to the BSN Program Committee. Continuation in the program is dependent on space available basis in the clinical course.

Background and Fingerprint Checks
Criminal background and fingerprinting checks are required for all nursing students **annually** by the New Mexico Department of Health and the Texas State Board of Nursing. These requirements are subject to change as federal, state and agency regulations change. Students are responsible for these costs. 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 felony charges and/or convictions to obtain a nursing license. All costs of background and fingerprint checks are assumed by the student.
Required Screening for Disease and Immunizations

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

If you need immunizations, you may obtain them from your primary care provider OR if you are a full or part-time student at NMSU, you may obtain your immunizations from the Student Health Clinic. All costs of immunizations are assumed by the student.

Drug Testing

In order for students to participate in clinical experiences at healthcare agencies, a 10-Panel drug screening test is required annually. Please note that affiliated clinical agencies and the NMSU School of Nursing reserve the right to require random drug testing at any time. Pending return of the drug screening results from a random test, students may not be permitted to attend clinicals within the specific agency. Furthermore, if a student-caused delay in testing occurs, the clinical time missed by the student will be considered "unexcused". (Refer to consequences of “unexcused absences”.)

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

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. All costs of drug testing are assumed by the student.

Student Health Insurance

Students enrolled in the NMSU School of Nursing BSN program are required to obtain a personal health insurance policy. Acceptable health insurance policies are those issued by government authorities (i.e. US military coverage, Medicaid), private insurance obtained as a dependent carried on policies of parents or spouses, or individual policies obtained personally by the student. Information related to health insurance policies available to NMSU students can be found at the Student Health Center website, http://chc.nmsu.edu/.
Summary of Clinical Clearance Policies and Procedures (Updated July 2017)

Clinical agencies require that each of the identified clinical clearances be valid through the END of each academic semester (April 30 for Spring Semester, July 31 for Summer Semester, or November 30 for fall semester). Student and faculty clinical clearances are due on the 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).

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

<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 through the NM DOH Criminal Caregivers program.</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>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, Recombivax HB, or Twinrix AND a positive titer of antibodies in the blood. Students can begin with 1 or 2 vaccines and then complete the series later.</td>
<td>Havarix A vaccine (this is for Hepatitis A). Negative or Equivocal titer requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines.</td>
</tr>
<tr>
<td>Disease</td>
<td>Immunization Details</td>
<td>Precautions</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------</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). The injectable form can be given to pregnant women, but not the intranasal form. If the immunization is declined, then many agencies require personnel to wear a mask.</td>
</tr>
<tr>
<td>Measles (Rubella)</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: Titors 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>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>A 2-step TB Skin Test (TST, PPD, Mantoux) is required every 12 months that is negative (less than 15 millimeters of induration). The 2-step process is one skin test and reading followed by a second skin test and reading 7-21 days after the first test; OR a negative blood test (T-Spot TB test or QuantiFERON®-TB Gold); OR if person ever had a positive skin test result, then one 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 requires revaccination of the series but not an additional titer. The student has presumptive immunity after the second series per CDC guidelines. Varicella vaccine should NOT be given to pregnant women (a provider note is needed).</td>
</tr>
<tr>
<td>Clinical Agency</td>
<td>Students need to complete orientations and pass quizzes for both</td>
<td>No documentation of orientation completion.</td>
</tr>
<tr>
<td>Orientations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Las Cruces hospitals (MMC and MVRMC) and the El Paso city-wide orientation (epcc.edu) annually. Additional orientations may be required for other agencies.

Please note that clinical clearance requirements at specific clinical agencies may change during the academic year and students will be required to meet any new clearance guidelines.

**Additional Requirements**

R.N. to BSN students must also submit documentation of current R.N. licensure.

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.

All clinical clearance material must be submitted to your CastleBranch account by the deadlines listed above. Clearance for participation in nursing clinical courses will not be issued until clinical clearance documentation is complete. If the deadline is not met, a student will be unenrolled from the clinical course.

