

# INTRODUCTION

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**College of STEMH (Science, Technology, Engineering, Math and Health Science)  
Department of Nursing and Health Sciences**

**Associate Degree Nursing Student Handbook**

The Associate Degree Nursing (ADN) Program *Nursing Student Handbook* has been developed to provide you with essential information specific to the Associate Degree Nursing Program. However, the Northern New Mexico College (NNMC)/Department of Nursing and Health Science abides by all policies, procedures, and information provided in the NNMC *Student Handbook*. The ADN Program *Nursing Student Handbook* is intended to supplement the college handbook and provide you with additional policies and information specific to the ADN Program.

Please read this handbook carefully. If any areas are unclear to you, please seek clarification from your instructor or the Program Director. Keep this handbook available for reference as you progress through the nursing program. Knowledge of its contents will reduce stressors and prevent potential problems.

**PLEASE NOTE:**

The Department of Nursing & Health Sciences/ADN Program policies, procedures, requirements, regulations, and guidelines, as presented in the ADN Program *Nursing Student Handbook* are continually subject to review in order to serve the needs of NNMC, the students, the Department of Nursing & Health Sciences/ADN Program, the agencies in which students' practice, and the community that we serve. Changes in programs, policies, procedures, requirements, and/or regulations may be made without advance notice. Students will be informed of these changes by written announcements, bulletin boards, the ADN Program website, and/or by electronic or regular mail.

**The Department of Nursing & Health Sciences/ADN Program reserves the right to add, amend, or cancel any of its programs, regulations, rules, and policies/procedures in whole or in part, at such time as it may choose and for any reason.**

Every effort has been made to insure the accuracy of information in the ADN Program *Nursing Student Handbook*. Students are advised, however, that such information is subject to change without notice, and that they should consult with the Director of the ADN Program for current information. Information in the ADN Program *Nursing Student Handbook* does not constitute a contract between the NNMC Associate Degree Nursing Program and a student or an applicant for admission.

**The entire contents of this handbook apply to Level 1 and Level 2 students enrolled in the NNMC Associate Degree Nursing Program. The student is responsible for knowing and understanding all the information in this handbook and for the academic policies stated in the Northern New Mexico College Student Handbook.**

**Each student is required to sign a form indicating that he/she has received the student handbook and understands the information contained therein.**

### Student Acknowledgment of Receipt

I hereby acknowledge receipt of the ADN Program *Nursing Student Handbook* containing current policies and procedures for the 2022-2023 academic year.

I understand and agree that it is my responsibility to read and familiarize myself with this handbook. I also understand that the Director of the Associate Degree Nursing Program is available to answer any questions that arise as a result of my review of the handbook.

My signature below represents my acknowledgment that I have thoroughly read and understood the ADN Program *Nursing Student Handbook*. These policies include, but are not limited to: admission, progression, readmission, grading, immunizations, confidentiality, and grievance policies. I understand I am responsible for registration, completion of CPR and immunization requirements, maintenance of school uniform and attendance, as well as behavioral standards. I am responsible for submitting complete, timely, and appropriate class and clinical written assignments, including self-evaluations as stated in course syllabi. I am responsible for complete, patient-centered care. In the event of an illness or other legitimate absence, I am responsible for notifying the clinical instructor **before** the start of the clinical day.

I understand that my enrollment in the ADN Program is conditioned upon my compliance with the policies and procedures contained in this handbook. I further understand that nothing in this handbook creates or is intended to create a promise or representation of continued enrollment, and that the policies and procedures contained herein may be changed at any time. I understand that the ADN *Nursing Student Handbook* is also available on the nursing department website at [www.nnmc.edu](http://www.nnmc.edu).

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Student Signature

Date

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Student's Name Printed

**Once you have signed this page, it is required to send a copy to the nursing department for your records. This is due no later than by the end of the first week of classes.**

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## Welcome

Dear Students,

On behalf of the Northern New Mexico College (NNMC)/College of Nursing and Health Sciences/Associate Degree Nursing (ADN) Program faculty and staff, I would like to extend a warm welcome to both the returning Class of 2023 and the entering Class of 2024!

Please know that your success in the NNMC ADN program is the number one priority for our entire faculty. The faculty and I stand ready to offer you all the support and guidance you may need in order to successfully complete the nursing program. I urge you to keep in close contact with the faculty and me. As you progress through the program, let us know what we have done that has been helpful for you and what we might have done differently to meet your needs.

Nine program concepts (patient-centered care, evidence-based practice, safety, teamwork and collaboration, communication, leadership, informatics, quality improvement, and leadership) serve as the foundation for your nursing education at NNMC. Throughout the course of ADN studies, the development of these concepts will provide you with the knowledge and tools you will need as a nurse to deliver high-quality, safe, and effective patient care.

If you should have any questions about national accreditation status, NCLEX-RN pass rates for first time test-takers, program satisfaction, job placement, or graduation rates, please feel free to contact me directly by visiting me in my office (VE202D); contacting me via email [ken.armstrong@nmmc.edu](mailto:ken.armstrong@nmmc.edu) or by telephone 505-747-2202.

In closing, I know that I can speak for the nursing faculty and staff when I say that we look forward to working with you during this academic year. We will do all that we can to facilitate a meaningful learning experience for you. Once again, WELCOME, and best wishes for a successful year ahead!

Sincerely,

Ken Armstrong, DNP, MS, RN, CNE, CNOR  
Program Director

### **New Mexico Board of Nursing Approval Status**

Northern's Associate Degree Nursing Program has *full approval* from the New Mexico Board of Nursing effective 1/30/2023 for a period of two years.

### **Accreditation Statement**

The Associate Degree Nursing Program at Northern New Mexico College at the Espanola Campus located in Espanola, New Mexico is accredited by:  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>



## **Overview of Northern New Mexico College/Department of Nursing & Health Sciences/Associate Degree Nursing Program**

Northern New Mexico College (NNMC) was founded in 1909 as the Spanish American Normal School with a mission of training Spanish speakers to become teachers in Northern New Mexico. Although NNMC has undergone considerable changes in the last 100 years, its' principle mission continues to be that of serving the educational needs of the people of Northern New Mexico.

NNMC is the largest provider of post-secondary education to Hispanics and Native Americans who reside in Rio Arriba, Taos, and Los Alamos counties. A wide variety of ages, cultures, ethnic groups, and religions are found in NNMC's richly diverse multinational student population.

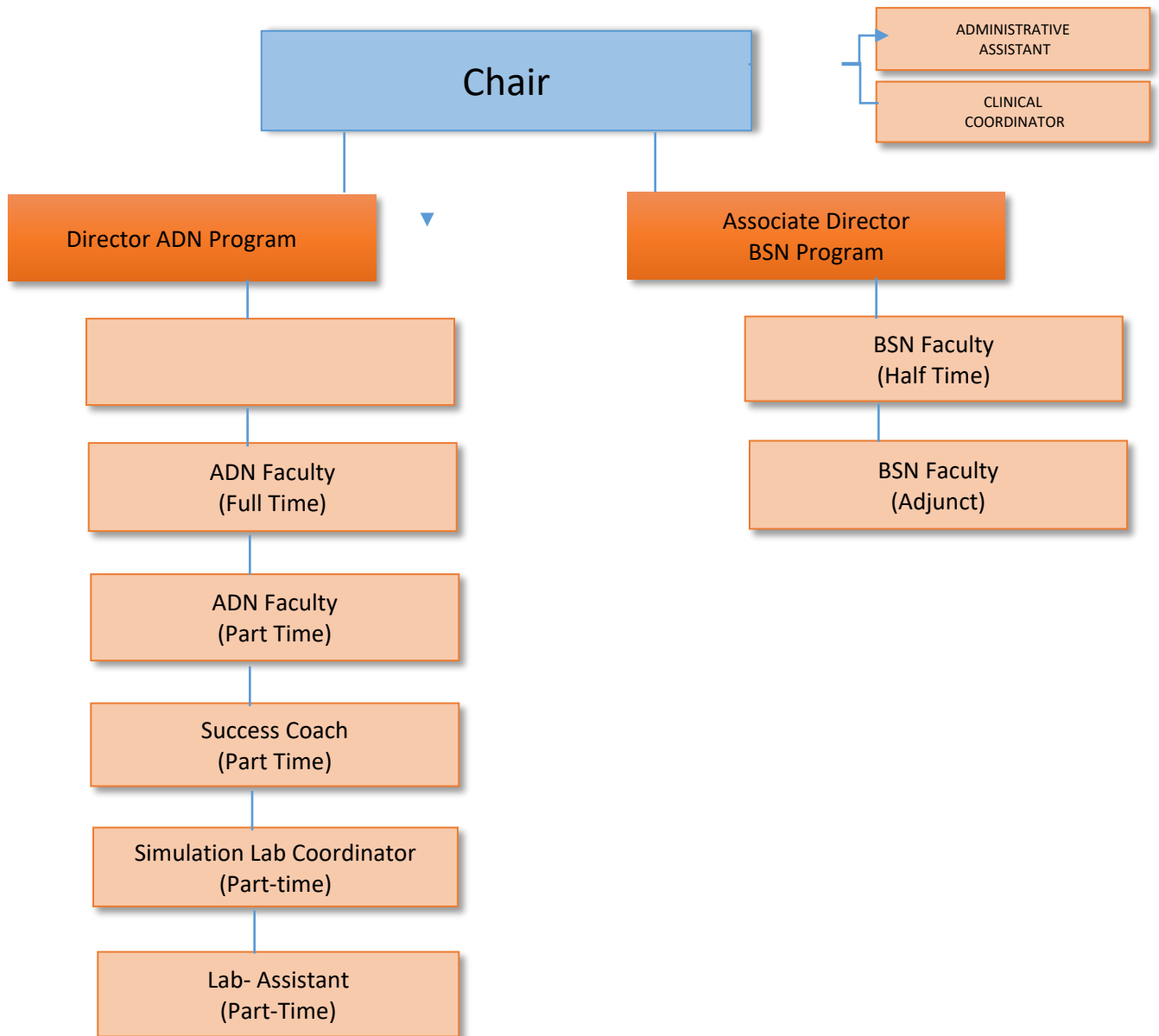
NNMC is the largest educator of associate degree nurses (ADN) north of Santa Fe and reaching the Colorado border. Yearly, NNMC ADN Program graduates approximately 20-30 nursing students with certificates in practical nursing and associate degrees in nursing. In 2008 the RN to BSN completion program was initiated with a cohort of 5 students. The first group of NNMC BSN students graduated in May, 2011.

Historically, the NNMC ADN Program has been preparing associate degree nurses to meet the healthcare needs of the community on a local, national, and international level since 1984. To this day, nursing faculty continue to carry on a tradition of excellence in nursing education through the implementation of a rigorous, evidence-based five semester Associate Degree Nursing curriculum that meets New Mexico State Board of Nursing education requirements. Needless to say, both students and faculty alike are proud of our rich educational heritage and our recognized, state-of-the-art ADN Program.

# ORGANIZATIONAL CHARTS

## NURSING STAFF & FACULTY CONTACT LIST

# Northern New Mexico College Department of Nursing & Health Sciences Organizational Chart



**Faculty and Staff  
Department of Nursing & Health Sciences  
Associate Degree Nursing Program**

<b>Name and Credentials</b>	<b>Title</b>	<b>Contact Information</b>
Ellen Trabka MSN, RN	Chair/ Department of Nursing & Health Sciences Associate Professor of Nursing	etrabka@nnmc.edu 505-747-2209
Dr. Ken Armstrong, DNP, RN, CNE	ADN Program Director Associate Professor of Nursing	Ken.armstrong@nnmc.edu 505-747-2202
Jessica Archuleta	Administrative Assistant College of Nursing & Health Sciences	Jessica.archuleta@nnmc.edu 505-747-2207
Rebecca Hancock MSN, RN	Full-time Instructor	rebecca.hancock@nnmc.edu 505- 747-2250
Melanie Colgan MSN, RN	Assistant Professor of Nursing	Melaine.colgan@nnmc.edu TBA
Veronica O'Halloran MSN, RNC, CNE	Assistant Professor of Nursing	vohalloran@nnmc.edu 505-747-2283
Margaret Zak MN, CNM, RN, LBCLC	Assistant Professor of Nursing	margaret.zak@nnmc.edu 505-747-5047
Dr. Ana Malinalli X Gutiérrez Sisneros, PhD, MALAS, APRN, PMHCNS-BC, CCM, AHN-BC	Clinical Coordinator Associate Professor of Nursing	malinallix@nnmc.edu 505-747-2296
Open	Full-time Instructor	
Open	Success Coach	
Open	Simulation Coordinator	
Open	Laboratory Assistant	

### **Department of Nursing & Health Sciences/ADN Program Duties**

- The Chair of the Department of Nursing & Health Sciences is responsible for all matters pertaining to the Department of Nursing and Health Sciences.
- The Director of the Associate Degree Nursing Program (ADN) is responsible for all matters pertaining to the ADN program to include: curriculum implementation; program evaluation; class scheduling; student concerns; and recruitment, supervision, and evaluation of full-time and adjunct faculty and staff.
- The Administrative Assistant for the Department of Nursing and Health Sciences is responsible for assisting nursing administrators, faculty, and students in the Department of Nursing and Health Sciences.
- The part-time Associate Degree Nursing Program Administrative Assistant is responsible for assisting nursing administrators, faculty, and students in the associate degree nursing program.
- The ADN Program Success Coach is responsible for implementing the KAPLAN academic remediation program and assisting students in successful completion of the ADN program.
- The Department of Nursing and Health Sciences Clinical Coordinator is responsible for coordinating all aspects of the student clinical practicum, and acts as a liaison with clinical sites.
- Full time ADN faculty schedule regular office hours and are responsible for classroom and clinical instruction and student evaluation.
- Adjunct ADN faculty work part-time and are primarily responsible for clinical instruction and student evaluation. While available for individual appointments, they do not schedule office hours.

# Mission, Vision, Philosophy Program Outcomes

## **Northern New Mexico College (NNMC)**

### **NNMC Vision**

Northern New Mexico College is a Hispanic and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning, and developing economically strong communities among diverse populations.

### **NNMC Mission**

The mission of Northern New Mexico College is to ensure student success by providing access to affordable community-based learning opportunities that meet the educational, cultural, and economic needs of the region.

### **NNMC Philosophy**

- Northern recognizes that students are the focus of the school and seeks to enhance their skills and self-image in order to help them set and meet realistic career and life goals.
- Northern believes that educating is holistic and that each student's needs and interests are to be complemented by the curriculum, extra-curricular activities, and administrative structure. In this way, students and staff are integrated in pursuit of education.
- Northern strives to provide a comprehensive education to all residents of its service area.
- Northern strives to provide an educational program that reflects the needs of the communities of northern New Mexico.

### **NNMC Statement of Purpose**

- To provide educational programs and course offerings which: lead to two-year degree and certificate programs; transfer to baccalaureate-granting institutions; and meet the needs of students in skill upgrading, job advancement or change, and personal development.
- To provide academic advisement, personal counseling referrals, placement testing, career guidance, tutorial services, and developmental studies to assist students in achieving their maximum potential.
- To provide activities and learning opportunities which meet the educational and community service needs and interests of students and the community.
- To provide opportunities for the intellectual, aesthetic, and cultural needs of students and the community by scheduling activities and services to further those needs.
- To provide adequate organizational and support services to meet students' needs and to maintain integrity and quality in its educational offerings.

## **Department of Nursing & Health Sciences/Associate Degree Nursing Program**

### **ADN Program Vision**

The Associate Degree Nursing (ADN) program will excel in the preparation of culturally diverse registered nurses to practice in a variety of communities and populations. The ADN Program will meet state and national benchmarks for excellence in nursing education.

### **ADN Program Mission**

The ADN program provides an affordable, quality, community-based nursing education that prepares registered nurses to provide safe, quality patient centered care to individuals and populations across the lifespan.

### **ADN Program Philosophy**

The faculty of the Department of Nursing & Health Sciences/ADN Program ascribes to the vision and mission of Northern New Mexico College (NNMC) and shares the goal of providing affordable, high-quality student-centered learning experiences for the culturally diverse, rural, and frontier populations of northern New Mexico.

Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death. Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient centered care.

Registered nurses recognize that interdisciplinary collaboration among health care professionals is critical to delivering safe, quality client care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of evidence-based practice, skills in informatics, and client care technology is essential to the delivery of quality care while ensuring safety.

Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. RNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.



The major roles of the RN include provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care, RNs promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage client care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, RNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide client education to achieve positive clinical outcomes.

As members of the profession, RNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

### NNMC ADN Program Statement of Purpose

The purpose of the NNMC ADN program is to prepare culturally diverse registered nurses who embody professional values and integrate scholarship, integrity, and quality patient centered care into the art and science of nursing. The ADN program prepares graduates for successful completion of the National Council Licensure Exam-Registered Nurse (NCLEX-RN). The ADN program promotes student success through academic advisement, multiple teaching/learning modalities, tutoring, referrals for personal counseling, and remediation services.

