Health Sciences

The University of New Mexico–Valencia Campus

Allied Health Program

Student Handbook of

Policies and Procedures

2026-2028

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DISCLAIMER STATEMENT

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

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

Policies and procedures specific to the Allied Health Program are outlined in the Program Handbook. Students are also responsible for knowing information contained in their Syllabi regarding course specific policies and procedures. Changes and updated communication is provided to students through their UNM (unm.edu) email. Private email addresses will not be utilized for program related communication. All University of New Mexico policies apply, as well. Those policies may be found in the UNM-Valencia catalog and at pathfinder.unm.edu/.

Completion of an Allied Health program from UNM-Valencia does not guarantee State or National licensure or employment.

Dear Allied Health Student,

Welcome to The University of New Mexico-Valencia Campus Allied Health Programs.

The faculty and staff of the UNM-Valencia Allied Health programs are committed to you and your success. I encourage you to take advantage of the program and campus resources that will support your success, such as open lab time, faculty office hours, and scheduled forums. I further encourage you to involve yourself in activities that support your development as a health professional and leader.

Your success as a student also depends on you. I cannot stress the importance of establishing a support system that includes family, friends, significant others and classmates. Study groups cannot be over emphasized enough. Studying with your classmates has been shown as a determinant of program success.

This handbook was developed with input from multiple groups that included both students and administration. As stated on Page 3, the handbook is used in addition to other UNM student policies and is specific to UNM-Valencia Allied Health students. Additional student requirements and policies are determined by the clinical sites used during your educational program.
Again, welcome and best wishes as you begin this new chapter of your professional education.

Warmest Regards,

Morgan Samp

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UNM-VALENCIA ALLIED HEALTH PROGRAM MISSION STATEMENT

The mission of The UNM-Valencia Allied Health program is to produce responsible, culturally competent, and professional Healthcare providers. The Allied Health program adopts the mission statement of the college: "To provide educational opportunities and community engagement that will foster academic achievement and increase the prosperity of the diverse population throughout our rural region."

UNM-VALENCIA VISION STATEMENT

The UNM-Valencia Allied Health program will develop professional Healthcare providers with abilities to promote, restore, and maintain health for individuals, families and groups within our rural community. The Allied Health program adopts the campus core values:

- Excellence
- Inclusion
- Integrity
- Place
- Success

STUDENT RESOURCES

Allied Health Program Student Handbook

This Allied Health student handbook is the primary Allied Health program resource available to students and supplements the Valencia Campus Catalog. Students are expected to be familiar with the contents of this handbook and the Allied Health student policies. Handbook changes will be announced verbally and in writing at the time of any change and will apply to all students from that time forward.

Financial Assistance

Counseling on financial aid programs is available through the Financial Aid office located in Student Services.

UNM-Valencia Library

There are computers available for student use and printing capabilities per campus student printing policy.

UNM-Valencia Catalog

The University of New Mexico-Valencia Campus has a catalog for students. The catalog is available online in the "Academics" section of the UNM-Valencia website:
http://valencia.unm.edu/academics/catalog
There is important information in each about services, policies, and procedures for academic success. All policies found in the UNM-Valencia catalog apply to Allied Health students in addition to those found in the Allied Health student handbook.

Students with Disabilities:

If you have a documented disability, the Equal Access Services office will provide program instructor with a letter outlining your accommodations. The instructor will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Sarah Clawson, the coordinator for Equal Access Services at 505.925.8840 or sjclawson@unm.edu.

GRIEVANCE PROCESS

UNM-Valencia Allied Health program follows the specific Grievance Procedure when a student's behavior results in disciplinary action as provided in the **UNM-Valencia Catalog, Code of Conduct and Related Polices [https://valencia.unm.edu/students/student-grievance/index.html]** Prior to participating in the campus procedure, the student is encouraged to review their complaint within the Health Sciences Division by following these steps:

Situation, background, assessment, recommendation (*SBAR- Appendix E)*: To be used as a tool for communicating student concerns in a professional manner.

Instructions:

- The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. You may check with your instructor if you are unsure if this process is necessary.
- Email the completed SBAR to the instructor.
- The instructor will contact the student after reviewing the SBAR to schedule a face to face meeting to discuss the SBAR. The student should bring a printed copy to the meeting.

Student Due Process

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in an undergraduate degree program at The University of New Mexico. These procedures are followed for a variety of issues related to the academic process, including progression or alleged improper or unreasonable treatment.

The grievance policy and procedures are explained in the Pathfinder, the UNM Student Handbook: pathfinder.unm.edu/. The student grievance procedure, a part of the pathfinder, is available at https://pathfinder.unm.edu/code-of-conduct.html.