**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.
**Patient/Client Privacy and 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 privacy or confidentiality is subject to clinical probation or dismissal from the program.**

**Uniforms/Personal Appearance**

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

1. **Shirt:** The scrub shirt may be any of these: Cherokee (wine color #65 in styles # 4727 or #4728 Women’s, and # 4876 Men’s) or Grey’s Anatomy (wine color in styles #0103-65 or #41101-65).

2. If a shirt 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 black hose that cover above the ankles so that skin is not showing.

5. **Shoes:** All black, non-permeable, fluid resistant shoes with closed toes and heels. No fabric shoes treated with water resistant products. Mesh covered shoes are not acceptable.

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 for whom a replacement tag is needed should contact Cruces Trophy & Awards Center (575-522-0426) to individually purchase their name tag. A verification of program enrollment may be necessary.

The maroon tag will have the following engraved in white lettering:

(Legal Name)

BSN Student Nurse
7. Lab Coat (optional): A white lab coat that has a collar, mid-length (to cover the shirt), and short or long sleeves. No other jacket or sweaters are considered part of the SON uniform and are not permitted during clinical/patient care activities.

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

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

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

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

1. Hair must be clean and worn in a manner that prevents it from falling forward during preparation and performance of client care.
2. Fingernails are to be short and clean. No fingernail polish 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 on the conservative side. Jewelry is limited to one ring, watch, and stud earrings in lobes only. NO facial or tongue jewelry is permitted. Necklaces are to be worn inside the uniform and not visible. Tattoos are to be covered during clinical hours.
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 permitted in clinical settings since patients, family members, staff and other students may have allergies or sensitivities.
8. Gum chewing is not permitted in any clinical setting.

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

When 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.

Appropriate uniform dress is a requirement for participation in regularly scheduled education
experiences held in the Nursing Skills Lab or during simulation experiences. Faculty may determine
exceptions to the uniform policy 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 are made by the Faculty of Record in the clinical course and/or Associate
Director for the Undergraduate Program. 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.

Clinical sites, days, and times vary and will not always be in the same location as courses (Las Cruces,
Alamogordo, or Grants).

**Clinical Documentation**

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

**Clinical and Laboratory Attendance/Preparation**

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

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

Clinical Absence Policy

A clinical absence pertains to all scheduled clinical experiences (i.e. on-campus laboratory and skills sessions, simulation experiences, off-campus clinical experiences and scheduled clinical conferences). Students are expected to be at all 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.

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.

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 and may result in course failure.

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: Tardy is defined as more than 5 minutes late to class without notification made to the instructor. One (1) incident of tardiness will result in a warning; subsequent incidents may result in an unexcused absence. Patterns of lateness or habitual tardiness will be documented on clinical evaluations as unprofessional behavior.
Clinical Make-ups:
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.

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 pregnancy, the student is responsible for clearance from their obstetrician 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.”
**Grading in Clinical Courses**

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

**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).

**Laboratory Check-Out Policy**

1. Laboratory equipment may be checked out by students during designated laboratory hours from the laboratory supervisor and/or laboratory assistant and must be returned in check-out condition during designated lab hours.
2. If the item is not returned or is not returned in check-out condition, the faculty or student will be responsible for replacing the specified item at a fair and reasonable cost.
3. The student 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.
TECHNOLOGY REQUIREMENTS AND POLICIES

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

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

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

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

- A web browser that supports the Canvas learning management system (http://studenttech.nmsu.edu/faqs-for-students/)
- A current version of JAVA (www.java.com)
- 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.

Canvas Resources
- http://learning.nmsu.edu/canvas/
- How to videos and tutorials on Canvas tools: 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. 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 BSN Courses

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

1. Students may choose their own iPad model, though it is recommended that they have at least a 3rd generation or higher, 32 GB iPad mini with WiFi. This mobile device size can be carried easily for use at clinical sites, meaning it should fit into the pocket of a lab coat or scrubs.