ADN Core Values	
<p><b>NNMC Core Values:</b></p> <ul style="list-style-type: none"> <li>● Mutual respect</li> <li>● Integrity</li> <li>● Service</li> <li>● Diversity</li> <li>● Inclusivity</li> <li>● Inspiration</li> </ul>	<p><b>ADN demonstrates alignment with NNMC core values through the following:</b></p> <p><b>Mutual respect</b> is expressed in the ADN program through our fostering of an industrious, interconnected, esteemed faculty team, where everyone feels positive regard, experiencing gratification through their contributions to the Department’s educational mission and vision, described above.</p> <p><b>Integrity</b> is embodied within the <b>ADN</b> program’s curriculum, which prepares graduates for successful completion of National Council Licensure Exam-Registered Nurse (NCLEX-RN).</p> <p><b>Service</b> is personified through the community activities of the Student Nurse Association; student volunteerism in helping with influenza and Covid-19</p>

	<p>vaccine clinics; and through campus events and organizations, sponsored with student funds, by the ASNNMC (Student Senate).</p> <p><b>Diversity</b> is noted in our desire to prepare culturally diverse registered nurses who embody professional values and integrate scholarship, and quality patient centered care into the art and science of nursing.</p> <p><b>Inclusivity</b> is found within the ADN program’s promotion of student success through our ARC - Accessibility Resource Center, our Counseling Services, and Academic Advisement Offices. We use multiple teaching/learning modalities, and we refer students to our Writing Center, Math Center, and the Peer Tutor Center in the Ben Lujan Library.</p> <p><b>Inspiration</b> is exemplified by our Student Success Coach who works to assess, encourage, and stimulate learning amongst our ADN students.</p>
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### NNMC ADN Program Concepts and Definitions

Concept	Definition
<b>Patient-centered care</b>	To provide holistic care that recognizes an individual’s preferences, beliefs, values, needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care to promote optimal patient outcomes (Adapted from Massachusetts Nurses of the Future, 2010.)
<b>Teamwork and Collaboration</b>	To function effectively as a member of the inter-professional healthcare team, by fostering open communication, mutual respect, shared decision making, and team learning to achieve

	continuity of care and optimal patient outcomes. (Adapted from Massachusetts Nurse of the Future 2010.)
<b>Evidence based practice</b>	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2007).
<b>Quality improvement</b>	Use data to monitor the outcomes of care processes, and use improvement methods to continuously improve the quality and safety of health care systems (Adapted from Massachusetts Nurse of Future, 2010).
<b>Safety</b>	Minimizes risk of harm to patients, self, and others through both system effectiveness and individual performance (Adapted from QSEN, 2007).
<b>Informatics</b>	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (Adapted from QSEN, 2007).
<b>Professionalism</b>	Demonstrate responsibility and accountability for one's own personal and professional behaviors that reflect standard-based nursing practice as well as legal, ethical and regulatory guidelines (Adapted from Massachusetts of the Future, 2010).
<b>Leadership</b>	The process by which nurses use skills and behaviors to influence individuals or groups that facilitate the establishment and achievement of shared goals to promote safe, quality, patient care (Adapted Massachusetts Nurse of the Future, 2010).
<b>Communication</b>	The effective exchange of information with patients, families, colleagues, and community members that promotes mutual respect, shared decision making, and optimal health outcomes (Adapted Massachusetts Nurse of the Future, 2010).

### NNMC ADN Program Student Learning Outcomes

<b>Concept</b>	<b>Level 1 Student Outcome</b>	<b>Level 2 Student Outcome</b>
<b>Patient-centered care</b>	Recognize that the practice of nursing is holistic, patient-centered, caring, culturally sensitive and based on the physiological and psychosocial and spiritual needs of patients.	Demonstrate nursing practice that is holistic, patient-centered, caring, culturally sensitive and based on the physiological and psychosocial and spiritual needs of patients.

<b>Teamwork and Collaboration</b>	Practice as a member of the health care team to promote optimal patient outcomes.	Collaborate with members of the Interprofessional healthcare team to promote continuity of patient care and achievement of optimal outcomes.
<b>Evidence based practice</b>	Identify how best current evidence-based practice provides a foundation for nursing practice and clinical decision making.	Integrate the best current evidence-based practice to support clinical judgment in the provision of patient care.
<b>Quality improvement</b>	Identify quality improvement strategies to improve patient care.	Implement quality improvement strategies to improve patient care.
<b>Safety</b>	Provide a safe environment for patients, self, and others.	Integrate a safe environment and minimize risk of harm to patients, self, and others.
<b>Informatics</b>	Use information technology in the provision of patient care.	Integrate information technology resources to support clinical judgment in the provision of patient care.
<b>Professionalism</b>	Practice nursing in a professional, ethical, and legal manner in accordance with nursing standards and regulatory guidelines.	Model professional nursing in an ethical and legal manner in accordance with nursing standards and regulatory guidelines.
<b>Leadership</b>	Use the leadership skills of time management, organization and priority setting when providing quality patient care.	Integrate leadership and management skills when managing patient care.
<b>Communication</b>	Demonstrate verbal and non-verbal communication that promotes an effective exchange of information, development of therapeutic relationships, and patient satisfaction.	Utilize verbal and nonverbal communication that promotes an effective exchange of information, shared decision making, patient satisfaction, and achievement of optimal patient outcomes.

## Codes and Bill of Rights

## **American Nurses Association Code of Ethics**

Please follow the link to the ANA website for a read only copy of the Nursing Code of Ethics at <http://nursingworld.org>

## **National Student Nurses Association, Inc. Code of Academic and Clinical Conduct**

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### **A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

01. Advocate for the rights of all clients.
02. Maintain client confidentiality.
03. Take appropriate action to ensure the safety of clients, self, and others.
04. Provide care for the client in a timely, compassionate and professional manner.
05. Communicate client care in a truthful, timely and accurate manner.
06. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
07. Promote excellence in nursing by encouraging lifelong learning and professional development.
08. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
09. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.

14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

## Patient Bill of Rights

### **A Patient Bill of Rights was first adopted by the American Hospital Association in 1973**

This revision was approved by the AHA Board of Trustees on October 21, 1992.

### **Bill of Rights**

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity is legally incompetent, or is a minor.

01. The patient has the right to considerate and respectful care.
02. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications to treatment choices, insofar as they are known.

03. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
04. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and



include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.

05. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
06. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
07. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
08. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
09. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.

12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

*American Hospital Association (1992)*

## Nurse's Bill of Rights

Registered nurses promote and restore health, prevent illness, and protect the people entrusted to their care. They work to alleviate the suffering experienced by individuals, families, groups and communities. In so doing, nurses provide services that maintain respect for human dignity and embrace the uniqueness of each patient and the nature of his or her health problems, without restriction with regard to social or economic status. To maximize the contributions nurses make to society, it is necessary to protect the dignity and autonomy of nurses in the workplace. To that end, the following rights must be afforded:

1. Nurses have the right to practice in a manner that fulfills their obligations to society and to those who receive nursing care.
2. Nurses have the right to practice in environments that allow them to act in accordance with professional standards and legally authorized scopes of practice.
3. Nurses have the right to a work environment that supports and facilitates ethical practice, in accordance with the *Code of Ethics for Nurses with Interpretive Statements*.
4. Nurses have the right to freely and openly advocate for themselves and their patients, without fear of retribution.
5. Nurses have the right to fair compensation for their work, consistent with their knowledge, experience and professional responsibilities.
6. Nurses have the right to a work environment that is safe for themselves and for their patients.
7. Nurses have the right to negotiate the conditions of their employment, either as individuals or collectively, in all practice settings.

American Nurses Association (2004)

### **Student Bill of Rights & Responsibilities**

The Student Bill of Rights and Responsibilities was adopted by the National Student Nurses Association (NSNA) in 1975, and updated in 1994, and is supported by Northern New Mexico College Department of Nursing Education.

01. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
02. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom in a responsible manner.
03. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
04. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap, or marital status.
05. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
06. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
07. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
08. The student should have the right to have a responsible voice in the determination of his/her curriculum.
09. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
18. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
19. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student faculty understanding.
20. Students should have a clear mechanism for input into the evaluation of nursing faculty.

# Admission, Readmission, and Progression Policies

## Curriculum Outline

### **NNMC Associate Degree Nursing Program**

NNMC offers a rigorous, five semester Associate Degree Nursing curriculum. The ADN program is approved by the State of New Mexico Board of Nursing (36-401).

Graduates of the ADN program obtain an Associate of Applied Science in nursing. There is a Practical Nurse Certificate option after successful completion of the first three semesters of nursing course work and one additional course (NURS 1119).

Graduates of the ADN program are prepared to continue toward completion of a Bachelor of Science in Nursing at a four-year college or university.

Admission to NNMC does not assure admission to the ADN program. Program capacity requires limited enrollment. Applicants are rank-ordered based on cumulative points earned on selection criteria.

The ADN program is demanding and requires a full-time commitment, extensive study time outside the classroom, and occasional travel outside the area. Because of the rigorous nature of the program, significantly limited employment is strongly recommended.

Due to the rapidly changing nature of the health care system as well as state mandated changes, the ADN program faculty review and revise the curriculum on an ongoing basis. Changes can be anticipated regarding admission requirements, course requirements, and program policies. Students are advised to seek initial and ongoing advisement from the program director or a nursing advisor.

Once a student has started the Nursing Program, the Nursing Program should be completed by 2 years to the date nursing courses began.

### **Employment Opportunities**

Graduates from the ADN program are prepared to enter nursing practice at the advanced beginner level. Areas of employment include acute care facilities, long-term care, home health care, physician's offices, clinics, schools, and other settings.

### **Additional Requirements Relating to Licensure**

The New Mexico State Board of Nursing has restrictions for licensure and may deny, revoke, or suspend any license applied for upon grounds of particular felony violations. NNMC assumes no responsibility for the denial of licensure by the New Mexico Board of Nursing or any state Board of Nursing.

Federal law requires certain health care agencies to conduct criminal background checks on their employees. This requirement may be mandated for students placed in these health care facilities for clinical training. Behaviors which may be cause for a student being ineligible for clinical placement include but are not limited to: physical or sexual abuse, theft, illegal use of weapons, and illegal use or possession of controlled substances.

### **Admission Requirements for the ADN Program**

Applicants for admission are considered without regard to race, color, age, religion, gender, sexual orientation, national origin, disability or marital status.

The faculty reserves the right to select those candidates who demonstrate evidence that they will be able to fulfill all the requirements and meet the standards of the ADN program.

Applications are reviewed by the selection committee and admission decisions are made as close as possible to the second week of June. Selection letters are mailed as close as possible to the third week of June. All applicants receive a letter informing them of the committee's decision

The selection process for admission to the NNMC ADN program is based on a review of applicant academic records, total and composite scores on the standardized admission exam, personal essays, and letters of reference. The NNMC ADN program uses a traditional ranking method in the applicant selection process.

Please refer to the NNMC catalogue for further information regarding the admission process.

### **Pre-requisite Courses**

The following pre-requisite courses must be completed with a grade of C- or better before entry into the ADN program.

CHEM 1110/L (Introduction to Chemistry) (4) or BIOL 2310/L (4) (Microbiology) or any other BIOL (4)  
BIOL 2210/L (4) (Human Anatomy and Physiology I with Lab)  
PSY 1110 (3) (General Psychology)  
ENG 1110 (3) (Composition I)

#### **NOTE:**

- Anatomy and Physiology Courses must be completed within five (5) years prior to entry into the ADN program.
- All nursing students are expected to have basic computer skills including word processing and internet access.
- All nursing students must have and maintain current American Heart Association (AHA) or American Safety & Health Institute (ASHI) Basic Life Support (CPR) certification, current immunizations, and personal health insurance prior to participating in clinical nursing courses.
- Formal application and acceptance into the nursing program is required before students may enroll in any NURS-prefixed courses listed in the program requirements (with the exception of NURS 1100/L and NURS 2245). Support courses may be taken before entry into the program.



- Level I students entering the program who have not yet successfully completed BIOL 2225/L Human Anatomy & Physiology II with Lab must enroll in this course during the fall semester Level I. BIOL 2225/L is a pre-requisite course to NURS 2245 Pathophysiology which is offered in the spring semester of Level I. In addition, knowledge of anatomy and physiology is essential to understanding core nursing concepts.

### **Completion of NURS 2245**

Successful completion (grade of “C” or above) of NURS 2245 (Pathophysiology) or the equivalent is an ADN program graduation requirement.

- Students who have not successfully completed NURS 2245 or the equivalent prior to program entry may complete this requirement during the spring semester of the first year of ADN course work **OR**
- Successfully complete NURS 2245 or the equivalent at any time during the course of nursing studies.

Failure to successfully complete NURS 2245 or the equivalent will result in a delay in graduation until NURS 2245 or the equivalent is successfully completed.

### **Advanced Placement for LPNs and Transfer Students**

Currently, we are not offering either of these two program options.

## Associate Degree Nursing Program Curriculum

### Certificate in Practical Nursing

Students who complete the pre-requisites and successfully complete the first three semesters of nursing course work and course NURS 1119 have the option to petition for the Certificate in Practical Nursing. Students may exit the program at this time or continue to Semester II/Level II.

#### **GENERAL EDUCATION (16 credits)**

##### **Area I. Communications (3 credits)**

ENGL 1110 Composition I (3)

##### **Area III. Lab Science (4 credits)**

BIOL 2210/L Human Anatomy & Physiology I with Lab (4)

##### **Area IV. Social/Behavioral Sciences (6 credits)**

PYSC 1110 General Psychology (3)

PYSC 2120 Developmental Psychology (3)

##### **Area V. Humanities (3 credits)**

Elective 3 credits

#### **Support Courses (8 credits)**

Choose a minimum of 4 credits from the following:

Biology (4)

Chemistry (4)

Microbiology (4)

BIOL 2225/L Human Anatomy & Physiology II with Lab (4)

#### **PROGRAM REQUIREMENTS (28)**

NURS 1106 Pharmacology (3)

NURS 1113 Nursing Fundamentals (4)

NURS 1113L Nursing Fundamentals Lab (2)

NURS 1114L Health Assessment (2)

NURS 1125 Medical/Surgical Nursing I (3)

NURS 1125L Medical/Surgical Nursing I Clinical (3)

NURS 2214 Psychiatric/Mental Health Nursing (2)

NURS 2214L Psychiatric/Mental Health Nursing Clinical (1)

NURS 2217 Maternal/Newborn Nursing (2)

NURS 2217L Maternal/Newborn Nursing Clinical (1)

NURS 2218 Pediatric Nursing (2)

NURS 2218L Pediatric Nursing Clinical (1)

NURS 1119 Role Transition-PN (2)

**Total Credit Hours = 52**

**Sequence of Courses**

<b>Semester I (14 credits)</b> <b>Pre-requisite Courses</b>  CHEM 1110/L (4) or BIOL 2310/L (4) or any other BIOL (4) BIOL 2210/L (4)  PSYC 1110 (3) ENGL 1110 (3)	
<b>Semester 1 (Fall) 15 credits</b> NURS 1113/L (6) NURS 1106 (3) NURS 1114L (2) BIOL 2225/L (4)	<b>Semester 2 (Spring) 16 credits</b> NURS 2214/L (3) NURS 1125/L (6) NURS 2245 (4) PSYC 2120 (3)
<b>Semester 3 (Fall) 11 credits</b> NURS 2217/L (3) NURS 2218/L (3) Humanities (3) NURS 1119 (2)	

## Associate of Nursing Applied Science (AAS) in Nursing

### **GENERAL EDUCATION (16 credits)**

#### **Area I. Communications (3 credits)**

ENGL 1110 Composition I (3)

#### **Area III. Lab Science (4 credits)**

BIOL 2210/L Human Anatomy & Physiology I with Lab (4)

#### **Area IV. Social/Behavioral (6 credits)**

PYSC 1110 General Psychology (3)

PYSC 2120 Developmental Psychology (3)

#### **Area V. Humanities (3 credits)**

Elective (3)

### **SUPPORT COURSES (8 credits)**

Choose a minimum of 4 credits from the following:

Biology (4)

Chemistry (4)

Microbiology (4)

BIOL 2225/L Human Anatomy & Physiology II with Lab (4)

### **PROGRAM REQUIREMENTS (44 credits)**

NURS 1106 Pharmacology (3)

NURS 1113 Nursing Fundamentals (4)

NURS 1113L Nursing Fundamentals Lab (2)

NURS 1114L Health Assessment (2)

NURS 1125 Medical/Surgical Nursing I (3)

NURS 1125L Medical/Surgical Nursing I Clinical (3)

NURS 2214 Psychiatric/Mental Health Nursing (2)

NURS 2214L Psychiatric/Mental Health Nursing Clinical (1)

NURS 2217 Maternal/Newborn Nursing (2)

NURS 2217L Maternal/Newborn Nursing Clinical (1)

NURS 2218 Pediatric Nursing (2)

NURS 2218L Pediatric Nursing Clinical (1)

NURS 2225 Medical/Surgical Nursing II (3)

NURS 2225L Medical/Surgical Nursing II Clinical (3)

NURS 2235 Medical/Surgical Nursing III (3)

NURS 2235L Medical/Surgical Nursing III Clinical (3)

NURS 2240 Role Transition/RN (2)

NURS 2245 Pathophysiology (4)

**TOTAL CREDITS: 68**

**Sequence of Courses**

<b>Semester I (14 credits)</b> <b>Prerequisite Courses</b>  CHEM 1100/L (4) or BIOL 2310/L (4) or any other BIOL (4) BIOL 2210/L (4)  PSYC 1110 (3) ENGL 1110 (3)	
<b>Semester 1 (Fall) 15 credits</b> NURS 1113/L (6) NURS 1106 (3) NURS 1114L (2) BIOL 2225/L (4)	<b>Semester 2 (Spring) 16 credits</b> NURS 2245 (4) NURS 2214/L (3) NURS 1125/L (6) PSYC 2120 (3)
<b>Semester 3 (Fall) 12 credits</b> NURS 2217/L (3) NURS 2218/L (3) NURS 2225/L (6) NURS 1119 (2) optional	<b>Semester 4 (Spring) 11 credits</b> NURS 2235/L (6) NURS 2240 (2) Humanities (3)

### **Scholastic Standards/Progression**

Students must earn a grade of “C” or better in ALL NURS prefix courses in the nursing curriculum. Nursing courses with theory and clinical components are co-requisites (must be taken together). If a student fails either the theory or the clinical component of a co-requisite course, they will be required to repeat both courses.

A course in the Associate Degree Nursing Program may only be repeated once. The nursing courses are developed sequentially to proceed from the less complex to the more complex. Students must satisfactorily complete each nursing course in sequence before proceeding to the next course.

If a student fails the same nursing course a second time, or any subsequent nursing course resulting in two failures in the nursing program, the student will be dismissed from the program. Special consideration by the Program Director will be given to cases of catastrophic illness or family crisis situations that warrant withdrawal from two or more nursing courses.

### **Readmission Policy**

1. **Readmission is not guaranteed nor is it an automatic process.**
2. Students must successfully complete all Level 1 first semester nursing course (NURS 1113/L, NURS 1114L, NURS 1106) with the first enrollment.
3. Students who are unsuccessful in any of these first semester level I courses will accrue a program failure.
4. To be considered for readmission to the ADN program, students will have to reapply to the nursing program and complete all ADN application requirements to be considered for re-entry.
5. If accepted for readmission, all first semester nursing course must be repeated.
6. Students who are terminated from **one** nursing course (academic failure, voluntary withdrawal, or instructor drop) in Semester 2, 3, or 4 or who have failed the medication administration exam may apply for readmission.
7. Students who **fail and/ or withdraw with a passing or non-passing grade (or any combination of the two) from two nursing courses at any time during the course of nursing studies are not eligible for readmission.**
8. Students who have failed a nursing course because of unsafe practice or violation of a probationary contract are not eligible for readmission.
9. If the student has been out of the program for more than one year and is requesting readmission, the student will be required to reapply to the program, complete all admission requirements, and, if accepted, start nursing course work at the beginning (this does not apply to LPN advanced placement).
10. Any student applying for readmission will be subject to the policies, both academic and behavioral, of the current student nurse handbook.