ESSENTIAL FUNCTIONS FOR ALLIED HEALTH STUDENTS

CATEGORIES	ESSENTIAL FUNCTIONS An Allied Health student must be able to:
Motor Skills	Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to clients in all health care settings. Such motor function includes but is not limited to physical dexterity and full range of motion to master technical and procedural aspects of client care and adequate physical stamina and energy to carry out taxing duties over long hours. It requires the ability to lift 50 pounds unassisted.
Sensory/Observation	A student must be able to acquire the information presented through demonstrations and experiences in the basic Allied Health sciences, gathering information with all senses, especially sight, hearing, smell, and touch. He/she must be able to observe a client accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing Allied Health assessment and intervention. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information.
Communication	The student must communicate clearly, effectively and sensitively with others acknowledging, and responding to emotions, and exhibiting awareness of social and cultural differences. Use of appropriate nonverbal communication is also essential.
Cognitive/Critical Thinking	A student must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of Allied Health study. The student must be able to quickly read and comprehend extensive written material. They must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting, be comfortable with uncertainty and ambiguity in clinical situations, and seek the assistance of others when appropriate.
Behavioral/Emotional	A student must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the diagnosis and care of clients and families. In addition, they must be able to maintain mature, sensitive, and effective relationships with others under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must understand that his/her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
Professional Conduct	Students must possess the ability to reason morally and to practice Allied Health professions in an ethical manner. Students must be willing to learn and to abide by professional standards of practice. He/she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Students must be able to engage in client care delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults, geriatrics, developmentally disabled persons, medically compromised clients, and vulnerable adults.

COMMUNICATION

Effective, ongoing communication is a key element of success in the Allied Health programs. Instructors communicate with students via email when not in class. Students need to check their UNM and Canvas email accounts regularly. Part-time faculty will identify their office hours and preferred method for communication to the students. Allied Health program staff will communicate with students both via email and telephone.

STUDENT BEHAVIOR

Students are required to behave in a responsible, adult, mature manner while attending classes/clinicals whether on-site, on-line or off-site. The Health Sciences department will not tolerate any type of student incivility. Students who engage in behavior that is disrespectful, abusive, intimidating, disorderly or dangerous will be disciplined and consequences can be as serious as dismissal from the program. Some examples of unacceptable behaviors are: unprofessional postings to social media, physical assault (hitting, slapping, spitting, etc.), verbal abuse (cursing, yelling, name calling, etc.), intimidating/bullying (making someone the butt of jokes, verbally/physically threatening, etc.), unsafe behavior in class/clinicals (not following unit protocols, not following clinical instructor/preceptor's directions, etc.), and bringing weapons to class or clinicals. Disruptive behavior will not be tolerated in Allied Health classrooms, labs or clinical areas. If these behaviors occur, students will be asked to leave and disciplinary action will be taken.

HEALTH/IMMUNIZATION REQUIREMENTS

Evidence of current immunizations or documented immunity is required prior to clinical experience which includes: (MMR (2 dose), TDaP (within past 10 years), Hep B series (3 dose), Varicella (2 dose) as well as an annual TB test, COVID-19 and Influenza vaccine. If you are unable to have a TB test due to a past positive result, you must complete the Annual Student Tuberculosis Survey from your Health Professions Office and have a negative chest x-ray within the last 3 years. If you are unable to have the influenza vaccine, you must have a waiver completed by a provider at the Student Health and Advising Center (SHAC) on main campus, and the waiver must be on file in the Allied Health department and the individual portfolio. During influenza season, anyone without a waiver may be unable to participate in some clinical activities; individual facilities may allow participation with a mask. If immunizations are not documented, Laboratory (IgG titer) screening indicating satisfactory immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B must be demonstrated. *NO OTHER DOCUMENTATION IS ACCEPTABLE.*

COVID-19

COVID-19 Health and Awareness. UNM is a mask friendly, but not a mask required, community. UNM Health and Health Sciences programs and clinical areas will continue to maintain their COVID-19 vaccine requirements. This means that you must provide proof of vaccination or proof of an exempt status.

If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the Centers for Disease Control (CDC) guidelines. If you do need to stay home, please communicate with me. I can work with you to provide alternatives for course participation and completion. Please let us know that you need support so that we can connect you to the right resources and please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

Clinical sites utilized by the Allied Health Department may, at any point, require that students going into their facilities are to be fully vaccinated for COVID-19. The Allied Health Department within the Health Sciences Division must adhere to the policies and procedures established by the clinical affiliates and exemptions will be handled on a case-by-case basis.