2. Students may choose any vendor for purchasing assigned reference texts and any other electronic resources as needed. The NMSU bookstore will have devices in stock for pickup or delivery. 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 check the SON Student Getting Started web site: http://nmsu-son.populr.me/songettingstarted for all their nursing needs.
Use of Cellular Phones and Computers during Classes, Labs and Clinical Experiences
Students should not make or receive cellular phone calls or text messages during classes or laboratory times except in emergency situations and after discussion with the involved course instructor. Faculty members may restrict use of computers and other telecommunication devices during class.

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students have a right to a sound education: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.

¹National Student Nurses’ Association Bylaws, Amended April 2002.
ETHICS

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

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:

**BSN Program Committee**: This committee is responsible for the BSN curriculum and defining policies regarding admission to and progression within the BSN program.

**Student Affairs**: This 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. It is also responsible for planning the SON recognition ceremony at graduation.

STUDENT ADVISING

Pre-nursing advisement is located in Garcia Annex, telephone: 575-646-6017. 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/](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.
ESSENTIAL ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE BSN PROGRAM

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

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking abilities sufficient for clinical</td>
<td>Identify cause/effect relationships in clinical situation; develop nursing care plans.</td>
</tr>
<tr>
<td>judgment.</td>
<td></td>
</tr>
<tr>
<td>Interpersonal abilities sufficient to interact with</td>
<td>Establish rapport with patients/families and colleagues.</td>
</tr>
<tr>
<td>individuals, families, and groups from a variety of</td>
<td></td>
</tr>
<tr>
<td>social, emotional, cultural, and intellectual</td>
<td></td>
</tr>
<tr>
<td>backgrounds.</td>
<td></td>
</tr>
<tr>
<td>Communication abilities sufficient for interactions with</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions</td>
</tr>
<tr>
<td>others in verbal and written form.</td>
<td>and patient/client responses.</td>
</tr>
<tr>
<td>Abilities sufficient to move from room to room and to</td>
<td>Move around in patients’ rooms, work spaces, and treatment areas, and administer cardio-pulmonary</td>
</tr>
<tr>
<td>maneuver in small places.</td>
<td>resuscitation.</td>
</tr>
<tr>
<td>Abilities sufficient to provide safe and effective</td>
<td>Calibrate and use equipment; position patients/clients. Safely lift and move clients/patients.</td>
</tr>
<tr>
<td>nursing care.</td>
<td></td>
</tr>
<tr>
<td>Abilities sufficient to monitor and assess health</td>
<td>Hear monitor alarms, emergency signals, auscultory sounds, and cries for help.</td>
</tr>
<tr>
<td>needs.</td>
<td></td>
</tr>
<tr>
<td>Abilities sufficient for observation and assessment</td>
<td>Observe patient/client responses.</td>
</tr>
<tr>
<td>necessary in nursing care.</td>
<td></td>
</tr>
<tr>
<td>Abilities sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.</td>
</tr>
</tbody>
</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 or program requirements should contact the Associate Director for the Undergraduate Program as soon as possible to make necessary arrangements. Students should be prepared to present a disability verification form from their physician and/or NMSU Student Accessibility Services.
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

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

All assigned papers and projects must be typed or word processed. 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.

Cheating

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

Plagiarism

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

Disciplinary Action for Cheating and Plagiarism

Cheating and Plagiarism are considered acts of academic misconduct. Appropriate sanctions will be imposed according to the academic discipline process outlined in the NMSU Academic Code of Conduct (https://studenthandbook.nmsu.edu)
Dismissal from the BSN Program

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

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

2. Students may also fail a clinical course or be dismissed from the program due to unsafe clinical practice or privacy violations. (See Guidelines for Determining Unsafe Clinical Practice in Appendix K)

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

Clinical Probation

A student may be placed on clinical probation from the nursing program by decision of the BSN 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 or unsatisfactory clinical performance 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 or privacy violation, faculty can recommend immediate removal of a student from a clinical site, which may result in failure of the course. The student will then be referred to the Level Lead and the Associate Director of the Undergraduate Program, who will then make a recommendation to the SON Director regarding retention or program dismissal.