11. Students who are readmitted to the program will be required to obtain a new background check and drug screen.
12. As space availability is determined, students will be readmitted based on their ranking order.
13. Students will be notified of the status of their request, in writing, by ADN department administration.

### **Readmission Process Steps**

#### **Level 1 – Steps 1, 2, 3, and 4 : Level 2 – Steps 1 and 2**

1. Submit documentation of your exit interview with the Program Director or designee.
2. Send a letter of intent to the Program Director, explaining the reason for earning a grade of less than a “C” in a nursing course or failure on the medication administration exam. State the nature of the circumstances for which consideration should be given. This letter and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.
3. If readmission is requested due to an extenuating circumstance necessitating a withdrawal or absence, the letter of intent must include the course work grade at the time of withdrawal and the changes in circumstances that make success a possibility. This letter and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.
4. If readmission is due to unsatisfactory clinical performance, two letters of recommendation are required from the nursing instructors in addition to documentation of the exit interview and a letter of intent that explains the nature of the circumstances for which consideration should be given. Faculty members may refuse to write a letter if, in their professional judgment, readmission is not advisable. All letters and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.

### **Readmission Priority**

Students who have requested readmission consideration will be **ranked according to priorities (see below) followed by grade point average (GPA) in nursing courses. For example, if there are only two slots available and four students are applying, students who qualify for the first priority category will be given preference and then ranked according to their nursing courses GPA.**

1. **First Priority:** Students who withdraw from a nursing course for personal or health reasons and have a passing grade at the time of withdrawal. Examples may include family crisis, pregnancy, illness, or financial difficulties.
2. **Second Priority:** Students who withdraw from a clinical due to a second absence and have satisfactory grades in all nursing courses at the time of withdrawal.
3. **Third Priority:** Students who have failed the medication administration exam.

4. **Fourth priority:** Students who withdraw with a non-passing grade or fail a nursing didactic course.
5. **Fifth Priority:** Students who withdraw or fail a nursing clinical course with an unsatisfactory (U) clinical performance. Examples may include behavioral problems or unsafe performance in the clinical setting.

### **CLEP or DANTES Subject Exams**

Students may seek to “test out” of non-nursing courses by successfully completing CLEP or DANTES subject exams. The NNMC College Catalog lists applicable courses and tests. Contact the Student Success Center for more information. Documentation of successful completion of CLEP or DANTES subject exams in non-nursing courses must be on file in the nursing department.

### **Exit Interviews**

Whenever a student withdraws from the ADN Program, the student must complete an exit interview with Program Director or designee. Data from exit interviews are used to assess strengths and limitations of the nursing program so that we may better serve students. The exit interview can also be a time to prepare for re-entry.

### **Standards of Nursing Care**

To ensure that safe and competent care is provided in the clinical setting, students are expected to abide by the standards of nursing care legally defined by the *State of New Mexico Nurse Practice Act* and the *Administrative Rules and Regulations of the New Mexico Board of Nursing*. Clinical settings include, but are not limited to, classrooms, campus laboratory, observational sites, community agencies, and other off campus locations where clinical activities occur (such as professional meetings). The faculty reserves the right to recommend termination of any student whose behavior does not comply with these standards

### **Termination**

Termination from the ADN Program may result when:

1. A student fails to meet the scholastic standards of the program.
2. A student fails the medication exam required in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> semester per program policy.
3. A student is unable to meet the minimum physical and mental qualifications for students in the associate degree nursing program per program policy.
4. A student violates the clinical or classroom attendance policy.
5. A student violates published policies in the *NNMC Catalog*, *NNMC Student Handbook*, *NNMC Student Code of Conduct*, or *ADN Program Nursing Student Handbook*.
6. A student fails to comply with rules and regulations of any affiliating agency.
7. A student violates safety or professional standards.
8. A student is found guilty of academic misconduct.
9. A student is non-compliant with program requirements.
10. A student has a positive drug screen for drugs or alcohol.



A student has the right to appeal termination from the nursing program according to the process outlined in the Nursing Program Appeal Process on page 99 of the Nursing Student Handbook

### **Graduation**

Petitions to graduate must be submitted to the Registrar by the end of the second week of the term in which the student plans to graduate and/or as announced by the Registrar's office. All students petitioning to graduate must see their nursing advisor for a final transcript review before graduation processing can take place.

### **Nursing Pinning Ceremony**

All students who complete the requirements of the Associate Degree Nursing Program are invited to participate in the annual Nursing Pinning Ceremony held in May of each year. Planning for the nursing pinning ceremony is a collaborative effort of both nursing faculty and members of the Student Nurse Association.

# Requirements for Nursing Student Practice

## Requirements for ADN Nursing Student Practice

### NNMC ADN Program Nursing Student Role

In all situations, the NNMC nursing student is expected to adhere to the tenets of professionalism. To that end, nursing students must be able to communicate effectively and sensitively with patients and their families, as well as other students, staff, faculty, professionals, agency personnel, community residents, and others. Expression of ideas and feelings must be clear and appropriate. They must demonstrate a willingness and ability to give and receive feedback. Classroom and clinical behavior are expected to be professional, civil, and respectful, and electronic communication is also expected to be professional, civil, and respectful. Nursing students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of the learning experience.

Nursing students must possess the emotional health/maturity required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in each course of nursing studies. They must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, other professionals, and agency personnel under all circumstances including highly stressful situations. Nursing students must demonstrate the emotional stability to function effectively under stress, and adapt to environments that may change rapidly and without warning. They must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy. Nursing students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. They must be able and willing to examine and change behaviors when they interfere with productive individual or team relationships.

Nursing students must possess the ability to reason morally and practice in an ethical manner. They must be willing to learn and abide by professional standards of practice as well as the regulations for professional licensure. Nursing students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance.

### Mental and Physical Qualifications

The following are *minimum* mental and physical qualifications for students in the ADN nursing program:

- Frequently work in a standing position to do frequent walking
- Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
- Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR
- Respond and react immediately to auditory instructions/requests/monitoring equipment, and perform auditory auscultation without auditory impediments

- Physically perform up to a 12-hour clinical laboratory experience
- Perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception
- Discriminate between sharp/dull and hot/cold when using hands
- Perform mathematical calculation for medication preparation and administration
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage
- Make appropriate and timely decisions under stressful situations

All nursing students are expected to provide documentation of their ability to meet these qualifications. Students who are temporarily unable to meet these qualifications due to illness, medication, or other reasons are expected to notify their instructor.

### **Pregnancy**

Due to risks (i.e. radiation, communicable disease) the student should notify the instructor in writing of pregnancy at the earliest possible date. A written medical release from your health care provider is required specifying any limitations on clinical activity.

### **Technology Requirements**

NNMC ADN students are expected to have access to a computer and Internet services, and be able to use a computer independently. There is a minimum level of computer skill that is necessary to successfully complete the ADN program at NNMC. Below is a brief overview of expected computing skills.

#### **Internet Skills**

- Log into Blackboard and use Blackboard tools
- Access databases
- Send/receive e-mail and attachments

#### **Software & Word Processor Skills**

- Create and edit a document using Microsoft Word
- Create and view a presentation in Microsoft PowerPoint
- Open and print a document
- Copy, cut and paste sections of text
- Format text/character size (10pt, 12 pt), font (Times, Arial)
- Use bullets, lists and table functions
- Adjust margins and tabs
- Create headers and footers, paginate and create page breaks

### Immunizations/CPR/Program Required Forms

1. It is the student's responsibility to keep immunizations and/or titers, CPR status, and all required signed program forms current and on file through CastleBranch at all times during the program of study. Students must provide documentation of current CPR certification from the American Heart Association or the American Safety and Health Institute.
2. Level 1 students: All immunizations and/or titers as well as CPR status and all required signed program forms must be current and on file in CastleBranch by the end of the first week of the academic semester.
3. Level 2 students: All immunizations and/or titers as well as CPR status and all required signed program forms must be current and on file in CastleBranch by Monday of the first week of each semester unless otherwise indicated.
4. Level 1 students: If an immunization, titer, current CPR card, and all required signed program forms is noted to be delinquent by the end of the first week of the academic semester, the student will not be allowed to continue with nursing course work (i.e. not allowed to attend class or clinical) until the required immunizations or documents have been turned in.
5. Level 2 students: If an immunization, titer, current CPR card, and all required signed program forms is noted to be delinquent by Monday of the first week of the semester, the student will not be allowed to continue with nursing course work (i.e. not allowed to attend class or clinical) until the required immunizations, titers, CPR card or all required signed program forms have been turned in.
6. This policy also applies to immunizations or CPR that expire during the clinical course of studies.

<b>Current CPR – American Heart Association or American Safety and Health Institute</b>
Proof of <b>health insurance</b> coverage
<b>COVID – 19 Vaccine</b>
<b>Students must obtain a COVID vaccine and any boosters as outlined by current standards. Documentation for two doses of Moderna or Pfizer or one dose of Johnson &amp; Johnson must be submitted before the semester begins. Documentation for any boosters will be required per CDC guidelines.</b>
Current, <b>annual</b> , negative Mantoux Tuberculin Skin Test ( <b>PPD</b> ), or a negative <b>TB blood test</b> (QuantiFERON®-TB Gold In-Tube test or the T-SPOT® TB test) or a negative <b>Chest x-ray (CXR)</b> If you have a positive TB test, a letter from the physician certifying that the student is free of symptoms of tuberculosis may be submitted annually in lieu of a CXR after the program has documentation of a clear first CXR.
<b>Hepatitis B Immunization x3</b>
This immunization is a series of 3 shots; after the 1 <sup>st</sup> shot, the student will get the 2 <sup>nd</sup> shot 4 weeks later, and the 3 <sup>rd</sup> 5 months later. Students are expected to be in progress or have completed this requirement within the first week of entering the nursing program. All

<p>students must submit documentation of a <b>positive titer</b> within 8 weeks of receiving the 3<sup>rd</sup> dose. Students who have previously completed the immunization series must submit documentation of a positive titer. This immunization is required once in a lifetime.</p> <p>OR</p> <p><b>Positive titer</b></p>
<p><b>MMR (Measles, Mumps, Rubella) x2 if born in 1957 or after</b></p> <p>Students born in 1957 or later without serologic evidence of immunity (positive titers) or prior vaccination must receive 2 doses of MMR, a minimum of 30 days apart. Students born prior to 1957 must submit <i>evidence of a positive titer for all three diseases</i> or receive the series of 2 vaccinations.</p> <p>OR</p> <p><b>Positive titer x3 (one positive titer for each disease)</b></p>
<p><b>Varicella (Chicken Pox) x2</b></p> <p>Varicella vaccination series of 2 immunizations a minimum of 30 days apart.</p> <p>OR</p> <p><b>Positive titer</b></p>
<p><b>Influenza</b></p> <p>Students must obtain an influenza vaccine annually during the fall semester. Documentation must be submitted by October 1<sup>st</sup> of each year.</p>
<p><b>Tetanus, diphtheria, and acellular pertussis (Td/Tdap) vaccination x3 and q 10 years</b></p> <p>Tdap should replace a single dose of Td for adults aged 19 – 64 years who have not received a dose of Tdap previously. A dose of Tdap is recommended for all health-care personnel with direct patient contact if they have not previously received Tdap.</p>

### Background Screening

The Department of Nursing & Health Sciences/ADN program follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health (NMDOH), established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended). The Caregivers Criminal History Screening Act (CCHS) requires that unlicensed care providers giving direct care or routine and unsupervised care to any care recipient must undergo a nationwide criminal history screening to ensure the highest degree possible for prevention of abuse, neglect, or financial exploitation of individuals receiving care. This law prevents persons who have been convicted of certain crimes from working with individuals receiving health care. The following felony convictions disqualify an applicant for entry into the nursing program at NNMC. These felony convictions would also exclude a current student from participation in clinical experiences at a clinical site or hospital:

- Homicide
- Trafficking in controlled substances
- Kidnapping, false imprisonment, aggravated assault, or aggravated battery

- Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure, or other related sexual offenses
- Crimes involving adult abuse, neglect, or financial exploitation
- Crimes involving child abuse or neglect
- Crimes involving robbery, larceny, extortion, burglary, fraud, forgery, embezzlement, credit card fraud, or receiving stolen property
- An attempt, solicitation, or conspiracy involving any of the felonies in this subsection

During the admission process into the ADN Program the student will complete the process for submitting the appropriate information to the DOH so that the background check can be initiated. The cost for the background check is paid by the student. All paperwork is submitted to the New Mexico Department of Health Improvement (DOH/DOHI). Both the applicant and the Director of the ADN Program will be notified by mail as to the results of the screening. The applicant who is notified of a disqualifying conviction must request reconsideration from the New Mexico Department of Health/DOHI within 14 days of receipt of the letter and receive a temporary clearance in order to be admitted to the ADN Program. Failure to request reconsideration within 14 days will result in the student not being admitted into the ADN Program.

### **Drug Screen**

The ADN Program has clinical affiliations that may require students to obtain urine drug screens prior to attending a clinical rotation. If urine drug screening is part of the institutional requirement students are obligated to comply in order to stay in the program. Fees for the drug screen are included in the course fees.

A student with a positive urine drug screen will be referred to the Medical Review Officer (MRO) *Review Process for Positive Drug Screen*. The student is responsible for the cost of the MRO Review, which includes a drug screen and the MRO Review. The clinical site makes the final decision as to whether or not the nursing student is placed in a clinical site. Failure to meet clinical site placement guidelines is grounds for dismissal from the nursing program.

# Students with Disabilities

Academic Policies

Suspension/Expulsion

Impairment Policies



## Students with Disabilities

NNMC Complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability or you think that you may require accommodations, contact the Accessibility Services Office, 747-2152 or by email at [accessibility@nmmc.edu](mailto:accessibility@nmmc.edu).

## Academic Policies

### Classroom Etiquette

- It is expected that students will be respectful and considerate of one another and their instructor in and out of the classroom
- Every voice is respected in the nursing classroom and mean-spiritedness will not be tolerated. Inappropriate classroom behaviors may be subject to disciplinary actions.

### Grading Policies

Grades are based on a variety of activities and assignments; the criteria used to determine grades are included in the course syllabi.

It is the student's responsibility to know their own academic status in individual courses. If a grade is unsatisfactory, or is below the standard for passing, it is the student's responsibility to contact the instructor as early as possible for assistance and to develop a plan for success.

### Late Assignment/Exam Policies

Students must complete and submit all assignments on time. **No** assignment(s) will be accepted more than five (5) week days past the due date. For each weekday that an assignment is turned in late five percent (5%) will be deducted from the final grade on the assignment. For example, if the grade assigned is 90% and the assignment is 2 days late – the final grade assigned will be 80%. If you know your assignment will be late, notify your instructor as soon as possible. Emergency situations will be considered on a case by case basis. **The instructor determines what constitutes an emergency. It is the student's responsibility to verify when assignments are submitted. Unless otherwise stated in the course syllabus, all student will submit all assignments electronically.**

If a student misses any exam/quiz, they must take the exam within 5-week days. Any late exam/quiz will be assigned a *maximum* grade of 77%. Scheduling make-up exams and quizzes will be at the convenience of the instructor. If the student does not take the exam/quiz a grade of "0" will be assigned for the missed exam/quiz. Emergency situations will be considered on a case-by-case basis. The instructor determines what constitutes an emergency.

### Grading/Written Assignments

Students must achieve a quiz, exam, and final exam average of 77% in order to pass a nursing course, independent of scores earned in other areas of the grading rubric.

If the student average on the quizzes, exams, and the final exam is equal to or greater than 77%, then the grades earned in the other areas of the grading rubric will be calculated into the final grade.

If the student does not achieve a 77% average on the quizzes and the final exam, then the grades earned in the other areas of the grading rubric will **NOT** be calculated into the final grade. The student will receive the average earned from quizzes, exams, and the final exam as the final grade for the course.

*The following table demonstrates the grading rubric for a sample nursing course*

Assignments	Points
Case Study Analysis Paper	10
Six Quizzes and Exams	60
Standardized Testing	10
Final Exam	20
<b>Total Points</b>	<b>100</b>

#### **Example 1**

- a. Based on the above grading rubric, a student scores the following points on the six quizzes, final exam, case study analysis, and standardized test.

Quiz 1 – 84% = 8.4 points

Quiz 2 – 90% = 9.0 points

Quiz 3 – 73% = 7.3 points

Quiz 4 – 88% = 8.8 points

Quiz 5 – 92% = 9.2 points

Quiz 6 – 64% = 6.4 points

Final Exam – 78% = 7.8 points (doubled because it's worth 20% of the total points), equals 15.6 points

Case Study Analysis paper-90% =9.0 points

Standardized Test-90%=9.0 points

Total points = 64.7 divided by total points from quizzes, exams, and final exam (80) equals 80.8% (B-). **This total does not include the case study analysis scores or standardized test scores.**

- b. **Because the grade is above 77% then the points for the paper and standardized testing are added in.**

Total quiz points - 64.7

Paper points – 9

Standardized testing – 9

Total points = 82.7 divided by the total number of points (100) equals 82.7% or a (B)

**Example 2**

- a. Based on the above grading rubric, a student scores the following points on the six quizzes and the final.  
Quiz 1 – 77% = 7.7 points  
Quiz 2 – 62% = 6.2 points  
Quiz 3 – 84% = 8.4 points  
Quiz 4 – 76% = 7.6 points  
Quiz 5 – 68% = 6.8 points  
Quiz 6 – 88% = 8.8 points  
Final Exam – 77% = 7.7 (doubled because the final is worth 20% of the total points), equals 15.4 points  
Total Points = 60.9 divided by the total points for quizzes and final (80) equals 76.12% (C-)
- b. Because the student’s quiz and final grades did not meet the benchmark of 77%, the paper and standardized testing are not added to the grade, and the student does not pass the course.

**Grading Scale**

The following grading scale is used:

**Grading Scale**

97-100 = A+	87-89 = B+	79 = C+	69-67 = D+	Ⓜ 60 = F
93-96=A	83-86=B	77-78=C	63-66=D	
90-92=A-	80-82=B-	70-76=C-	60-62=D-	

Any course grade below 77% is unsatisfactory, will interrupt progression in the curriculum, and may result in termination from the program. C- is not a passing grade in ADN NURS prefix program coursework.