Students must have a signed program specific health form from a physician indicating the ability to lift fifty (50) pounds unassisted. A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form signed by her/his physician to continue in the Allied Health program that outlines specific requirements and restrictions.

DRUG SCREENING URINALYSIS REQUIREMENT

UNM is required to be able to provide to our clinical affiliates evidence of a clear 10-panel illegal drug screening for every student in a clinical setting for any reason. All students enrolling in an Allied Health Training Program must have a 10-panel UA drug screening with a negative result for all substances. This screening will include the following substances at a minimum: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates, Phencyclidine, and Propoxyphene. If a student has any positive result for any drug UA conducted they may be removed from the training program. Positive results are handled on a case-by-case basis, a physician's note for non-narcotic courses of treatment may be accepted in some cases at the discretion of the Allied Health Program. Students will remain out of training until the review has been completed to see if the student is eligible for course continuation.
A copy of the actual lab results stating a clear (negative) screening for each above named substances must be submitted to the Allied Health program staff in order for a student to be eligible to participate in clinical rotations.

BACKGROUND SCREENING REQUIREMENT

All students enrolled in an Allied Health program must meet with program staff to be registered with the State of New Mexico Healthcare Authority. Students must have a current State of New Mexico Healthcare Authority Criminal History Screening Letter of Eligibility on file with UNM-Valencia Campus Health Sciences division prior to entering clinical experience.

BLS REQUIREMENT

American Heart Association Basic Life Support for Healthcare Provider Certification or ASHI CPR Pro for the Professional Rescuer is required prior to attending any clinical experience. A copy of your current card from a verifiable AHA BLS or ASHI course must be on file. Failure to maintain certification will result in dismissal from clinical and failure of the course.

INSURANCE REQUIREMENTS

Health Insurance

The EMS program requires students to have current health insurance.

Students enrolled in other Allied Health programs are strongly encouraged to carry health insurance. Health insurance may be obtained through UNM or through various exchanges as required by the Affordable Care Act (ACA). Information on UNM coverage can be found at shac.unm.edu/shi.html. ACA supported policies may be obtained through Be Well New Mexico at www.bewellnm.com. UNM-Valencia Campus does not assume any liability for health expenses incurred due to student participation in the program.

Liability Insurance
Students are covered while officially serving in the capacity of a student during the entire program through the Campus Risk Management Policy. Students are not required to purchase separate liability insurance.

UNIFORM POLICY

EMS students will follow the guidelines set by the UNM EMS-Academy for dress code.
The UNM-Valencia Allied Health Program uniform consists of a classroom and clinical uniform. These uniforms may be worn by students only in designated Allied Health school clinical settings and for approved activities. The student uniform (scrubs) consists of tunic (top) and pants (bottom) and are of a different color for each program within the Allied Health division for Personal Care Attendant (PCA) Navy Blue, for Nursing Assistant (CNA) Beige and for Phlebotomy (PBT) Everest Green along with a Long White lab coat. *The clinical uniform is required for all scheduled clinical days.* Students should follow program specific uniform requirements as defined in the respective course syllabus for classroom activities.
Students must also wear all or mostly white shoes (no open toe, open back, or canvas) and white or black crew socks that cover the ankles. All undergarments worn must not be visible through the uniform (scrubs). If you need an undershirt for additional warmth, it must be white or grey with sleeves that can be easily pulled up and secured above the elbows.
When in uniform, students must wear the Allied Health student ID badge and adhere to all grooming policies specified in this handbook. Students are not allowed to wear the student uniform, UNM-Valencia Allied Health program ID card, or any other identifying insignia while performing outside job duties or participating in non-program approved functions.

GROOMING POLICY

Allied Health students in uniform represent the college and the Health Sciences program. Allied Health Students are expected to look their best at all times. Students who do not meet the dress code requirements may be dismissed from clinical rotations. The following is a list of expectations regarding grooming and dress.