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

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. 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 follow the Student Academic Grievance Policy outlined in the NMSU Student Handbook ([https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/](https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/)). Please contact the Associate Director for the Undergraduate Program or the SON Director for assistance with this process.

**RECOGNITION CEREMONY DRESS CODE**

At the end of each Fall and Spring semester, the School of Nursing sponsors a Recognition Ceremony for graduates of each educational program offered (BSN, 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 cap-and-gown. 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/](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 can be found on the SON website and in the BSN Handbook (Appendix K). The form is to be completed by the student and passed on to the clinical instructor and subsequent faculty for signatures. The form is submitted to the Associate Director for the Undergraduate Program. 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 (SNA)

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

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

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

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

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

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

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

1. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate supervisor.
2. Children visiting campus must be closely supervised by an adult at all times.
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/
APPENDICES
## Appendix A

### Four-Year BSN Program Curriculum Prerequisites

**New Mexico State University**

**College of Health & Social Services**

**School of Nursing**

**Bachelor of Science Nursing**

Beginning Summer 2013

<table>
<thead>
<tr>
<th>University/Statewide Common Core (35c)</th>
<th>Name ______________________</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 111G</td>
<td>Eng 111L or Eng 111H</td>
</tr>
<tr>
<td>Eng 121G</td>
<td>English Composition</td>
</tr>
</tbody>
</table>

### II - Mathematics (3 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 121G</td>
<td>College Algebra (II)</td>
</tr>
<tr>
<td>Math 122G</td>
<td>College Algebra (III)</td>
</tr>
</tbody>
</table>

### III - Laboratory Science (8 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 105A</td>
<td>Anatomy or A&amp;P II</td>
</tr>
<tr>
<td>Biol 105B</td>
<td>Anatomy or A&amp;P II</td>
</tr>
</tbody>
</table>

### IV - Social/Behavioral Sciences (6-9 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist 110G</td>
<td>American History</td>
</tr>
<tr>
<td>Hist 111G</td>
<td>American History</td>
</tr>
</tbody>
</table>

### V - Humanities/Fine Arts (6-9 cr)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 101G</td>
<td>Art 101G</td>
</tr>
<tr>
<td>Hist 101G</td>
<td>History 101G</td>
</tr>
</tbody>
</table>

**Advisor** ______________________

### Suggested Format for P-NUR Curriculum

### Freshman Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Engr 111G</td>
<td>English Composition</td>
</tr>
<tr>
<td>Fall</td>
<td>Math 121G</td>
<td>College Algebra (II)</td>
</tr>
<tr>
<td>Spring</td>
<td>Math 122G</td>
<td>College Algebra (III)</td>
</tr>
</tbody>
</table>

### Sophomore Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Biol 105A</td>
<td>Anatomy or A&amp;P II</td>
</tr>
<tr>
<td>Spring</td>
<td>Biol 105B</td>
<td>Anatomy or A&amp;P II</td>
</tr>
</tbody>
</table>

### Prerequisites are Strictly Enforced

To take CHEM 111G you must have appropriate MATH (check w/your advisor)

To take BIOL 105A, 253L and 219 or 311L, you must have a "C" or better in BIOL 211L.

To take NCNS 358 you must have successfully completed Anatomy & Physiology with passing grades.