**Final Grade Rounding Policy**

All grades will be calculated as percentages to the third decimal point, with NO rounding used (for example, if a student has a numeric grade of 76.999% they will receive a “C- “which is a non-passing grade for the courses).

**ATI vSIM**

**All ATI vSim assignments must be completed at a 75% success level to be counted for clinical replacement hours.**

### **Incomplete Grades**

Incomplete grades will be given only when extreme circumstances have prevented the student from completing all work by the end of the semester (i.e. death in the family, sudden illness) as per College Policy. It is not to be used due to a student's inability to attend class or for "personal" reasons. This requires approval of the Instructor and Program Director.

### **RETENTION ACTION PLAN**

#### ***Test Action Success Plan***

**Definition:** The purpose of a *Test Success Action Plan* is to put the student in control of creating a concrete and realistic personalized strategy that will help them to achieve their academic goals.

The *Test Success Action Plan* will help the student to:

- Understand the tools that can be used to be successful in nursing courses
- Acknowledge strengths and discover areas that can be improved.
- Set-up specific academic achievements in nursing coursework.

#### **Instructor Role:**

1. If at any time during a nursing theory course a student scores less than 80% on an exam, the instructor will notify the student of the grade, in an email, within 2 business days of the grade posting. A *Test Success Action Plan* template will be attached to the email with instructions to return the completed plan to the instructor within 5 business days of the notification.
2. Upon receipt of the completed *Test Success Action Plan*, the instructor will review and approve the plan and/or decide if a meeting with the student needs to occur. The instructor has 5 days to notify the student, via email, of the decision.
3. If a meeting is deemed necessary, the student and instructor will decide upon a time that is convenient for both parties. The instructor will document the results of the meeting in the *Test Success Action Plan* and the plan will then be placed in the student's file.

#### **Student Role:**

1. If at any time during a nursing theory course a student scores less than 80% on an exam the student will be required to complete a *Test Success Action Plan*. The instructor will notify the student via email, within 2 days of the grade posting, of the need to complete the *Test Success Action Plan*. The template for the *Test Success Action Plan* will be attached to the email.
2. It is the student's responsibility to complete the *Test Success Action Plan* and return the completed plan to the instructor within 5 days of receiving notification.
3. The student will be notified of approval of the plan and/ or the instructor's decision to meet with the student within 5 days of receipt of the completed plan.

4. If a meeting is necessary the student and instructor will decide upon a time that is convenient for both parties. The instructor will document the results of the meeting in the *Test Success Action Plan*. The plan will then be placed in the student's file. The student may request a meeting with the instructor at any time.

#### **Steps of a Success Coach Referral for Test Average < 80%**

##### **Instructor's Role**

1. If at any time during the semester a student's test average in a nursing course falls below 80%, the instructor is required to refer the student to the Success Coach.
2. The student will be notified, via email, of the referral by the instructor.

##### **Student's Role**

1. The student is required to reach out to the Success Coach within 5 days of receiving the referral notification.
2. Once the student has established communication with the Success Coach a plan for improvement will be created by the student with input from the Success Coach.

##### **Success Coach's Role**

1. The Success Coach will notify the instructor of the meeting and the plan for improvement.
2. If, within 5 days, a student does not contact the Success Coach a notification of "failure to comply" will be sent to the Program Director by the Success Coach. This notification will be placed in the student's file.

## Test Success Action Plan

**Student:**

**Course:**

**Quiz Grade:**

**Date:**

**Step 1. Set Your Goals - Identify two academic goals related to your academic success.**

Academic Goals
1.
2.

**Step 2: Possible Challenges - What types of challenges might get in the way of achieving your goals? What will you do to overcome them?**

Challenges
1.
2.

**Step 3. Make an Action Plan – Break your academic goal into small steps that will help you work toward your main goal. Remember that each step must be measurable and attainable.**

Action Plan		
Plan	Time Needed	Deadline

**Step 4. Look Ahead – For each step above, think about any resources or support needed. Do you have these resources? If not, what will you need to do to obtain each?**

Resources Needed (i.e. tutoring, writing center, library)
1.

2.

I understand and plan to use all the tools available to me as an NNMC ADN student as outlined in my *Test Success Action Plan*.

I know that if I need assistance as it pertains to academic matters I can speak with my Instructor, Academic Advisor, Student Success Coach or other college staff.

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

### **Grade Confidentiality**

To ensure confidentiality and compliance with FERPA, no grades will be provided by phone or e-mail. Mid-term and final grades are available through your student Banner web site or Black Board.

### **Standardized Testing**

The ATI standardized testing known as the Content Mastery Series (CMS) is included in most courses in the ADN Program. The CMS process includes practice and proctored assessment(s) with remediation, active learning templates (ALTs), post study quizzes, and the comprehensive predictor with remediation. The results of these exams help to identify student strengths and weaknesses. Test results are used in the determination of course grades. In addition to providing indicators of individual student performance, results of standardized testing are used to evaluate the overall ADN Program.

- CMS testing and remediation shall be worth 10% of the course grade
  - In the event that multiple content area assessments are given in a single course, one set of practice and proctored assessments will be identified by the instructor as the primary CMS for the course and be worth 10% of the grade. All other CMS delivered in the course shall be worth no more than a total of 5% of the course grade (maximum total 15% for all CMS delivered in a single course).
  - NURS 2240 will have its own assessment policy, please refer to the class syllabus.
- To earn points identified in the ATI Student Assessment and Review policy for each practice assessment, students must complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-remediation quiz (if available) and complete the follow-up remediation.
- Due to the length of the proctored assessments, these tests (and retake if applicable) may be scheduled outside of typical class time. Students will be provided with ample notice to plan accordingly.

### SAMPLE Grading Rubric

(CMS practice & proctored assessment with remediation accounting for 10% of course grade. The point value of this sample is based on 100-point course and point values may change in individual courses dependent on the total point value of the course.)

Practice Assessment with remediation – 4 points			
<b>AND/OR</b>			
<input type="checkbox"/> <b>Complete Practice Assessment A</b> Remediation (must be completed for initial attempt): <input type="checkbox"/> Minimum 1-hour logged online for Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.* <input type="checkbox"/> Take Post Study Quiz (if available)** and complete an active learning template for each topic missed on the quiz.		<input type="checkbox"/> <b>Complete Practice Assessment B</b> Remediation (must be completed for initial attempt): <input type="checkbox"/> Minimum 1-hour logged online for Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.* <input type="checkbox"/> Take Post Study Quiz (if available)** and complete an active learning template for each topic missed on the quiz.	
Proctored Assessment with remediation – 6 points possible			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below level 1 = 0 points
Completed Remediation = 2 points: <input type="checkbox"/> Minimum 1-hour online Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.*	Completed Remediation = 2 points: <input type="checkbox"/> Minimum 2-hour online Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.*	Completed Remediation = 2 points: <input type="checkbox"/> Minimum 3-hour online Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.*	Completed Remediation = 2 points: <input type="checkbox"/> Minimum 4-hour online Focused Review <input type="checkbox"/> For each topic missed, complete an ALT as part of the required remediation process.*
Proctored Retake			
No retake required	No retake required	Retake Required	Retake Required

CMS Total			
Level 3	Level 2	Level 1	Below level 1
<input type="checkbox"/> Practice Assessment(s) and remediation – 4 points <input type="checkbox"/> Proctored Assessment – 4 points <input type="checkbox"/> Completed remediation for proctored assessment – 2 points Total – 10/10	<input type="checkbox"/> Practice Assessment(s) and remediation – 4 points <input type="checkbox"/> Proctored Assessment – 3 points <input type="checkbox"/> Completed remediation for proctored assessment – 2 points Total – 9/10	<input type="checkbox"/> Practice Assessment(s) and remediation – 4 points <input type="checkbox"/> Proctored Assessment – 1 point <input type="checkbox"/> Completed remediation for proctored assessment – 2 points <input type="checkbox"/> Achieve Level 2 on retake – 1 point Total – 8/10	<input type="checkbox"/> Practice Assessment(s) and remediation – 4 points <input type="checkbox"/> Proctored Assessment – 0 point <input type="checkbox"/> Completed remediation for proctored assessment – 2 points <input type="checkbox"/> Achieve Level 2 on retake – 1 point Total – 7/10

\* ALTs should be handwritten

\*\* Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation).

\*\*\* If a student meets the program benchmark on the retake of a Proctored Assessment, that student can earn an additional percentage point (in the above example, a Level 1 student can now earn 8 points).



## **Student Instructions for the Remote Proctoring for Exams (to include Nursing Entrance Exam, Predictor Exams, and Integrated Exams)**

### PREPARATION FOR THE EXAM (at least 30 minutes before)

1. Plan for a testing location that is private and quiet for at least 3 hours.
2. You need to be in a well-lit room and avoid backlighting---such as sitting with your back to the window.
3. Your computer should be on a flat surface such as a desk or table. **Your device cannot be on a soft surface or lap—nothing moveable.**
4. **Install the Zoom app on your cell phone or a secondary laptop the day before testing. (not the computer that you are testing).**
5. Make sure your cell phone and computer are completely charged or **preferably connected to an electrical outlet.**
6. Double-check your cables and connections. Remember, under no circumstance can you leave your seat.
7. Deactivate and terminate all apps on your computer that could open a popup. Especially update your Operating System. Windows is known for suddenly updating your system.
8. No food or drinks are allowed during the exam.
9. Make sure your desk is clear of books, notes, food, etc. Refer to image at the end of this handout for proper positioning of your computer.
10. If possible, deactivate your doorbell.
11. Make sure your pets are in another room or taken care of by another person so that they do not suddenly start to make noise during the exam and disturb you and other students.
12. Make sure you went to the bathroom before the test, as you cannot leave your chair during the exam.
13. If you are not alone at home, inform everybody of your exam and ask your family members not to overuse the internet with uploads or watching Netflix etc. If you get disconnected your exam is over.
14. Let your family/household members know that you are taking the test and should not be disturbed. No other person is allowed in the room during the test.
15. You should dress appropriately since you will be monitored with the camera. No head coverings such as hooded sweatshirts are allowed.
16. Please check the photo below for guidance as to how you should position your phone for the exam.

**BEFORE THE EXAM (5 to 10 minutes before)**

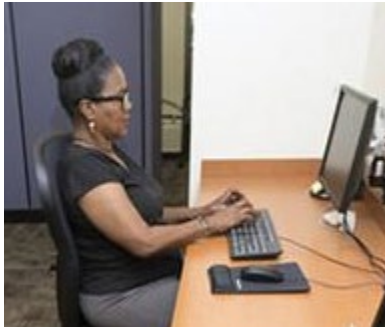
1. You will be given a Zoom invitation for the date and time of the exam. This invitation will arrive in your email. On your phone or secondary computer log into zoom by clicking on the zoom invitation link.
2. When you log in to Zoom, please indicate your first and last name so that the proctor can identify you.
3. You will take the exam on a computer.
4. Once logged into Zoom, you will identify yourself to the proctor by showing a picture ID.
5. You will move your device around your environment to show a completely cleared off table or desk.
6. If you choose to use scratch paper, show both sides to the instructor before the exam and again after testing is completed.
7. If possible, keep your cell phone in “do not disturb” mode and keep your cell phone volume at a minimum level in order to listen to the proctor instructions.

**DURING THE EXAM (3 hours maximum)**

1. You will be recorded the entire time you are taking the exam.
2. When you start your test on your computer, the vendor will lock the screen. Any attempt of opening another window will close your test and you will not be allowed to go back.
3. You must not leave the room during testing.
4. No other person is allowed in the room while you are testing, not even for one minute.
5. Your cell phone/second computer camera and microphone will remain on throughout the exam.
6. Keep your eyes on the screen. Any looking around, talking to someone, leaving the computer, or any other irregularity can cause your test to be suspended.
7. At random times during the test, you may be asked to pause and scan the environment with your webcam.
8. In case you got disconnected from Zoom, you have 10 minutes to resume the test. If you exceed this time frame your test will be closed.
9. When your exam is completed, log out of Kaplan, send a chat message through Zoom to your proctor, (a simple "I'm done" will work), and then close your webcam.

**Failure to abide by these guidelines may be grounds for termination of testing.**

If you have any questions, feel free to email Jessica Archuleta at [jessica.archuleta@nnmc.edu](mailto:jessica.archuleta@nnmc.edu)



### **Policy for successful completion of ADN Course Work**

#### **Policy for successful completion of NURS 2240**

#### **NURS 2240 GRADING POLICY**

NURS 2240 is a “Credit”, “No Credit” class.

**Policy is being updated. The approved update will be provided as a student handbook addendum.**

#### **Suspension/Expulsion**

Nursing students may be suspended or expelled from the nursing program if the student has a mental or physical condition which endangers self, patients, or other students. Suspension or expulsion from the nursing program for such health reasons will be considered on a case by case basis and shall be reviewed by the Program Director, Chair of the Department of Nursing & Health Sciences, Success Coach, Special Needs Co-coordinator, and the Dean of Student Services. If the student presents an immediate threat to public health, the student may be immediately suspended pending the outcome of the process as described.

Nursing students may also be suspended or expelled from the nursing program for reason’s not related to student’s health. This includes “unsafe clinical conduct” as outlined in this handbook. If a student’s conduct presents a threat to his/her own safety or the safety of others, the Program Director may immediately suspend the student. Within 24 hours of the suspension, the Program Director will provide both the Chair of the Department of Nursing & Health Sciences and the Dean of Student Services with a written report of the suspension. The suspension shall remain in effect until the conclusion of all disciplinary actions on this matter.

### **Probationary Contract**

Nursing students may also be placed on a probationary contract or Performance Success Plan if behavioral, professional, or academic issues warrant such an intervention.

A probationary contract or Performance Success Plan is a written agreement between an instructor and/or the Director of the Nursing Program which specifies expected behaviors, positive and negative consequences (up to and including dismissal from the Nursing Program) and a time frame for improvement with review dates. Both the student and the instructor sign the contract.

### **Student Suspected of Impairment**

Although Northern New Mexico College enforces a policy regarding substance abuse, the special needs of the Department of Nursing & Health Sciences/ADN Program requires additional procedures for handling the suspected drug/alcohol impairment of students enrolled in ADN coursework designated as clinical, classroom or laboratory courses. Due to the nature of the course of study, students enrolled in nursing clinical/classroom/laboratory courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal), which impairs or is likely to impair their clinical judgment while in the patient care, clinical, classroom, or laboratory setting. This policy demonstrates the Department of Nursing & Health Sciences/ADN Program commitment to safeguard the health of the students and public and provide a safe place for students to learn. Please see Appendix 1

Drug or alcohol use, either while on campus or in a clinical or laboratory setting can seriously endanger the safety of patients and students, as well as render it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, classroom, and laboratory setting places the safety of students, patients, faculty and the general public at unacceptable risk. The purpose of this policy is to:

- a. Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the clinical, classroom or laboratory setting.
- b. Inform students of their responsibility to conform to all state and federal laws and regulations and NNMC policies, rules and regulations regarding alcohol, drugs or controlled substances.
- c. Provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
- d. Balance the need to safeguard the public with the student's rights.

**Definitions:**

- a. **Legal Drugs:** Legal drugs include medications prescribed by a physician for a specific individual, over-the-counter medications, and alcohol. The Department of Nursing & Health Sciences/ADN prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.
- b. **Illegal Drugs:** Illegal drugs include those controlled substances (certain drugs or substances that are subject to or have a potential for abuse of physiological dependence) under federal or state law that are not authorized for sale, possession or use/abuse (in confirmed, detectable levels) and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase or transfer of illegal drugs is prohibited.
- c. **Impairment:** A chemically impaired person is one who is under the influence of a substance that interferes with mood, perception or consciousness resulting in physical and/or behavioral characteristic which affect the individual's ability to meet standards or performance, behavior and/or safety in clinical, classroom or laboratory course settings.

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

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

- Unsteady gait
- Unusual sleepiness or drowsiness
- Slurred speech or change in the student's usual speech pattern
- Blood-shot eyes
- Unusually disheveled appearance
- Aggressive tone
- Physical aggression
- Odor of alcohol or marijuana
- Residual odor peculiar to some chemical or controlled substances
- Unexplained and/or frequent absenteeism during a scheduled class, clinical or laboratory session
- Personality changes or disorientation

- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, classroom or laboratory judgment
- Repeated failure to follow instructions or operating procedures
- Violation of clinical, classroom, laboratory, facility or NNMC safety policies
- Involvement in an accident or near accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Discovery of or presence of drugs/drug paraphernalia in student's possession
- Alcohol in a student's possession
- Theft or absence of narcotics from the student's clinical site

**Substance Use Testing Procedures:**

- a. The student will be removed from the classroom, clinical or laboratory setting without delay and will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by NNMC. The student Chair of the Department of Nursing & Health Sciences deems it appropriate. The student remains responsible for all course or program requirements during such period.
- b. Students suspected of impairment will be sent for a 10+ alcohol split specimen forensic urine drug screen with proper chain of custody to be administered by S.E.D. Medical Laboratories (Española Sports Medicine, 706 D La Joya Street, Espanola, NM 87532). These facilities are licensed in compliance with the law that will be used for the testing.
- c. The student will be given a Drug Screening Referral Form and will take the Drug Screening Referral Form to the testing site immediately. The student must report to the testing site within one hour from the time the Drug Screening Referral Form is completed.
- d. The student shall take a government issued picture identification card, such as a driver's license with them to the testing facility.
- e. The student may not drive himself/herself to the testing facility. The student may have someone else give him/her a ride to arrive at the lab site within one hour, or the instructor will arrange for transportation from the clinical, classroom or laboratory site to the designated testing site. The student will need to arrange for transportation from the testing facility to home.
- f. NNMC will pay for drug/alcohol screening whether the results are positive or negative. The student shall be informed of the test result. If the test is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory. Results of the test and contents of the Impaired Behavior Form shall remain confidential and may be released only to the Nursing Program Director or Chair of the Department of Nursing & Health Sciences and to those with a legitimate need to know.

**Consequences:**

- a. If the test results are NEGATIVE, the student will meet with the instructor and the Nursing Program Director within two working days, not including Saturday or Sunday, of the receipt of the test results. During this meeting, the student will have an opportunity to present information regarding the matter. Behavioral issues that prompted the drug/alcohol screen will be discussed and a decision will be made whether disciplinary action will be taken. If disciplinary action is indicated, a decision on the matter will be made by the Nursing Program Director and the Chair of the of Nursing & Health Sciences.
- b. If the drug or alcohol screen is POSITIVE, the following actions will occur:
  - The student will be notified by the Nursing Program Director of the results of the test and that they cannot return to the clinical, classroom or laboratory setting until approved to do so by the Nursing Program Director.
  - All documentation will be sent to the Chair of the Department of Nursing & Health Sciences office for further action.
  - A positive urine drug screen is grounds for immediate dismissal from the ADN program.
  - The student shall contact the Chair of the Department of Nursing & Health Sciences by the next working day after being notified of the test results.
  - The student will be charged the cost of the drug testing.
  - If student ADMITS to being impaired by drugs or alcohol, they will be removed from the clinical, classroom or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services for further action.
- c. If the student FAILS TO REPORT to the testing site within the time required or REFUSES to have a drug screen completed, such failure or refusal shall be treated as for a positive drug screen. All documentation will be forwarded to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services for further action.
- d. In the event that a disciplinary action includes suspension or dismissal from the nursing program and the student thereafter requests and is allowed to return to the Nursing Program, the following steps will be required prior to re-entry:
  - All Nursing Department requirements associated with the suspension or dismissal must be met.
  - The student must provide a clean drug and alcohol screen prior to re-entry.
  - The student must submit to random urine screens, at their expense, as long as the student remains enrolled in a clinical, classroom or laboratory program within the nursing department. SED labs will be used. A positive test will result in referral to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services office for further action, with a recommendation from the Nursing Program Director for permanent dismissal from the nursing program.

- e. Students testing POSITIVE for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.
- f. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services for further action, with a recommendation from the Nursing Program Director for permanent dismissal from the nursing program.



## **Attendance Policies**

### **Dress Code**

### **Clinical Experience**

## ATTENDANCE POLICIES

### **CLASSROOM ATTENDANCE POLICY**

Regular classroom attendance relates directly to success in academic work, provides opportunities for important communications between teachers and students, and helps establish regular habits of dependability important to the future success of the student.

- Students are expected to attend all scheduled classroom hours
- Missing more than 20% of any lecture course will constitute a FAILURE in the course
  - An example of 20% of a four (4) credit hour class (60 clock hours) is twelve (12) hours or six (6) 2-hour classes
- Tardiness > 10 minutes or leaving class > 10 minutes before class is adjourned will be considered an absence
- Students wishing to appeal the course failure due to attendance related issues must submit documentation of significant extenuating circumstances to the Program Director for consideration.
  - Below is a list of extenuating circumstances that are considered justifiable excuses for classroom absence. To qualify for an excused absence, the absence must be verified with appropriate documentation.
    - Hospitalization or emergency room visits (to include children, spouses, parents)
    - Death of an immediate family member (husband, wife, domestic partner, father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, grandparents, grandchildren).
    - Jury duty
    - Military deployment of family members
    - Verifiable weather-related closures of roads.
    - The director may deem other situations justifiable and excused, at their discretion

### **STUDENT RESPONSIBILITIES:**

- It is the student's responsibility to **attend all assigned classes** in a timely manner.
- It is the student's responsibility to obtain any missed assignments, notes, and schedule missed exams due to an absence.

### **INSTRUCTOR RESPONSIBILITIES**

- It is the instructor's responsibility to maintain accurate attendance records.
- It is the instructor's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly.
- It is the instructor's responsibility to provide any student who has been absent with any missed assignments upon request.

- It is the instructor's responsibility to work cooperatively with the student to solve any attendance problems that may arise.
- It is the instructor's responsibility to notify the Program Director of any student with > 20% classroom absence.

#### **PROGRAM DIRECTOR'S RESPONSIBILITY**

- It is the Program Director's responsibility to require students to attend all assigned classes.
- It is the Program Director's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly.
- It is the Program Director's responsibility to review cases of > 20% classroom absence.

### **Children in the Classroom Environment**

The nursing program adheres to the college's policy on Children in the Classroom Environment.

#### **Northern New Mexico College**

#### **Policy on Children on Campus in the Classroom Environment**

##### **1. Purpose**

NNMC values its employees and students and recognizes the importance that families play in our communities. The College desires to be a family friendly place of business, to faculty and staff as well as to students; however, the workplace is not the appropriate place for childcare. This policy serves to address guidelines for bringing non-student, minor children to campus. These guidelines are intended to foster respect for all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom.

The college recognizes that family needs and responsibilities may in some circumstances require the presence of a child on campus for a limited amount of time. Any individual who brings a child to campus should be aware of and respectful of the needs of others to have a quiet educational and/or work setting. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of NNMC must be under the supervision of a responsible adult while on NNMC property.

Employees of the college have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. It is not appropriate for a non-student, minor child of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.

This policy is not intended to prohibit appropriately supervised children from the campus when their purpose is to attend specific specified cultural events, sporting events, or to accompany students and families seeking advisement or information about the college.

## 2. Definitions

For the purposes of this policy, a child/minor is defined as any youth under the age of 18 who is not officially enrolled in classes at Northern New Mexico College (NNMC). Emancipated minors are considered adults.

An adult is any person 18 years of age and older.

An adult is also any emancipated minor or a parent (even if is under the age of 18).

Minors under the age of 18 who are enrolled in credit classes at NNMC are considered NNMC students.

## 3. Policy

3.1 The College assumes no responsibility or liability for children in violation of this Policy. For the purposes of this Policy, a child is defined in the section 2.

3.2 Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for an employee to briefly bring a child to the workplace during working hours, the employee's supervisor must be informed. Sick children are not to be brought to campus.

3.3 Children are not allowed in the classroom as an alternative to procuring regular childcare or when the child is too ill to attend regular childcare or school. At the discretion of the instructor, children may be allowed in classrooms *on rare occasions due to unforeseen emergency or circumstance and must be supervised by the parent (or guardian)*.

3.3.1 Under no circumstance will children be allowed in high risk areas, including but not limited to scientific/medical laboratories, commercial kitchens, server rooms, studio spaces, machine shops or other marked areas.

3.4 Any student whose child is considered disruptive or unsupervised will be asked to remove the child.

3.5 A child should never be left unattended while the parent or guardian is attending class, conducting other business, or attending a public event on campus. Line of sight supervision by the parent or guardian is required at all times.

3.6 Chairs/Directors/Supervisors have the discretion to develop stricter supplemental child-related policies for their areas of management that address specific concerns related to their scope of work/supervision. These supplemental policies must adhere to the College-wide policy.

#### 4. Procedures

All NNMC employees, students, and visitors are expected to abide by this policy.

Procedure for Unattended Children on Campus

- If an unattended child observed on campus is a cause for concern NNMC employee, student, or visitor will report the situation to Campus Security (747-2158).
- Campus Security will employ their protocol for contacting parents, guardians, caregivers, or, if necessary, may contact local authorities.
- If you observe that a child is injured, call 911 immediately, then contact Campus Security.

#### 5. Exceptions

Exceptions to this policy are activities which, by their very nature, might be attended by children. It is assumed, however, that children are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such events are athletic events, performing arts performances, special events, or other activities such as an after-school program sponsored by the college.

#### **USE OF ELECTRONIC DEVICES**

- Laptops and handheld devices (to include cell phones) are allowed in class only for course related activities
- Personal cell phone use in the class is prohibited. In extenuating circumstances, please consult with the instructor
- All electronic devices are absolutely prohibited in testing areas
- No videos may be taken in class without instructor permission

#### **E-MAIL AND BB POLICIES**

- All students must have access to a NNMC e-mail account
- All nursing courses have a Blackboard course site where course documents and important information can be accessed as well student/instructor communication can take place
- Faculty will only use a student's NNMC email and the BB site for communications such as updates, changes, announcements, etc. Please check these sites on a regular basis
- It is the individual instructor's choice if texting is an additional permissible means of communication

#### **SMOKING**

NNMC is a Smoke Free and Tobacco Free Campus.

No smoking is allowed except in designated areas. The following are the areas where smoking is allowed:

- The Montoya Building outdoor patio, located east of the Board of Regents room
- The outdoor patio located south of the General Education Building
- The attached portal on the south side of the Eagles Gymnasium

### **WEATHER CLOSINGS/CANCELLATIONS**

Notification of delays/closures due to inclement weather will be distributed via the following avenues:

- NNNMC's phone system-505-747-2100
- NNMCM Website-nnmc.edu
- NNMCM Facebook Page—facebook.com/NorthernNewMexicoCollege
- NNMCM [email—news@nnmc.edu](mailto:news@nnmc.edu), Subject: Inclement Weather Notification
- Local news stations—KOBTV Channel 4, KOAT Channel 7, KRQE Channel 13
- KDCE Radio 950am or 100.7fm

### **Definition of the Clinical Experience**

The “clinical experience”, as defined by the NNMCM ADN program, includes the acute care and long-term care experience; facility orientation; simulation lab experience; skills lab experience; observational setting experience; pre and post conference; and any other setting designated as the equivalent of a clinical experience by the clinical instructor.

Facility orientation is part of the clinical experience, is mandatory and **must be** completed on or before the 1<sup>st</sup> clinical facility day. Students will not be able to attend a clinical site without facility orientation.

### **Clinical/Skills/SIM Lab Attendance Policy**

Clinical attendance is essential and mandatory for successful completion of clinical course objectives.

When considering the extensive knowledge and skills that are learned and applied in the clinical setting, the value of the clinical experience cannot be underestimated. Students are encouraged to make clinical attendance a priority. Clinical absence or tardiness is considered a serious matter.

Clinical attendance is defined as being present from the beginning and staying for the entire clinical duration.

Clinical tardiness is defined as being late (less than 10 minutes) and/or leaving early (less than 10 minutes)

Any tardiness or early departure that exceeds 10 minutes is considered excessive and will be counted as a clinical absence.

- If a student is absent due to an emergency or illness or tardy, the student must **personally** notify the clinical instructor of the absence or tardiness.
  - Failure to notify the clinical instructor of an absence or tardiness in the appropriate manner will be reflected in the weekly evaluation tool and will be escalated as defined in the student handbook if the behavior continues.
- In the event of an anticipated absence (i.e. pregnancy, pueblo events, etc.) the student may make arrangements with clinical instructor with sufficient notice (minimum of four weeks) for completion of clinical days without penalty.
- Make-up time for a clinical that is cancelled or delayed due to inclement weather is determined and set by the individual clinical faculty. All weather-related and make-up time inquiries should be made directly with your clinical faculty member.
- Break and lunch times are included in the posted hours when appropriate (usually for a session lasting more than three hours). Published hours can and do vary according to the clinical experience or rotation.
- Multiple tardy's (3 episodes in a 15-week course) will not be tolerated and **will result in failure for the clinical course.**
  - **For shorter clinical courses** (ex: 5-week or 5-session courses) more than 1 episode of tardiness will result in a clinical failure.
- Any students who misses one clinical experience or accrues one excessive tardy, must make up the missed clinical day in order to pass the clinical course.
  - A clinical make-up day is dependent upon the clinical institution and the clinical instructor availability.
  - It is the **student's responsibility to work with the clinical instructor to arrange** the clinical make-up day.
    - Every effort must be made to arrange the face-to-face make-up clinical day with the primary clinical instructor.
    - If this is not possible, then the student and primary clinical instructor will work together to make arrangements with an instructor who is able to accommodate your schedule.
    - The student and clinical instructor may also explore the possibility of a virtual simulation experience/alternative assignment to make-up the missed clinical hours.
    - Regardless of the instructor, a *clinical make-up form* (see student handbook appendices) must be completed and turned in to the primary clinical instructor for approval.
- *A second clinical absence or excessive tardiness, regardless of a make-up of a prior clinical absence, is a serious matter and cannot be made up. Therefore, **a second clinical absence or excessive tardiness will result in a failing grade for the clinical course and dismissal from the clinical course.***
  - *The student may complete other nursing course work for the current semester, but must exit the nursing program at the completion of the semester.*

- The student may reapply to the ADN program at a future date if the student exited the program with a satisfactory grade in all other nursing course work. A student slot, however, is not guaranteed.
- Students wishing to appeal the course failure due to attendance related issues must submit documentation of significant extenuating circumstances to the Program Director for consideration.
  - Below is a list of extenuating circumstances that are considered justifiable excuses for classroom absence. To qualify for an excused absence, the absence must be verified with appropriate documentation.
    - Hospitalization or emergency room visits (to include children, spouses, parents)
    - Death of an immediate family member (husband, wife, domestic partner, father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, grandparents, grandchildren).
    - Jury duty
    - Military deployment of family members
    - Verifiable weather-related closures of roads.
    - The director may deem other situations justifiable and excused, at their discretion

### Clinical Behavior Guidelines

- Northern New Mexico College (NNMC) Department of Nursing and Health Sciences (heretofore referred to as “department”) is committed to ensuring the safety of our nursing students, faculty, and staff. The department follows recommendations and guidelines put forth from the Centers for Disease Control (CDC), the New Mexico Department of Health (NMDOH), and the American Association of Colleges of Nursing (AACN) for mitigating the risk of Covid-19 spread.
- Nursing student smoking is discouraged during clinical rotations. However, smoking is allowed only per clinical facility policy and will vary from clinical facility to facility.
- Students will be advised of facility smoking, break and lunch policies during facility orientation and must follow these facility guidelines while in clinical rotations. Failure to abide by facility guidelines for smoking, break time, and/or lunch times, will be reflected as a lack of professionalism in the weekly student evaluation.
- A student must always notify the faculty member and the patient’s primary nurse if the student leaves the unit or agency for any reason.
- **Students should never perform invasive procedures, pass medications; perform any IV therapy or administer injections without direct supervision of the clinical instructor or their designee. Breach of this guideline will result in failure of the clinical course**



- Students assigned a client who expressed discomfort with a nursing student or who verbally states they do not want a nursing student to care for them will be re-assigned to another client. Students assigned a client who is no longer at the facility the day of the clinical rotation or a client who is discharged early in the day will be re-assigned a client or given other clinical activities as deemed by their clinical instructor.
- Students should always ask politely for permission to touch a client prior to initiating physical contact, personal care, physical assessment or any other task that might expose the client. Contact your clinical instructor if the client's wishes are unclear or if the client is unwilling to allow the student to touch the patient. Never touch or perform a personal task for a client without their consent.
- Clinical faculty must have current information on how to reach each student during or following each clinical day. If documentation of medication administration or procedures done for the patient is omitted by the student, the institution will attempt to contact the faculty or student for clarification. The clinical instructor needs to be able to contact the student.
- It is unprofessional and unacceptable to use the clinical institutions telephones or computers for any personal reason. Using a unit/agency telephone should be reserved for patient care and emergencies only. Use of telephones, computers or any other clinical facility equipment for personal student use is prohibited. Failure to abide by these guidelines will be reflected in the clinical evaluation tool.
- Students impaired in any way (**including signs of sleep deprivation from working nights**) will be sent or escorted home. This will be noted in the weekly evaluation tool as an unexcused absence. **It is expected that students will not work at least 8 hours prior to any clinical rotation.**

### Schedules & Nursing Clinical Courses

Clinical nursing experiences are designed to provide students with the best possible learning experiences. In order to achieve this, it may be necessary to make changes from the published schedule as the clinical rotation nears. Every effort is made by the ADN Program to keep these changes to a minimum and to notify students as soon as the changes are known. Student specific requests and preferences for the assignment of clinical experiences may be expressed prior to clinical assignments; however, students are not guaranteed their request can be accommodated. Assignments will be made to ensure the student receives the most diverse clinical experiences possible.

The following guidelines will be used concerning clinical assignments and rotations:

- Clinical courses may be scheduled at any time in the 24-hour day, 7 days a week. While the majority of clinical courses will take place between the times of 6:00 a.m. and 11:00 p.m. on any day of the week. Students must be available for assignments.
- A one-credit-hour clinical course generally meets for three hours a week and a two-credit-hour clinical course generally meets for six hours a week with accommodations

for short courses. These hours are often adjusted to accommodate the clinical agencies' hours and flow of care.

- Human Patient Simulation (“SimMan”) experiences will replace or be in addition to a clinical day as indicated in the course syllabus. Students should prepare and dress as for any clinical day.
- Although the most diversified clinical experiences are sought for each student, the NNMC ADN Program cannot guarantee each student will receive exactly the same experience in their clinical rotations.
- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes use of professional terminology, professional etiquette, tone and level of voice. Violations of professional behavior, as deemed by the clinical instructor/simulation lab instructor, or facility staff, will result in immediate dismissal from the clinical site and be considered a clinical absence. **This is a zero tolerance rule.**
- Students should be aware that they may be required to collect patient care data at the hospital or agency the afternoon prior to the assigned clinical day.
- Clinical sites may be located at agencies throughout Española, Santa Fe, Los Alamos, Las Vegas, Taos, Albuquerque and other areas as necessary. Students should have reliable transportation and childcare arrangements, and should plan time to accommodate expected travel times, including travel during inclement weather.
- Clinical group sizes need to be as uniform as possible to provide students with the best learning and supervision. It is possible that students will be switched between clinical sections after registration in order to achieve this equity.

### **Confidentiality & Patient Care**

Every clinical institution has strict guidelines regarding patient information and confidentiality. These specific guidelines are available at each institution, and students will be asked to sign a confidentiality statement. Violation of these guidelines can result in disciplinary action by the institution, the assignment of a failing grade for a nursing course, and/or dismissal from the Nursing Program. In general, the following guidelines are to be followed by students unless the specific institutions policy differs from these guidelines:

1. Original patient records are not to be removed from their location as per the facility policy. Online records and computer screens must be protected from view of unauthorized persons.
2. Students granted record accesses are accountable for the protection of the record and its contents while in their possession. Never leave the patient record unattended.
3. It is prohibited to share the medical record with family, friends, and staff not directly involved in the patient's care. When in doubt, excuse yourself and check with your instructor or the nurse in charge of the patient.
4. Students are expected to keep the medical records accessible at all times for medical care purposes.

5. Photocopying any part of the medical record for any purpose is strictly prohibited. Students may not photocopy parts of the record for learning purposes.
6. When referring to patients in written work for schoolwork purposes, only gender, age, and initials are to be used. When possible, all identifying information should be kept to a minimum.
7. Census records used for report should be shredded before the student leaves the unit.