School of Nursing requires Math 121G or Math 142G

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

Deadlines 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. 40 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

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APPENDIX B
# BACHELOR OF SCIENCE NURSING (BSN)

## NMNEC Plan of Study

<table>
<thead>
<tr>
<th>Year</th>
<th>Prerequisites</th>
<th>Credit</th>
<th>Prerequisites</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td>English Comp (ENG 111G)</td>
<td>3</td>
<td>English Writing (ENG 211G)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math (MATH 121)</td>
<td>3</td>
<td>Statistics (EST 311G)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biology (BIOL 211G/L)</td>
<td>4</td>
<td>A &amp; P I (BIOL 254)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology (PSY 201G or H/FA/SS)</td>
<td>3</td>
<td>Nutrition (HNFS 251)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Chemistry (CHEM 110G/L)</td>
<td>4</td>
<td>Lifespan (CEP 110G or H/FA/SS)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>17</td>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Prerequisites</th>
<th>Credit</th>
<th>Nursing Level 1</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 2</strong></td>
<td>A &amp; P II (BIOL 253L)</td>
<td>4</td>
<td>Humanities/Fine Arts/SS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Public Speaking (COMM 265)</td>
<td>4</td>
<td>Pathophysiology (NURS 328)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microbiology (BIOL 219/311L)</td>
<td>4</td>
<td>Introduction to Nursing Concepts (NURS 293)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts/SS</td>
<td>3</td>
<td>Principles of Nursing Practice (NURS 294)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evidence-Based Practice (NURS 362)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
<td><strong>Total</strong></td>
<td>7 + 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Nursing Level 2</th>
<th>Credit</th>
<th>Nursing Level 3</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Health Care Participant (NURS 378)</td>
<td>3</td>
<td>Professional Nursing Concepts I (NURS 396)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Nursing Pharmacology (NURS 379)</td>
<td>3</td>
<td>Patients with Chronic Conditions (NURS 398)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Assessment &amp; Health Promotion (NURS 380)</td>
<td>4</td>
<td>Humanities/Fine Arts/SS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Viewing a Wider World</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>13</td>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year</th>
<th>Nursing Level 4</th>
<th>Credit</th>
<th>Nursing Level 5</th>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>Year 4</strong></td>
<td>H &amp; I Concepts III- Acute (NURS 466)</td>
<td>4</td>
<td>Concept Synthesis (NURS 486)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Clinical Intensive I (NURS 467)</td>
<td>4</td>
<td>Professional Nursing Concepts II (NURS 487)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Clinical Intensive II (NURS 468)</td>
<td>4</td>
<td>Clinical Intensive III (NURS 488)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Viewing a Wider World</td>
<td>3</td>
<td>Capstone (NURS 489)</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Nursing Elective (online)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>12 + 3</td>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

| TOTAL | Prereg and Non-nursing Credits | 63 | Nursing Credits | 65 | Total Credits | 125-128 |
### APPENDIX C
### BACHELOR OF SCIENCE NURSING (BSN)
### NMNEC CORE CURRICULUM

#### Level 1
- **NURS 293**: Introduction to Nursing Concepts 3cr
- **NURS 294**: Principles of Nursing Practice 4cr P
- **NURS 362**: Evidence Based Practice 3cr
- **NURS 328**: Human Pathophysiology Foundations for Nursing* 4cr
  - 14crs

*NURS 328 may be taken as a pre-requisite

#### Level 2
- **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
  - 13crs

#### Level 3
- **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
  - 10crs

#### Level 4
- **NURS 466**: Health & Illness Concepts III (Acute) 4cr
- **NURS 467**: Clinical Intensive I 4cr P
- **NURS 468**: Clinical Intensive II 4cr P
  - 12crs