### **Clinical Evaluation**

Written evaluation of student progress in clinical nursing courses is provided on an ongoing basis. Students will receive several formative clinical evaluations such as weekly, bi-weekly at mid-term (NURS 1125L, NURS 2225L, NURS 2235L), and a final summative evaluation at the end of each clinical course. Due to the short nature of the clinical rotation NURS 2214L, NURS 2217L, and NURS 2218L will not have a mid-term evaluation. The clinical evaluation tool (CET) is used in all clinical courses (with the exception of NURS 1113L and NURS 1114L) throughout the four semesters of the ADN program. It is used to measure expected levels of student performance in the nine ADN program outcomes. This tool also serves as an effective instrument for both the instructor and student to monitor progression, identify need for improvement, and acknowledge stellar clinical performance. Self-evaluation is an important component of the evaluation process as well. Students are required to self-evaluate their performance in the clinical setting on a weekly basis, at mid-term, and at the end of the semester.

Some form of response will indicate that the student is aware of the content of the evaluation; the response does not imply agreement with the instructor's evaluation or comments. Behaviors needing improvement are documented by the instructor and discussed with the student. Once a plan for improvement has been created, the plan and the expected improvement are reviewed periodically by the instructor.

- At any point during the clinical experience a student may be terminated for unsafe or incompetent care. All course evaluations become a part of the student file.

### **Clinical Group Assignment**

**At any time in the program you may be required to change clinical groups.** Should you desire to change to another clinical group you must submit your request in writing with rationale to the ADN Program Director. Approval of a request to change clinical groups is **not** guaranteed.

### **Expectations for the Clinical Experience**

- You may be required to obtain your clinical assignments the day prior to your scheduled clinical experience at the hospital/agency to which you are assigned, unless specified differently for individual courses. (See Dress Code for proper attire when getting assignment).

- **You may not change your clinical assignment without permission from your clinical instructor.**
- You must wear both the clinical agency ID and the NNMC ID badge when a clinical location.
- You are to be prepared in advance for clinical experiences.
- Clinical preparation includes completion of all required assignments. If you are not prepared for client care, if you are not in appropriate uniform, or if you arrive late you will not be allowed to participate in the clinical experience. **The clinical instructor has the right to send you home if you are not prepared. If you are sent home, it will be considered an unexcused absence.**
- You are expected to arrive on time for clinical experiences prepared with the necessary equipment and supplies. You are expected to be well rested and alert in order to provide safe and competent care. If the instructor determines that you are not able to function safely you will be asked to leave the clinical area and counted absent. If you are ill, you may be sent home at the discretion of the clinical instructor, or given an alternate clinical assignment other than direct patient care.
- Do not act as legal witness for consent forms or permits.
- Do not take any type verbal order for a patient.

### **Course Requirements for Medication Administration**

Every student must complete theoretical material on pharmacotherapeutics, and master medication administration skills and dosage calculation in the simulated lab and clinical laboratory. The following requirements must be fulfilled:

1. You must have a passing grade of “C” in NURS 1106 and NURS 1113/L.
2. Medication Administration and dosage calculation testing occurs in NURS 1125L (within first two weeks) and 2225L and 2235L (in first week). You must obtain the required examination score prior to administering medications in the clinical setting. Mandatory scores are as follows: NURS 1125L – 80%; NURS 2225L – 85%; NURS 2235L – 90%.
3. You have a maximum of two testing opportunities to complete the medication exam at each level. If you do not pass at the first writing, you are allowed two weeks for retesting. The medication exam must be completed within the two weeks allowed. If you do not pass the second time – **you will be dismissed from the program.** Please see readmission policy.
4. You may use a standard calculator provided by the Nursing Department for testing. You may not share calculators during testing. Cell phones, PDAs, and other electronic devices are not permitted during testing.
5. Medication administration skills MUST be confirmed by instructor observation in the simulated lab prior to performing in the clinical setting.
6. When administering medications, you must follow the policies for supervision of medication administration. You must know and follow the “10 Rights of Medication Administration.”

7. Prior to administering medications in clinical settings, you must demonstrate knowledge of the drug classification, generic and trade name, actions, usual route, safe dose, expected outcomes, side effects, contraindications, and nursing implications to the clinical instructor.
8. Students may not administer medications in the clinical setting by ANY route unless accompanied by a clinical instructor.
9. Failure to comply with these requirements will be reflected in the clinical evaluation and may result in dismissal from the program.

Medication administration and dosage calculation is incorporated throughout the entire curriculum and test questions are included in all ADN program course examinations.

#### **Written Assignment/Care Plan Guidelines:**

1. You are expected to turn in written clinical assignments when they are due. Papers submitted late without prior approval by the instructor will not be accepted. Instructors will follow the late assignment grading policy.
2. Consistently late assignments will lead to failure in the course. Students are responsible for following individual instructor directions concerning submission of clinical written assignments.

#### **Dress Code**

- The following dress code is required of all nursing students in the clinical setting:
- The student will report for clinical/simulation experience in a clean, pressed student uniform with a name badge.
  - The official uniforms for NNMC nursing students are: The official Northern Nursing student scrub set and cardigan/jacket.
  - A white cotton T-shirt (long or short sleeve) may also be worn for additional warmth.
  - A standard ADN program approved name tag is required to be worn any time you are in the clinical area.
  - Shoes must be white or black with closed toes and heels, clean and/or polished and with either white or black shoes laces. White leather gym type shoes with minimal accent color are permitted. White or neutral colored hose or plain white socks are to be worn with uniform.
- For obtaining clinical assignments, you are to wear the official uniform and name tag.
- A watch with additional second hand or digital seconds display and a stethoscope is required for all clinical experiences.
- At all times hair must be neat, clean, and in a hairstyle which has the hair well contained and off the collar. A beard or mustache must be neat and well groomed.
- Make-up should be light and fingernails must be kept short and clean. No nail polish may be worn. Artificial nails are not permitted.
- Cleanliness of body and clothes is a “must.”

- Students should be scent free at all times in the clinical setting i.e. perfumes, cologne, hairspray, tobacco, body odors.
- Jewelry may not be worn with the exception of one simple ring, watch, and/or small stud earrings (in ears only). No other visible body piercing and/or jewelry are permitted.
- Body tattoos must be covered for any clinical experience, observation or when obtaining assignments.
- For specified clinical experiences you MUST wear appropriate street clothing. Shoes must have a closed toe and heel and must be clean and/or polished. Skirts and dresses must be of at least knee length. Plain T-shirts, T-shirts with logos, tapered knit pants or leggings, and denim, shorts, or sweat suits are inappropriate and are not permitted.

### **Student Refusal to Care for Any Client**

It is the expectation that students will care for all clients regardless of race, gender, diagnosis, culture, ethnicity, beliefs, and values. Should a student refuse to care for a client, the situation will be addressed on an individual basis. Students will be excused from the care of clients under the following circumstances:

- The student with a documented immune disorder, which would make the student more susceptible to opportunistic infection, will be excused from the care of a client with known communicable disease.
- Pregnant students may be excused from selected client assignments based on treatment modalities (i.e. ribavirin therapy) or the presence of opportunistic infections (i.e. CMV, TB).

### **Transportation**

Students are responsible for their own transportation to clinical agencies. NNMC is not responsible for medical coverage or car damage incurred in an accident on the way to a clinical assignment.

### **Exposure Control Plan**

Healthcare workers are potentially exposed to a variety of hazardous substances in the work environment. You are responsible for following the policies, rules and regulations of NNMC ADN Program and the assigned clinical agencies regarding infection control and hazardous substance exposure control. Each clinical facility has requirements regarding safety-engineered devices (ex. protected needle devices) that must be met. Also, students and faculty must adhere to safety standards while in the campus/simulation laboratories.

### **Standard Precautions**

Standard Precautions are used for *ALL* patients. These are precautions that help eliminate transmission of organisms such as HIV, which travel in blood and other body fluids and substances. You will use these precautions for *EVERY* patient you work with. The term *Universal Precautions* is interchangeable with the term *Standard Precautions*.

### **Transmission-Based Precautions**

Transmission-Based Precautions provide extra protection in addition to Standard Precautions. You will use transmission-based precautions for patients who have contagious illnesses that are spread by contact, droplet or air. These precautions also guide care for patients who are suspected of having such illnesses. Together, these precautions (Standard Precautions and Transmission-Based Precautions) help you fulfill the Health Care Agency's isolation precautions.

If you breach either of the above policies and are at risk for disease (HIV, hepatitis, etc.), you are responsible for the cost of your own testing and medical care. The incident will be documented and kept on file in the nursing office. The information will remain confidential.

### **Management of an Exposure Incident**

Occasionally students are exposed to blood or other body fluids. It is important to report this immediately, before you or your instructor leaves the facility. If an exposure incident occurs, the following plan will be followed:

You (the student) will:

1. Obtain recommended first aid for exposure.
2. Report exposure to instructor.
3. Report the exposure to the appropriate personnel at the agency at which the exposure occurred.
4. Meet the requirements of the exposure policy at the affiliated agency.
5. Be responsible for any medical bills incurred as a result of the exposure, i.e., lab work, vaccines, physician, etc.
6. Provide personal demographic information to the agency so that the appropriate follow-up can be initiated.
7. Provide ADN Program Director a written summary within 24 hours including description of exposure, incident date, time, location, first-aid received, and planned follow-up.

Student Role

Student Success

Student Conduct

Academic Misconduct



### **Tutoring**

A variety of free tutoring services may be available within the college-wide system to all nursing students.

### **Faculty Tutoring**

Instructors of non-clinical courses are available on a limited basis to provide guided tutoring to students. Each instructor will post the times the tutoring is available. Additional tutors will be available also to provide assistance in all nursing courses. Contact the Administrative Assistant to schedule a tutoring session with either a faculty member or a designated tutor.

### **Student Success Coach**

The ADN Program Student Success Coach is an expert in the use of testing and remediation resources. The Success Coach is available to assist students in the use of these resources to enhance academic success. The Success Coach also offers a variety of integrated workshops that include test-taking skills and understanding test blueprints throughout the semester. Please refer to the Faculty List for Success Coach contact information.

### **Performance Success Plan Guidelines**

1. A *Performance Success Plan (PSP)* will be initiated by the faculty member whenever a student demonstrates a behavior(s) that is **unsafe** or in **noncompliance** outside of the clinical setting. Each *Performance Success Plan* will address **one** student learning outcome/performance issue. A student may receive more than one *Performance Success Plan* in order to address behavior(s) that do not meet expectation in multiple learning outcomes/performance issues.
2. Unsafe and noncompliance behaviors are defined as, but not limited to:
  - a. Unsafe = not in compliance with ADN nursing program policies such as not following safe needle handling procedures in lab.
  - b. Non-compliance = Not complying with the ADN nursing program policies OR not demonstrating improvement in professional behaviors such as not attending required classes/events or not following assignments guidelines.
3. Completion of the Form
  - a. Complete student name, course number, faculty name, and date and time of incident.

- b. Policy: Identify the non-compliant student learning outcome and/or department policy.
- c. Occurrence Description: Complete with a description of the behavior that is unsafe or in non-compliance.
- d. Success Plan: Check the box that corresponds with the phase of the learning track that is being addressed.
- e. Phase 1 – Advising/Counseling: In the box complete a narrative description of the discussion in the advising/counseling session. Include the mutually agreed upon plan for improvement.
- f. Phase 2 – Growth Plan: A separate document titled “Phase 2 – Growth Plan” is to be completed collaboratively by student and faculty. This separate document should be attached to the PSP.
- g. Phase 3 – Probation: A separate document titled “Probation” is to be completed by the faculty. This separate document should be attached to the other PSP documents.
- h. Phase 4 – Dismissal: A separate document titled “Professional Behavior Failure” is to be completed by the faculty. This separate document should be attached to the other PSP documents.
- i. Follow-up: Complete with what type, when and how follow-up of any phase will occur between the student and faculty.
- j. Next action if performance problem continues: Complete with the phase number the student would move to if the behavior/performance goals are not met.
- k. Signatures: The student and faculty sign and date.  
(Director signature required for Phase 4)
- l. Student File: An audit will be conducted anytime a PSP is initiated.

#### 4. Student Learning Track and Phases

- a. The student learning track provides faculty a mechanism to address unsafe and non-compliant student behaviors out of the clinical setting as they move through the nursing program curriculum.
- b. The learning track has 4 phases as defined below. The phases are progressive and specific to a policy or behavior.
  - Phase 1 – advising/counseling – This phase is initiated the first time an unsafe/noncompliant behavior is assessed as unsatisfactory by faculty.
  - Phase 2 – growth plan – This phase is initiated the second time the same or similar unsafe/noncompliant behavior is assessed as unsatisfactory by faculty. Phase 2 requires a written growth plan.
  - Phase 3 – probation – This phase is initiated the third time the same or similar unsafe/noncompliant behavior is assessed as unsatisfactory by faculty. Phase 3 requires a written learning contract and the student is considered to be on probation. The learning contract outlines the unsafe/non-compliant role behavior that **must be corrected** in order to pass the course.
  - Phase 4 – Dismissal – This phase is initiated if the student fails to successfully meet the identified behaviors on the learning contract outlined in Phase 3 and will receive a classroom grade of “C-”.
- c. A student could be on different phases for different behaviors as they move through the nursing curriculum. PSP’s for unsafe/noncompliant role behavior are possible for more than one incident and the student would progress separately for each incident.
- d. The phases of the learning track follow the student across the semesters of the nursing curriculum. If, in the new semester the student exhibits the same behavior, the phases progress as follows:
  - If the student was on a Phase 1 for a particular behavior in the previous semester, the first time they exhibit the same behavior in the current semester, they will be placed on Phase 2. The student will then progress on the learning phases in the current semester as described in #4 above.

- If the student was on a Phase 2 for a particular behavior in the previous course, the first time they exhibit the same behavior in the current semester, they will be placed on Phase 3. Phase 3 requires a written learning contract and the student is considered to be on probation. The learning contract outlines the unsafe/non-compliant behavior that **must be corrected** in order to pass in the classroom.
  - If the student was on a Phase 3 for a particular behavior in the previous semester, the first time they exhibit the same behavior in the current semester, they will proceed into Phase 4.
  - Phase 4 - This phase is initiated if the student fails to successfully meet the identified behaviors on the learning contract outlined in Phase 3 and will receive a classroom grade of "C-".
5. The faculty keeps the original copy and the student receives a duplicate copy.
  6. The faculty are to keep original Phase 1 or 2 forms until completion of the course. Any Phase 3 or Phase 4 original documents are to be put in the student's file in the nursing department office at the time they are completed and signed by all parties.
  7. At the end of the semester faculty are to place all original PSP's in the student's file in nursing department office.

### Performance Success Plan

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reiterate Northern New Mexico College Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

Student:

Course:

Faculty:

Date and Time of Incident:

Occurrence Description:

#### **Success Plan:**

Phase 1 – Advising and Counseling:

Phase 2 – Growth Plan: Developed by student and faculty (See Attached)

Phase 3 - Probation (See Attached)

Phase 4 - Dismissal (See Attached)

Follow-up:

Next action if performance problem continues:

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Performance Success Plan (Example Phase 1)

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reinforce Northern New Mexico College Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

**Student:** Nancy Nurse **Course:** NUR 000 **Faculty:** Professor nursing

**Date and Time of Incident:** \_\_00/00/0000

**Role/Policy:** **Professional / Attendance/Absences/Tardiness:** Professional – promotes professionalism with role behaviors, appearance, and timeliness. Tardiness - punctual attendance is part of professional responsibility and expected at all scheduled classroom and directed lab sessions. If you are going to be late for your scheduled college lab, you must notify the lab instructor prior to the start of lab.

**Occurrence Description:** You were late to lab by 20 minutes and did not notify the lab instructor.

#### **Success Plan:**

**Phase 1 - Advising / Counseling:**

*Please note in your handbook and syllabus the policy about being late. You are to notify the lab instructor prior to the start of lab. In this case, no one was notified. You must be timely and understand that it is your professional responsibility to be on time with lecture and all directed lab activities. Student reports that she will set two alarms and prepare her things the night before lab.*

**Phase 2 – Growth Plan:** Developed by student and faculty (See Attached)

**Phase 3 - Probation** (See Attached)

**Phase 4 - Dismissal** (See Attached)

**Follow-up:** The student will meet with the instructor in one week to discuss the progress of your growth plan.

**Next action if performance problem continues:** A Phase 2 - student growth plan if you are late again for either directed lab or class.

### **Guidelines for Phase 2 – Growth Plan Form**

1. A growth plan is a document to assist the student who is having a pattern of unsafe/non-compliant behaviors to plan and set goals to improve. The growth plan is to be completed collaboratively by the student and faculty.
2. A growth plan is to be completed any time a student is progressed to a phase 2.
3. Completion of Form
  - a. Student name
  - b. Goal – complete with the goal to improve the behavior
  - c. Action step – complete the box with the list of action steps the student will take to improve the behavior.
  - d. Date to begin – complete with the date the growth plan is to start
  - e. Completion date – complete with the date the growth plan is to be completed (generally the end of the program for the student)
  - f. Resources to be used to reach the goal – complete with the box with the list of resources the student will use to improve behavior.
  - g. Signatures – the student, faculty
4. Faculty keeps the original copy and the student receives duplicate copy.
5. Faculty are to attach the growth plan original to the phase 2 PSP original document.
6. At the end of the semester faculty are to place all original growth plans and PSP's in the student's file in nursing department office.

### Performance Success Plan (Example for Phase 2)

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reinforce Northern New Mexico College ADN Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

**Student:** Nancy Nurse **Course:** NUR 000 **Faculty:** Professor nursing

**Date and Time of Incident:** \_\_\_/00/0000

**Policy:** Professional / Directed laboratory Requirements: Professional – Complies with standards of the Nurse Practice Act and NNMC policies of appearance, timeliness and prep work. Directed laboratory – if a student is going to be late/absent from a clinical session, the student must notify the instructor prior to the scheduled clinical start time.

**Occurrence Description:** Student was 20 minutes late for clinical. The student called the unit and left a message for the instructor. This is the second occurrence of lateness to a directed lab session which is a pattern of behavior.

#### **Success Plan:**

**Phase 1 - Advising / Counseling:**

**Phase 2 – Growth Plan:** Developed by student and faculty (See Attached)

**Phase 3 - Probation** (See Attached)

**Phase 4 - Dismissal** (See Attached)

#### **Follow-up:**

Schedule a follow-up conversation in 1 week with your faculty to discuss the progress of your growth plan.

**Next action if performance problem continues:** Probation for not following the Directed lab requirements and program outcome Professional.

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Phase 3 – Probation Plan**

**Student Name:** \_\_\_\_\_

**Goal:**  
\_\_\_\_\_  
\_\_\_\_\_

**Action Step(s):**

**Date to begin:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Phase 3 - Probation Plan (Page 2)**

**Follow-up:**

**Next action if performance problem continues:**

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**Resources to be used to reach goal:**

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Phase 4 – Professional Behavior Failure**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Describe the event in detail:

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL STUDENT POLICIES

### Student Professional Liability Insurance

NNMC requires students enrolled in the nursing program to purchase professional liability insurance in a group plan available through the College. Cost for the coverage is included in student fees. There is no additional cost to the student for this coverage.

### Student Health Insurance

Students are required to carry personal health care insurance during their enrollment in the nursing program. Neither NNMC nor any clinical affiliation sites are responsible for any injury or communicable disease contracted during training.

### Current Contact Information

Students are responsible for providing *current* contact information, including e-mail address, to Admissions and Records office as well as the nursing department office.

### Release of Information – Appendix F

Students are responsible for release the following information to the appropriate clinical practicum site during their tenure as a student officially enrolled in the nursing program at NNMC.

- Criminal background check results
- Drug scree results
- Copies of my immunization records
- Verification of current American Heart Association (AHA) Basic Life Support CPR

## STUDENT CONDUCT

### General Rules for Clinical and Classroom

The nursing profession is based upon standards of legal, ethical, and moral accountability. You are expected to be polite, courteous, and cooperative in all interactions with peers, instructors, staff, and personnel at clinical sites.

You are expected to follow the policy regarding student conduct as described in the NNMC Catalog and the NNMC Student Handbook (available from Admissions or Student Services). If you demonstrate unsafe or disruptive behavior in clinical facilities or in class, you will be sent home, resulting in formal documentation of the occurrence and possibly resulting in termination from the program and/or disciplinary action per the Code of Conduct outlined in the NNMC Student Handbook.

### Uniform

When you are wearing the Northern uniform and/or name tag you are representing the College and all College and Nursing Program policies apply.

### Cell Phone Policy

1. Client/patient care must never be interrupted or compromised to respond to a personal cell phone.
2. When carried in the clinical agency, cell phones must be OFF.
3. If the student is experiencing a family emergency, or there is threat of inclement weather and the cell phone must be kept on vibrate mode, the student must obtain instructor, preceptor and charge nurse permission to keep the phone in vibrate mode prior to the start of the clinical.
4. If an emergency situation warrants that a cell phone call must be returned, the student must inform the instructor, preceptor and charge nurse of the need to leave the clinical floor. Cell phones may only be used in the break areas, cafeteria, and main lobby.
5. Any other personal use of cellular phones, including text messaging, is to take place only during breaks and lunch periods and in the appropriate, designated areas.
6. The inappropriate use of cell phone features, including any use of recording and photography features, is prohibited in all areas of the clinical site and will result in **immediate dismissal from the nursing program.**
7. The cell phone clinical site policy is to be followed by all nursing students.
8. Sanctions for violation of this policy include disciplinary action up to and including dismissal from the nursing program.

### USE OF SOCIAL MEDIA

- NNMC presence or participation on social media sites is guided by college policy
- This policy applies to ADN students who engage in social media for school-related purposes or school-related activities
- It is the student's responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about NNMC, staff, students, faculty, clinical facilities, patients/clients, or others with whom one has contact in the role of an NNMC nursing student
- It is **absolutely prohibited** to post a picture of a patient/and or the clinical host site on social media
- Do not use NNMC marks, such as logos and graphics, on personal social media sites
- Do not use NNMC's name to promote a product, cause, or political party or candidate
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information
- Use of the NNMC ADN marks (logos and graphics) for school sanctioned events must be approved (posters, fliers, postings)

### **Proscribed Conduct**

Students must abide by the proscribed conduct policies as stated in the current NNMC Student Handbook.

### **Academic Misconduct**

Northern New Mexico College and the ADN program strive to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. The ADN program has responsibilities to all those within its sphere of influence, both within the academic community itself and to all clinical sites that provide educational experiences for ADN students. ADN program integrity can only be achieved through honesty, conscientiousness, and credibility of the students, faculty and staff. To that end, all NNMC ADN students, faculty and staff are expected to comply with the ADN program's values and with its codes of conduct, which expressly forbid cheating and plagiarism in all their possible manifestations.

**Acts of Academic Misconduct include, but are not limited to the following:**

#### **A. Cheating**

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student looks at and/or copies another student's work or copies an exam by any means including a cell phone or any other type of electronic device.

#### **B. Plagiarism**

Plagiarism is the presentation of another person's written words or ideas as one's own without giving proper citation to the original author. Students are guilty of plagiarism if they submit as their own work:

- part or all of a written assignment copied from another person's manuscript, notes, or computer code
- part or all of an assignment copied or paraphrased from a source, such as a book, magazine, pamphlet or electronic document, without giving proper citation
- a paper purchased from any vendor
- reusing or modifying a previously submitted paper for a present assignment without obtaining prior permission from the instructors involved

Students are guilty of being accomplices to plagiarism if they:

- allow their paper (in outline or finished form) or other independent work to be copied and submitted as the work of another
- prepare a written assignment for another student and allow it to be submitted as that student's own work
- keep or contribute to a file of papers with the clear intent that those papers will be copied or submitted as work of anyone other than the author
- students who know their work is being copied are presumed to consent to its being copied

#### **C. Fabrication**

Fabrication is the invention or counterfeiting of data and/or research, this includes patient data, vital signs, assessments, and medication records (this is not an exhaustive list).

#### **D. Complicity**

Complicity occurs when a student provides assistance in any act that violates this policy. Complicity includes allowing other students to copy one's own work, assisting in cheating, sharing test questions/answers, selling a paper to a paper vendor, and any other act that would assist another student in engaging in academic dishonesty. Talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.

#### **E. Multiple Submissions**

Multiple submissions occur when a student submits the same (or largely unaltered) work in multiple courses without instructor approval.

### **STRATEGIES TO DETER CHEATING**

- Testing procedures will be posted in all course syllabi
- Test proctors will be fully attentive to supervising students, not reading or involved in any other activity
- Seats may be assigned before the exam
- Adequate space will be provided between seats

- Students will be required to leave all books, notes, bags, cell phones and electronic devices in the front of the room
- Students will never be left alone during testing
- Students should not be allowed to leave the classroom once testing begins. If a student should choose to leave, for whatever reason, the test will be turned in to the instructor and considered completed
- The *Exam Honesty Statement* will be attached to every exam and will be acknowledged by the student before the start of the exam.
- Students are not allowed to bring paper into the exam. Scrap paper will be provided if necessary
- Only calculators provided by the program will be used for testing purposes
- The instructor will provide a test review at a later date.
- If students should have any questions regarding the exam, they will be advised to complete the *Student Test Item Protest Form*----found in the Nursing Student Handbook or arrange to meet with the instructor during office hours.
- **Please Note: If a student witnesses or suspects academic dishonesty it is the student's ethical responsibility to report such actions. The following confidential hotline number is provided to report academic misconduct. (747-2256).**

### **Procedures for Suspicion of Academic Misconduct during an Exam**

When an instructor suspects an act of academic misconduct during an exam, the exam period will be stopped, and the student will be asked to leave. There will be no discussion at that time. The student exam will be graded based on what has been completed.

The instructor will address the issue and the appropriate sanctions in writing with the student within 72 - 96 hours of the act. The student will be informed of his or her right to appeal the instructor's determination at this time. Sanctions, dependent on the instructor's discretion, may include a general warning, rewriting the paper/redone the assignment, failing the assignment, failing the course, or dismissal from the program according to the severity of the offense.



Documentation of the incident shall be forwarded to the Program Director for review and a copy will be placed in the student's file. If the student acknowledges his or her actions and accepts the penalty, the matter shall be resolved.

If the student chooses to appeal the instructor's determination, the student will be referred to the Office of the Vice President of Student Services. The appeal must take place within ten days of receiving the instructor's determination. The appeals procedure can be found in the NNMC Student Handbook under *Disciplinary Action/ Judicial Appeals* or found online at [www.nnmc.edu](http://www.nnmc.edu) NNMC Student Handbook.

**Note:** A second violation recorded with the Program Director shall result in administrative sanctions which may include suspension and/or expulsion.

### **SAMPLE EXAM HONESTY STATEMENT**

**The following "Honesty Statement" is included at the beginning of all exams. The intention is to make students aware that honesty is essential to success, and that the ADN Program consistently expects honesty in all academic matters.**

By providing an acknowledgement, I am aware of the Northern New Mexico College Associate Degree Nursing Program policy concerning academic honesty, plagiarism, and cheating. This policy is defined in the *2022-2023 Nursing Student Handbook* and in course syllabi. I further attest that the work I am submitting with this exam is solely my own, was done during the exam, and no copy of other tests were used to prepare me for this exam. I have used no notes, materials, or other aids except those permitted by the instructor.

Signature \_\_\_\_\_

### **OPPORTUNITIES FOR STUDENT INPUT**

#### **Program Director's Meetings**

Throughout the school year the Program Director is available to meet with students in informal gatherings. Dates and times will be posted. While students are not required to attend these meetings, they are encouraged to use this forum as a means of celebrating success and communicating general program concerns.

### **Faculty Meetings**

Faculty meetings may be held one or twice a month. Students elect two representatives (one from each level) to provide student input at faculty meetings. Occasionally faculty meetings are open to all students to allow for individual student input.

### **Community Advisory Board Meetings**

Twice yearly community advisory board meetings allow for community stakeholder input.

### **Student Nurses Association (SNA)**

The Student Nurses Association (SNA) serves to encourage students to become active citizens of the community and future participants in professional organizations. The SNA provides leadership and teamwork experiences not available in the classroom. The SNA elects' representatives to nursing program meetings (see Opportunities for Student Input).

At the beginning of the fall semester, students organize, elect officers and representative, and plan the activities for the year. Membership, bylaws, budget, names of officers, student representatives, and a faculty advisor must be submitted to the Dean of Student Services for endorsement as an organization.

The Student Nurses Association must follow the regulations listed in the current Student Organization Handbook which is provided through Student Services.

Ladder of Responsibility

Grade Appeals

Complaint/Grievance Policy

### **Ladder of Responsibility**

If you have a problematic concern about a specific course or academic policy, you should seek advice or resolution by contacting the appropriate person according to the following ladder of responsibility:

1. Faculty member of the course and section where the problem exists
2. ADN Program Director
3. Chair of the Department of Nursing and Health Sciences
4. Provost or Student Appeals Committee. See NNMC Catalog and NNMC Student Handbook or NNMC web site at [www.nnmc.edu](http://www.nnmc.edu) for further information.

It is not appropriate to involve other parties in your issue.

### **Grade Appeals**

Only you, the affected student, may challenge or appeal a grade which you feel is improper or incorrect. You have 15 College business days from the date when the grade was assigned and recorded in your records to complete the appeal process. *To initiate the appeal, you must complete the following steps:*

1. Complete the *Grade Appeal Form* available on the Registrar's webpage.
2. Submit the Grade Appeal Form and a letter or memo stating the nature or reason for your appeal to the course instructor. If the matter is not resolved to your satisfaction, you may appeal to the program director.
3. Provide the Program Director with a written summary of the situation and a detailed, specific statement of what you want. If the matter is not resolved to your satisfaction by the program director you may appeal to the Chair of the Department of Nursing and Health Sciences. If the matter is not resolved to your satisfaction you may appeal to the Academic Standards Committee, which is a faculty committee.
4. Provide the Academic Standards Committee chairperson with a written summary of the situation and a detailed, specific statement of what you want. The Committee recommendation will be forwarded to the Provost for appropriate action.

*Note:* Please get all signatures on this form in the appropriate place before submitting your appeal to the Academic Committee. Upon receipt of this form, the Academic Standards Committee chair will schedule your appeal time and date. Please remember that it is not appropriate to involve other parties in your issue.

## **Termination from Program Appeal/Complaint & Grievance**

### **Policies & Procedures**

#### **Termination from Program Appeal**

If you have been terminated from the nursing program, you have the right to appeal the decision within 10 business days of receiving the termination letter. You must file a formal written appeal to the Program Director stating the reasons your appeal. The Program Director

will forward the appeal to the Department Chair who will organize a committee within the Department of Nursing and Health Sciences to hear your appeal.

1. The Committee shall consist of two Nursing Faculty members, the ADN Program Director, and the Department Chair (Chaired by the Chair)
2. The committee will notify you of their decision in writing within 10 business days of receiving the appeal letter.
3. The decision of the committee is final.

The ability of the student to continue in class/clinical pending appeal will be determined on a case by case basis

### **Complaint & Grievance**

The purpose of this ADN program policy is to ensure that students with a complaint or grievance are able to follow a procedure that can resolve grievances and/or complaints as quickly and as fairly as possible.

This policy applies to complaints or grievances relating to persons, services, or processes only and does not include the process for filing a grade appeal.

**Any complaint or grievance will be forwarded immediately to the Assistant Provost of Student Services when a perceived or actual threat to personal safety is expressed by the complainant.**

Definitions: A **complaint** is when a student tell us that they are unhappy with a person, service or process within the ADN program. These are some examples of a complaint:

- \* The student is unhappy with the behaviors of an instructor (ex: the instructor is consistently late for class).
- \* The student is unhappy with a process (ex: dissatisfaction with bookstore services)
- \* The student is unhappy with a policy (ex: dissatisfaction with grading policy)

A **grievance** is what a student files when they do not agree with the program director's decision regarding the complaint.

### **Procedure--Complaint**

1. Any student who is unhappy with a person, a service, or a process should attempt to resolve the issue directly with the involved party in a calm and orderly way.
2. Should the student be unable to resolve the matter and desires to take further action, a written complaint must be sent to the program director.
3. Upon receipt of the written complaint, the Program Director will attempt to mediate and resolve the matter within two weeks of receiving the complaint. The complainant will receive a written summary of the Program Director's decision/actions at that time.

4. Should the complainant be unhappy with the outcome of the complaints process, an NNMC Student Complaint form can be filed with the Vice President of Students/Registrar's Office (this form is located on the Office of the Registrar's website) or a written grievance can be filed with the Program Director.

**Procedures—Grievances**

1. The complainant must submit a written grievance statement to the Program Director.
2. The Program Director will maintain a log of all grievances.
3. Within five working days, the Program Director will respond in writing to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. One ADN faculty member of the student's choice can be invited to be present at the meeting. The Chair of the Department of Nursing and Health Sciences will be invited to attend this meeting as well. At this time, the student will also be informed of the right to be accompanied by one additional person to the meeting.
4. This meeting will be scheduled to take place as soon as possible and normally within 5 working days.
5. After the meeting, the Program Director will provide the student with a written summary of the decision or action and the right to appeal the decision. This letter will be sent within five working days of the grievance meeting and will include the details of the appeals process.

## Caring for Yourself

## Caring for Yourself & Your Colleagues

**Rationale** Being a nursing student can present significant challenges, regardless of your prior academic or life success. In addition to the classroom, laboratory and clinical experiences that comprise your program here, you may face stresses in your relationships or finances, or with issues related to becoming a nurse. Sometimes the stresses of academics, career and other aspects of your life are hard to manage. These stresses affect everyone, and every student has different methods of coping. Some methods, of course, are more effective than others. When the stresses become too much for your coping skills to handle, things can start to break down. It may be your physical health that shows the first signs. It may be your memory and concentration that start to lose their edge. You may become more easily irritated with things that are ultimately not that important. You may start to cope in less healthful ways (like drinking too much alcohol). Any student can run into difficulties.

The signs of too much stress can manifest differently in different people. Such signs typically are visible to you early on (if you look for them) and to your colleagues (who might show signs of their own). Early detection of stress-related problems usually allows for an easier, more straightforward solution. Being mindful of your responses to stress and taking steps toward preventing such problems from happening in the first place is even better.

### Steps to Caring

The faculty and staff at NNMC have received training about assisting students in need, and are available to help you with problems you may face while you're here. This guide will help you care for yourself and your colleagues by providing:

- Basic tools for preventing stress-related problems
- Ways to recognize early signs of difficulties
- Resources available for care
- Ideas about how to help others.

### Prevention

Training for a career in nursing includes performance under varying degrees of stress. Students come to nursing programs with a wide range of strengths and coping skills for managing stress. You may be well prepared to deal with stress or you may benefit from additional help in learning how to manage stress. Although studies have shown that a certain degree of stress enables peak performance, studies have also shown that excessive stress has significant negative physical, cognitive and emotional consequences. Even the best-prepared students can have problems caused or triggered by stress.

You can reduce your chance of having excessive stress with these steps:

- Know the stressors
- Balance your lifestyle
- Change the system



### **Types of Stressors for Students**

**Academic** – Fresh from past academic success and now faced with high expectations and outstanding peers in your classes, you may feel as if you are faltering (or even losing part of your identity as “top of the class”). Even if you’re doing well, you can still feel significant pressure to perform. The academic culture of nursing school can often seem to reinforce competition, which can lead to undue stress.

**Developmental** – Learning the responsibilities and the role of a nurse frequently brings up problematic issues such as handling uncertainty, wielding authority, and acting professionally.

**Financial** - The rising fees for NNMC students and the rising cost of living both add to what may already be significant loan burdens from the completion of prerequisite courses. In addition, you or others in your class may have additional financial obligations to children or family members.

**Social / Relationships** – Stress can arise in developing new social connections (with colleagues, mentors, faculty, etc.) and managing changes in existing relationships. All new students must adjust to the unfamiliar social norms of their programs, schools, and the NNMC campus. Students relocating here encounter the added stresses of being in a diverse ethnic, social and cultural environment as well as separation from home, family, and friends. Even local students may face disrupted social networks and need to adjust to new living situations.

**Diversity** – NNMC celebrates the richness of diversity on campus, and diversity in itself is not a stressor. Nonetheless, ethnicity, race, culture, gender, age, health status, disability status, sexual orientation, and gender identity are all factors that can contribute to stress and influence how stress is shown.

### **Balance Your Lifestyle**

**Maintain a balanced and healthful lifestyle** despite the many forces pulling you to devote yourself almost entirely to your studies. Make time for exercise, relaxation and fun. NNMC offers a variety of programs that can be useful toward these ends (yoga, music, Zumba, etc.).

**Discuss coping techniques with your classmates, teachers and other students** in order to increase the number of tools you have for managing stress. Let yourself connect with and learn from your colleagues.

### **Change the System**

**Identify and act upon stressors that are within your sphere of control.**

Find ways in which you can limit the impact of stressors on you. For example, be aware of taking on too many responsibilities while you are in school, but don’t entirely cut yourself off from activities that help reduce your stress level. Also, during certain times of the year, it may help to let your friends and family know that you’re particularly busy, enabling them to either provide additional support for you or give you more space.