#### Level 5
- **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
  - 17crs

NURS courses are only open to those admitted to the major

Total credits: 125-128  
Nursing (NURS) credits: 66

*Adopted 10/2012*
## APPENDIX D

### NMSU SCHOOL OF NURSING
### NMNEC Curriculum for BSN PROGRAM
### COURSES/CREDITS

<table>
<thead>
<tr>
<th>CURRICULUM PROGRESSION</th>
<th>CREDITS</th>
<th>CONTACT CLINICAL HOURS</th>
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<tbody>
<tr>
<td>NURS 328: Human Pathophysiology Foundations for Nursing (prerequisite)</td>
<td>4cr</td>
<td></td>
</tr>
<tr>
<td><strong>Level 1 – Semester 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 293: Introduction to Nursing Concepts</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 294: Principles of Nursing Practice</td>
<td>4cr P</td>
<td>120</td>
</tr>
<tr>
<td>NURS 362: Evidence Based Practice</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
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<td>14 cr Total</td>
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</tr>
<tr>
<td><strong>Level 2 – Semester 5</strong></td>
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</tr>
<tr>
<td>NURS 377: Health &amp; Illness Concepts I (Wellness)</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 378: Health Care Participant</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 379: Nursing Pharmacology</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 380: Assessment &amp; Health Promotion</td>
<td>4cr P</td>
<td>120</td>
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<td>13 cr Total</td>
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</tr>
<tr>
<td><strong>Level 3 – Semester 6</strong></td>
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<td></td>
</tr>
<tr>
<td>NURS 395: Health &amp; Illness Concepts II (Chronic)</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 396: Professional Nursing Concepts I</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 398: Care of Patients with Chronic Conditions</td>
<td>4cr P</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>10 cr Total</td>
<td></td>
</tr>
<tr>
<td><strong>Level 4 – Semester 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 466: Health &amp; Illness Concepts III (Acute)</td>
<td>4cr</td>
<td></td>
</tr>
<tr>
<td>NURS 467: Clinical Intensive I</td>
<td>4cr P</td>
<td>120</td>
</tr>
<tr>
<td>NURS 468: Clinical Intensive II</td>
<td>4cr P</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>12 cr Total</td>
<td></td>
</tr>
<tr>
<td><strong>Level 5 – Semester 8</strong></td>
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<td></td>
</tr>
<tr>
<td>NURS 486: Concept Synthesis</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 487: Professional Nursing Concepts II</td>
<td>3cr</td>
<td></td>
</tr>
<tr>
<td>NURS 488: Clinical Intensive III</td>
<td>4cr P</td>
<td>120</td>
</tr>
<tr>
<td>NURS 489: Capstone</td>
<td>4cr P</td>
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<tr>
<td>NURS elective</td>
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<td></td>
<td>17 cr Total</td>
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</tr>
<tr>
<td><strong>General Education/Prerequisite Credits</strong></td>
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<tr>
<td>Nursing Credits*</td>
<td>63 cr</td>
<td></td>
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<tr>
<td></td>
<td>66 cr</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits for BSN Degree (lab credits may vary)</strong></td>
<td>Total 125-128 cr</td>
<td></td>
</tr>
</tbody>
</table>

Originated 8/12 NMNEC; Adopted 10/12

840 Total Clinical Contact Hours
APPENDIX E
RN-BSN Option Prerequisites and Curriculum

Pre-requisite Courses
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. *
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. +
Upper Division Elective (if needed) 3 cr.
*Indicates NM General Education Common Core
+Indicates RN-BSN Program Requirement

RN-BSN Program Courses:
NURS 315 Introduction to Professional Nursing for the RN 3 cr.
NURS 322 Nursing Health Assessment for the RN 3 cr.
NURS 324 Nursing Care of the Older Adult 3 cr.
NURS 325 Human Pathophysiology for Nursing 3 cr.
NURS 353 Nursing Informatics 3 cr.
NURS 360 Introduction to Nursing Concepts 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 477 Nursing Organization and Management for the RN 3 cr.
NURS 476 Nursing Organization and Management: Clinical 3 cr.

Graduation Requirements
- NMSU requires a minimum of 120 credits from the ADN + RN-BSN programs to graduate with a Bachelor’s degree.
- NMSU requires a minimum of 48 credits in Upper Division (300 level or greater) courses. Applicants may apply upper division equivalents of pre-requisite courses towards this degree requirement. RN-BSN students may be required to take upper division electives or graduate courses in order to meet this requirement.
- NMSU requires a total of 6 credits of Viewing a Wider World courses to graduate with a Bachelor’s degree.