**Identify and act upon stressors that are outside your sphere of control.**

Bring systems issues creating undue stress to the attention of staff, faculty or Student Senate Officers, so that change might be affected. Look for opportunities to change the culture of NNMC so it reinforces healthy living.

### **TIPS FOR PREVENTION**

***Compete less; learn more*** It took a lot of talent and work to get here. You may have come from an academic background where information was a commodity to be hoarded, to distinguish you from your peers. Now you need to rethink competing. You need to consider the benefits of collaborating and working cooperatively – your peers are now valuable resources.

Statistically, the odds that you're competing with your new peers for the one final spot in the one place you desperately want to go next in your career are slim.

### **EARLY DETECTION**

Difficulties can manifest in five fundamental areas, affecting your work, relationships, thinking, feeling and physical well-being. Monitoring and assessing yourself in these areas can help to identify potential problems early on and enable you to prevent them from worsening.

Signs in any of the areas below may indicate a stress-related problem:

#### **Work**

- Declining academic or work performance
- Trouble finishing tasks
- Poor attendance

#### **Relationships**

- Withdrawal from social interaction
- Increased defensiveness, sensitivity or over-reacting in discussions
- Disruptive behavior
- Inappropriate or odd behavior

#### **Cognition**

- Difficulty comprehending
- Poor concentration
- Indecisiveness
- Forgetfulness

#### **Emotion**

- Elevated or depressed mood
- Negative outlook, hopelessness or suicidal thoughts
- Irritability
- Excessive worry or anxiety

#### **Physical**

- Significant loss or gain of weight
- Obvious fatigue / sleeping in class

#### **Well-being**

- Deteriorating personal appearance
- Increase in alcohol or drug use

A single sign from the table above indicates a need to assess your situation:

- *How long has this been going on?*
- *Do I have a good idea why it's happening?*
- *Have I tried to fix it, and has that helped?*

If the situation isn't changing for the better, and what you've been trying to do to cope hasn't yet addressed the problem, you should consider taking advantage of counseling. Contact either your instructor or the Program Director for assistance in obtaining counseling services.

Multiple signs from the table above or a long duration of a single sign indicate an increased probability that you would benefit from some help in finding a solution.

Some of the signs listed in the table may indicate mood disorders (such as depression), anxiety problems, substance abuse, emotional crisis, recent trauma or exposure to violence. Because these conditions or situations can be helped or treated, early identification is important.

### **TIPS FOR EARLY DETECTION**

**Timing matters** Keep in mind that holidays and exam periods are a common time for issues to surface on campus. Try to be more attuned to yourself and to colleagues during these times of increased stress.

### **Basic Self-Care**

Good self-care practices are essential to handling stress. Good practices include:

- **Eat healthful foods.** Avoid high fat and high sugar foods.
- **Get regular exercise.** Maintaining physical fitness can make you more resilient to stress.
- **Avoid alcohol and illicit drug use.** Alcohol and illicit drugs, rather than relieving stress, can actually increase anxiety, depression and insomnia.
- **Limit caffeine and stimulants.** These actually cause anxiety and increase the stress response.
- **Have healthy sleep habits.** Keep regular hours and get at least 6 hours of sleep each night. Alcohol and caffeine both worsen insomnia.
- **Balance work and play.** Taking study breaks improves recall. When you notice symptoms of stress in your life, try to:
- **Use relaxation exercises.** Meditation, deep breathing, visualization (of a soothing scene) or deep muscle relaxation (tensing and relaxing muscles).
- **Reward yourself.** Give yourself a small treat or escape for a little while.
- **Talk about it.** Friends, family and peers can be invaluable support.
- **Change your environment.** Take a walk. Take a bath. Play some music.

### **Caring for Colleagues**

In certain situations, you may become concerned about changes in the behavior of one of your colleagues. (This includes not only classmates, but also other students, faculty or staff.) This situation is not particularly easy to address, and is one that should be approached thoughtfully. You must carefully maintain your role as a student while not losing sight of being a caring individual who is part of the NNMC community.

Your role is not to become a therapist for your colleague, but to try to facilitate in an attentive, considerate way the process that will improve the person's physical and mental health.

When assisting a colleague, remember that all you can do is encourage that person to get the help he or she needs. You can be supportive of that pursuit. It's important to remember, though, that you aren't ultimately responsible for your colleague taking care of him or herself. There's a limit to what you can do, and if it feels like you're pushing too hard or like you're now in charge of the problem, that's probably a sign that you're taking on too much responsibility.

**An Approach** Your colleague may need support and encouragement to get help in coping with certain stressors.

- Offer support – Show your concern and care. Acknowledge that it is normal for anyone to need extra support periodically.
- Act concretely – Suggest possible resources where the colleague could get help.
- Encourage your colleague – Let him or her know that, in one way or another, the current situation can improve. NNMC is committed to helping its students, faculty and staff through difficulties, and the college provides valuable resources toward that end.
- Follow through - Check in with your colleague periodically to see if the situation has improved. If the individual hasn't followed up, see if there is any other way you can help the person.

Note that in many situations, the very act of following these steps, even when the colleague doesn't get help, provides significant benefit to your colleague.

A word about crisis situations: If your colleague has expressed a desire to hurt himself or herself, or to hurt other people, it is important for his or her safety that your colleague receives an evaluation at an emergency room. If your colleague doesn't want to go, and you remain concerned about his or her safety, you should call 911.

# Appendices



Appendix B

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

**Communicable Disease Student Release Form**

Addendum to Contract with Christus St. Vincent Regional Medical Center

In consideration for participating in the *Department of Nursing and Health Sciences Associate Degree Nursing Program at Northern New Mexico College* (the "School") I

\_\_\_\_\_ agree to indemnify and hold Christus St. Vincent Regional Medical Center ("Hospital") and NNMC ("School"), their personal representatives, agents and employees, harmless against any and all liability, claims, demands, causes of actions, costs and expenses, including reasonable attorneys' fees, or any claim or allegation of exposure to or contracting of any communicable disease, that might be asserted against or incurred by the Hospital or the School resulting from or arising out of any actual or alleged negligence of the Hospital or School, or any of their personal representatives, agents and employees, in the performance of any action related to the program or to this Agreement.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

This form is to be returned to the Nursing Office. **Once you have signed this page, remove from handbook and hand in to the nursing department for your records. This is due by the end of the first week of classes.**

## Appendix C

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

### **Agreement for Students and Visiting Health Providers** Addendum to Contract with Presbyterian Healthcare Services

While performing a clinical rotation within any Presbyterian Healthcare Services (“PHS”) facility (the “Hospital”), I hereby agree to the following provisions:

#### **Medical Records Confidentiality:**

I understand that while performing services under the Agreement, I might have access to records relating to the treatment of patients at the Hospital (“Medical Records”). I hereby agree not to disclose any Medical Records or the contents of any Medical Records to anyone other than (i) any employee of PHS who needs to know the contents of the Medical Records in the performance of their employment; and (ii) members of the Hospital Medical Staff involved in the direct care of the concerned patient. To the extent that the Medical Records relate in any way to the treatment of alcohol or drug abuse, I acknowledge (i) that I am bound by regulations governing confidentiality of Alcohol and Drug Abuse Patient Records, 42, C.F.R. 2.1 et. seq. and (ii) if necessary, I will resist in judicial proceedings any efforts to obtain access to the Medical Records, except as provided in the above-cited regulations. The extent that the Medical Records contain test results governed by the Human Immunodeficiency Virus Test Act, PHS makes the following disclosure to me regarding such records:

“This information has been disclosed to you from records whose confidentiality is protected by State law. State law prohibits you from making any further disclosure of such information without the specific written consent of the person to whom such information pertains or as otherwise permitted by State law.”

#### **Non-Discrimination:**

In performing services within any PHS Hospital, I understand that I and the Hospital will make services available for the sick of the area served without regard to race, color, religion, national origin, age, sex, sexual preference, ancestry, or handicap, and will not discriminate in any manner whatsoever.

#### **Compliance with Hospital Policies and Applicable Law:**

In discharging duties within the Hospital, I agree to comply with any Rules and Regulations, Hospital policies and procedures, standards and requirements of the Joint commission on the Accreditation of Health Care Organizations, Medicare, Medicaid, and other licensing and accrediting agencies, and all applicable federal and state statutes and regulations.



**Limitation on Liability:**

While performing services within the Hospital, I understand that PHS will not be liable to any student, instructor, or any other person affiliated with the program or employed by the Educational Institution or its agencies or branches in connection therewith, nor to any person making claim on behalf of such student, instructor, or other persons, for any injury, death or damage to the persons or property of such student, instructor, or other person arising from any cause whatsoever during the scheduled training within the Hospital when such student, instructor or other person is participating in training in connection with the program; unless injury, death or damage to the person or property is caused by the negligent acts of PHS, its officers, or employees.

**Exposure to Blood or Body Fluids:**

While performing services within the Hospital, I understand that it will be my responsibility to report any exposures to blood or body fluids to a representative of the Hospital as well as to my primary instructor at the school and to follow the exposure control plan which has been developed and adopted by the school.

**Illness or Injury:**

I understand that it is my responsibility to become familiar with and to comply with the particular policies of the school related to illness or injury while on the Hospital premises, including reporting of illness or injury and procedures to be followed. If I am unfamiliar with any policies or procedure in regard to illness or injury, I agree to ask representatives of the school for clarification as soon as possible.

**Supervision:**

While performing services within the Hospital, I understand that I am not to initiate any patient care activities without the specific instruction of PHS personnel, which specifically outlines the duties to be performed.

---

Print Name

Student Signature

Date

This form is to be returned to the Nursing Office. **Once you have signed this page, remove from handbook and hand in to the nursing department for your records. This is due by the end of the first week of classes.**

Appendix D

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

**Confidentiality Agreement**

You will hold in confidence all matters relative to clients' affairs, unless required by law to divulge it. You will be required to sign a statement of confidentiality annually for the College of Nursing and Health Sciences Associate Degree Nursing Program and for the clinical facilities. Faculty and students must be in compliance with the federal HIPPA act. A breach in confidentiality may be cause for immediate termination from the nursing program.

This statement refers to client information including, but not limited to, patient data communicated through in-person conversation, by telephone, fax, e-mail or other computer transmission, written chart documents and any part of the medical record. Patient privacy will be maintained and information will be shared on a "need to know" basis only, and no part of the chart or patient records will be photocopied or electronically transmitted (fax, e-mail or computer) for any reason.

I have read and understand the intent and the consequences of violating the above confidentiality statement. I agree to maintain patient confidentiality and privacy as outlined.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

This form is to be returned to the Nursing Office. **Once you have signed this page, remove from handbook and hand in to the nursing department for your records. This is due by the end of the first week of classes.**

## Appendix E

### Northern New Mexico College / Department of Nursing and Health Sciences Associate Degree Nursing Program

#### **Policy: Nursing Student Health and Facility Orientation Requirements**

##### **STATEMENT OF POLICY:**

This policy defines the responsibilities of the Level 1 and Level 2 nursing students regarding submission of health requirements (i.e., proof of immunization, CPR/BLS) and clinical site orientation requirements.

##### **REASON FOR THIS POLICY:**

Nursing is predominantly a practice-based profession. It is vital that nursing education continues to have a strong practical, clinical element despite its full integration into higher education institutions.

The importance of providing a supportive clinical environment to enhance clinical learning and teaching is strongly portrayed in nursing literature. Nursing literature defines the clinical learning experience as the application of theory into the clinical setting and identifies the clinical learning experience as the major impetus for entry level safe nursing practice.

The NNMC ADN program maintains clinical affiliation agreements with multiple healthcare entities in order to provide clinical learning experiences for the nursing students that we serve. The agreements define the nature of the relationship between the NNMC ADN program and our respective clinical partners and outline essential requirements. The verbiage in the agreements often contains specific health (immunization, CPR/BLS) and facility orientation requirements that are expected of NNMC ADN nursing students.

Therefore, it is important for NNMC ADN nursing students to submit proof of immunization status and to complete the facility orientation procedures in a timely manner to the NNMC ADN program office. Any delay in the submission of the aforementioned requirements could negatively impact the teaching and learning process.

##### **DEFINITION:**

The NNMC ADN nursing student body is composed of two separate cohorts referred to as "Level One" and "Level Two," respectively. Level one students are the cohort that are in the first-year of nursing studies, while level two students are the cohort that are in their second-year of nursing studies.

**GOAL:**

The goal of this policy is to facilitate timely submission of health and facility orientation requirements by level one and level two nursing students to the NNMC ADN nursing office. As a result, the NNMC ADN curriculum can be delivered seamlessly without interruption and the clinical affiliation agreement requirements with our partners are met.

**RESPONSIBILITIES:**

The level one nursing students will:

1. Submit a complete record of health (immunizations, proof of health insurance coverage, and CPR/BLS) and facility orientation requirements by the assigned date.
2. Students who do not fulfill this responsibility will be unable to attend class or clinicals until all required documents are turned in.

The level two nursing students will:

1. Submit updated and complete health and facility orientation requirements by the first week of each respective fall semester.
2. Students who do not fulfill this responsibility will be unable to attend class or clinicals until all required documents are turned in.

I have received and read the Nursing **Student Health and Facility Orientation Requirements** and understand that my enrollment in the ADN Program is conditioned upon my compliance with this policy.

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Student Name (print)

---

Student Signature

---

Date

Appendix F

**Release of Information Form**

I, \_\_\_\_\_ give permission to the Northern New Mexico (NNMC) Associate Degree Nursing Program to release the following information to the appropriate clinical practicum site during my tenure as a student officially enrolled in the nursing program at NNMC.

- Criminal background check results
- Drug scree results
- Copies of my immunization records
- Verification of current American Heart Association (AHA) Basic Life Support CPR

Student Signature:

Banner ID:

Date:

## Appendix G

The following are the **minimum** physical and mental qualifications for students in the Northern New Mexico College Nursing Education Program:

1. Frequently work in a standing position and do frequent walking.
2. Lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet.
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
5. Respond and react immediately to auditory requests, instructions, monitor equipment, and perform auditory auscultation without auditory impediments.
6. Physically perform up to a 12 hour clinical experience.
7. Perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Perform a patient assessment through visualization, direct and indirect auscultation, and detection of odors, palpation, and percussion.
10. Perform gross and fine motor movements.
11. Possess emotional stability.
12. Communicate effectively in English.

Please indicate below your ability to meet these qualifications. The nursing education department will endeavor to make reasonable modifications and otherwise reasonably accommodate students with disabilities. Any request for accommodation will be evaluated by nursing faculty members, NNMC special needs director, and representation from outside NNMC as appropriate.

\_\_\_\_\_ Yes, I meet these qualifications.

\_\_\_\_\_ No, I do not meet these qualifications and request accommodation.

Name \_\_\_\_\_

Date \_\_\_\_\_

Appendix 1

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

**Suspected Impairment Form**

On (date) \_\_\_\_/\_\_\_\_/\_\_\_\_/ at (time) \_\_\_\_\_ at (place) \_\_\_\_\_

(student) \_\_\_\_\_ in (course #) NURS\_\_\_\_\_

This student was removed from **clinical, classroom, or laboratory setting** (circle one) based on the factors indicated below. This student may not return to the clinical or classroom setting until they meet with the Nursing Program Director.

- Unsteady gait
- Blood-shot eyes
- Unusual sleepiness or drowsiness
- Unusual disheveled appearance
- Slurred speech or in a different pattern from the student's usual pattern
- Aggressive tone (describe)

\_\_\_\_\_

- Physical aggression (describe)

\_\_\_\_\_

- Odor of: alcohol or marijuana (circle)

- Residual odor peculiar to some chemical or controlled substance (describe)

\_\_\_\_\_

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

\_\_\_\_\_

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

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---

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

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---

---

\_\_\_\_\_ IF a preceptor, the time of notification and name of the instructor:

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**The actions taken were:** (Choose one of the following and initial):

I. (The student) \_\_\_\_\_ was sent for a drug/alcohol test at (time) \_\_\_\_\_

- ✓ The student may not return to the clinical, classroom, or laboratory setting until results are known and approved to do so.
- ✓ The student must take government issued picture identification to the drug testing site.
- ✓ The student may arrange for transportation to the drug testing site. They may not drive themselves. If they cannot arrange transportation, NNMC will provide a one-way trip from the clinical, classroom, or laboratory site to the drug testing site.
- ✓ The student must arrange for transportation home from the drug testing site.
- ✓ The student has a maximum of one hour to report to the drug testing site from the time at which the Drug Screening Referral Form is completed.

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



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

A positive drug or alcohol test will result in immediate referral to the program Director and Dean of Student Services for disciplinary action. Self-admission of drug or alcohol impairment or refusal to go for a drug testing will also result in immediate referral to the Dean of Student Services. All information is to be kept confidential.

---

Instructor/Preceptor (Print Name)	Signature	Date	Time
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---

Student (Print Name)	Signature	Date	Time
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If student would/could not sign, please indicate reason or reasons given:

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---

---

Notification to \_\_\_\_\_ occurred on \_\_\_\_\_  
Date Time

(Copies of this form shall be given to: student, Dean of Student Services and Nursing Program Director. A copy will also be kept in the student's file)

Appendix 2

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

**Request for Clinical Makeup Day Form**

Fill this form out before completing any **make up** or **change** of clinical day. All students must have the primary clinical instructor approval for makeup. Anyone not completing this form prior to completing make up is subject to having those make up hours NOT approved. Make up hours can only be completed at hospitals at which the student is currently attending for clinical.

Name \_\_\_\_\_

Date and Time \_\_\_\_\_

Name of the Hospital/Facility \_\_\_\_\_

Name of the primary clinical instructor \_\_\_\_\_

\_\_\_\_\_ 1. I have spoken to the primary clinical instructor and have received their approval to complete the clinical makeup.

**Signature** of primary clinical instructor: \_\_\_\_\_

\_\_\_\_\_ 2. I have spoken to a faculty member who has agreed to act as my clinical instructor for the make-up clinical day.

**Signature** of clinical instructor of who has agreed to the make-up clinical day: \_\_\_\_\_

Appendix 3

Northern New Mexico College / Department of Nursing and Health Sciences  
Associate Degree Nursing Program

**Student Test Item Protest Form**

**Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**I am protesting the following item:**

**Rationale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Textbook Reference:**

\_\_\_\_\_  
\_\_\_\_\_