Revised 04/2018
### APPENDIX F
### RN-BSN DEGREE PLAN

#### RN-BSN Degree Plan (Full Time)

<table>
<thead>
<tr>
<th>Semester 1 - Fall</th>
<th>Cr</th>
<th>Semester 2 - Spring</th>
<th>Cr</th>
<th>Semester 3 - Summer</th>
<th>Cr</th>
<th>Semester 4 - Fall</th>
<th>Cr</th>
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<tbody>
<tr>
<td>NURS 325: Human Pathophysiology for Nursing</td>
<td>3</td>
<td>NURS 322: Nursing Health Assessment for the RN</td>
<td>3</td>
<td>NURS 420: Community Health Nursing</td>
<td>3</td>
<td>NURS 475: Issues and Trends in Professional Nursing</td>
<td>3</td>
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<tr>
<td>NURS 360: Introduction to Nursing Concepts (NMNEC)</td>
<td>3</td>
<td>NURS 315: Introduction to Professional Nursing for the RN</td>
<td>3</td>
<td>NURS 426: Community Health Nursing (Clinical)</td>
<td>3</td>
<td>NURS 476: Nursing Organization and Management</td>
<td>3</td>
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<tr>
<td>NURS 362: Evidence-Based Practice (NMNEC)</td>
<td>3</td>
<td>NURS 324: Care of the Older Adult</td>
<td>3</td>
<td>‘Viewing a Wider World’ (VWW)*</td>
<td>3</td>
<td>NURS 477: Nursing Organization and Management (Clinical)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 353 Nursing Informatics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<td><strong>9</strong></td>
<td><strong>9</strong></td>
<td><strong>12</strong></td>
<td><strong>12</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Viewing a Wider World courses may be taken any semester

Part-time Degree Plan available upon request.

RN-BSN students may take up to 12 credits of graduate nursing courses (MSN or DNP) with approval from the RN-BSN Program Coordinator and course instructor. Graduate nursing courses can count as electives or in some instances, can replace an undergraduate required course (see page 2).
Approved Upper Division Electives for RN-BSN Program

- Any NMSU Public Health (PHLS) course offered at the 300 level or above
- Other health-related courses offered at NMSU may qualify as an elective, but require prior approval from the RN-BSN Program Coordinator.
- Nursing Graduate Courses: Approval from the RN-BSN Program Coordinator and course instructor required. Graduate nursing courses can count as an elective or in some instances, can replace an undergraduate required course (see below).

Courses common to MSN and DNP degree plans

- NURS 567: Informatics (3 credits, Fall) – can replace NURS 353
- NURS 530: Promoting Health Behaviors (3 credits, Spring)

MSN Courses

- NURS 505: Theoretical Foundations of Advanced Nursing (3 credits, Fall)
- NURS 563: Human Resources Management (3 credits, Spring)
- NURS 564: Nursing Fiscal Management (3 credits,
- NURS 566: Nursing Executive Roles (3 credits,

DNP Courses

- NURS 515: Advance Health Assessment (3 credits, Spring) – can replace NURS 322
- NURS 678: Health Needs of Special Populations (3 credits, Spring) – can replace NURS 324
- NURS 697: Professional Roles in Advance Clinical Practice (3 credits, Fall)
- NURS 685: Epidemiology for Advance Practice Nurse (3 credits, Fall)
APPENDIX G
SCHOOL OF NURSING PHILOSOPHY

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.
   e.g., neglects use of side rails, restraints; comes unprepared to clinical.

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

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

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

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

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

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

8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills
   and/or delegated medical functions.
   e.g., fails to seek guidance or instructions in the performance of unfamiliar procedures.

9. Assumes inappropriate independence in action or decisions.
   e.g., performs competencies not tested; fails to seek help in emergency situations.
10. Fails to recognize own limitations, incompetence, and/or legal responsibilities.
   e.g., refuses to admit errors noted by instructor/nursing staff; cannot identify own legal responsibility in specific nursing situation; becomes defensive when corrected.

11. Fails to accept legal responsibility for his/her own actions.
   e.g., covers own/other's errors or fails to report them; shares confidential information inappropriately

12. Fails to interact effectively with health team.
   e.g., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team.
### 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 BSN secretary at 646-3812.

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>YES</th>
<th>NO</th>
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</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 (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 BSN Associate Director:__________________________ Date:_______

Signature of School of Nursing Director:_______________________ Date:_______

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

APPENDIX L
REQUEST FOR OPEN LABORATORY ASSISTANCE

New Mexico State University
School of Nursing

Skills Lab Required Practice Form

Course Name/# __________________________  Instructor’s Name __________________________

__________________________________________ is required to practice the following

Student’s Name

<table>
<thead>
<tr>
<th>Skill(s) / Assignment</th>
<th>Required Practice Time</th>
<th>Specific Instructions</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

This signed form must be returned to the Instructor by ___/___/____

Comments

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NOTE: This form is a triplicate form kept in the Nursing Skills Lab Office, HSS 118A. When used, the form is filled out by the faculty for student to hand carry to their Open Lab practice time. Upon completion, the Skills Lab Coordinator or designee will sign the form and keep the Pink Copy. The student is to return the other two copies to the faculty. Once the faculty accepts the form, the yellow copy will be provided to the student. The original white copy is kept by the faculty and can be placed in the student’s file in the SON office.
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 15.

Expected Outcomes

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

- Interpret medication orders and standard abbreviations needed for dosage calculations;
- Translate between military and regular time
- Convert within and between these selected measurement systems:
  - Metric
    - Convert weight between micrograms, milligrams, grams and kilograms
    - Convert volume between milliliters and liters
    - Convert metric to household
  - Household
    - Convert weight between pounds and kilograms
    - Convert volume between ounces and milliliters
    - Convert volume between teaspoons and milliliters
- Calculate dosages for administration of medications by common routes
  - Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - Calculate oral liquid volumes from 0.001 to 30 mL.
  - Calculate injectable medication volumes from 0.0001 to 3 mL.
- Calculate infusion rates and times for intravenous administration.
  - Calculate volumes between milliliters per hour and drops per minute.
  - Calculate total/end infusion times for intravenous fluids.
  - Calculate amounts/times to administer IV push medications.
  - Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
- Calculate dosages for administration of medications in tightly controlled situations.
  - Determine dosages based on a patient’s clinical data (Weight, vital signs or lab results)
  - Determine if an ordered amount is within a safe/recommended range.
• Contrast different concentrations of solutions/ratios.
• Calculate rates/amounts for intravenous medication drips.

• Other requirements for exam problems will include:
  • The calculations may require conversions as part of the problem
  • The amounts may range from fractions/decimals to thousands of units.
  • There will not be information needed or questions about specific pharmacology of medications, administration techniques or nursing implications in the preclinical dosage/calculation exam. These topics will be covered in theory and/or clinical applications.

Specific Requirements

• Students are expected to do their own individual work. Observed acts of cheating- including but not limited to signaling or messaging between students, use of additional notes or other materials- will result in the student(s) dismissal from the testing session and loss of the testing opportunity (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.
  • For dosages greater than 10, round answers to the nearest whole number.
  • For all weights, the final answer if rounded to the nearest tenth.
  • With pediatric patients, round dosage answers to the nearest hundredth.
  • All IV hourly rates round the nearest tenth. With pediatric patients round the IV hourly rates to the nearest hundredth.
  • All IV drops per minute rates round to the nearest whole number.

Retakes

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

• All versions will follow the same requirements, outcomes, and blueprint.

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

**Dosage/Calculations Exam Blueprint**

<table>
<thead>
<tr>
<th>BLOOM’S LEVEL</th>
<th># OF QUESTIONS</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehension</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Application</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>Analysis</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25</td>
<td>100</td>
</tr>
</tbody>
</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 August 2018)
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)