- Daily bathing, deodorant; oral care
- Moustaches and beards must be neat and trimmed.
- Clean, neatly styled hair, off the collar and away from the face
- Minimal jewelry to include watch, wedding ring and small post stud earrings (one only in each ear)
- Minimal use of makeup, especially eye makeup
- Cleaned, pressed uniforms
- Clean white or mostly white shoes, no open toes, open backs, canvas, or Crocs
- Under garments worn under uniforms may only be white or beige with no pattern; thongs are not allowed. Undershirts must be white or gray with sleeves that can be easily pulled up and secured.
- No gum chewing is allowed while in the clinical/lab area. Eating is allowed only in designated areas.
- Short, unpolished fingernails – NO ARTIFICIAL FINGERNAILS
- No visible tattoos
- No facial jewelry, no body piercings and no nose, tongue, or eyebrow rings/studs.
- No offensive odors, such as perfumes, obvious tobacco odors, and scented hair spray
- Specific faculty requirements as described in course syllabus

DRUG AND ALCOHOL POLICY

Use and Possession of Alcohol on University Property

University policy strictly governs the use of alcohol on University property. Except for specific places and events identified, the use of alcohol is prohibited on University property by students, employees and visitors. Using or possessing alcohol on campus is a violation of state law if you are under the age of 21 years and subjects you to possible arrest by UNM police. It is also a violation of the UNM Student Code of Conduct and subjects you to possible disciplinary action by the Dean of Students Office. You can review UNM's Use of Alcohol on University Property Policy at:
http://www.unm.edu/~ubppm/ubppmanual/2140.htm.

Illegal Drugs and Alcohol

UNM's complete policy on Illegal Drugs and Alcohol can be found at*:*
http://research.unm.edu/policiesprocedures/drug.html. Briefly stated here:
The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community --faculty, staff or student --is strictly prohibited. As a condition of continued registration and enrollment, any student of the University of New Mexico shall abide by this policy.

This Policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and because of the commitment of The University of New Mexico to an environment for the pursuit of its educational mission free of drugs and the illegal use of alcohol. Drug and alcohol abuse on campus and in the clinical and internship setting poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well--being of employees, students and members of the general public; and conflicts with the responsibility of The University of New Mexico to foster a healthy atmosphere for the pursuit of education, research and service.

In addition to UNM's policy, the Allied Health program also reserves the right to require students to undergo drug and/or alcohol testing at the start of the program or course or at any time thereafter during the course. Students who violate the Illegal Drugs and Alcohol policy, refuse to be tested, provide false information, or fail to cooperate in an investigation regarding drug or alcohol use shall face disciplinary action, up to and including expulsion. For more detailed information, students should refer to the Student Code of Conduct and related policies printed in The UNM Pathfinder and/or contact the Dean of Students Office.

IMPAIRED STUDENT POLICY

Use of drugs, alcohol, or any other substances that could be injected, ingested or inhaled that could result in physical, mental or emotional impairment may be grounds for dismissal from the Allied Health program. Students suspected of being under the influence during class, lab, clinical, testing or any student activity will be asked to submit immediately to a drug or alcohol test at the students' own expense. The student will be required to arrange for an unimpaired driver to transport them to the testing site. Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Depending on the circumstances this will result in a clinical, class, lab or testing absence at a minimum, and may result in dismissal from the program. Students who are tested and determined to be under the influence during class, lab, clinical, testing or any other student activity are subject to disciplinary action, up to and including dismissal from the program.

Factors Suggesting Impairment:
Current students, while in patient care, clinical, practical or laboratory settings, may be asked to submit to a drug or alcohol test if cause or reasonable suspicion of substance use exists. Factors which could establish cause/reasonable suspicion include, but are not limited to:

a. Unsteady gait
b. Unusual sleepiness or drowsiness
c. Slurred speech or change in the student's usual speech pattern
d. Bloodshot eyes
e. Unusually disheveled appearance
f. Aggressive tone
g. Physical aggression
h. Odor of alcohol or marijuana
i. Residual odor peculiar to some chemical or controlled substances
j. Unexplained and/or frequent absenteeism during a scheduled class or clinical experience
k. Personality changes or disorientation
l. Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment
m. Repeated failure to follow instructions or operating procedures
n. Violation of clinical, practical or laboratory facility or UNM safety policies
o. Involvement in an accident or near-accident
p. Marked decrease in manual dexterity and/or coordination in body movement
q. Discover of or presence of drugs/drug paraphernalia in student's possession
r. Alcohol in a student's possession
s. Theft or absence of narcotics from the student's clinical or practical site

BLOOD BORNE PATHOGEN EXPOSURE POLICY

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor /preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using eyewash.
3. See appendix A for complete policy.

CLINICAL/SKILLS LAB POLICIES

Clinical and Lab experiences are provided to allow students the opportunity to apply knowledge learned and skills required.

Student Lab Responsibilities
It is expected that students *WILL*:

- Leave the mannequins and beds clean with supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment, supplies and sharps in the Allied Health lab.
- Report any problems with the lab equipment, supplies, beds and mannequins to the instructors.
- Be considerate of those around you — keep noise/voice level under control.
- Exhibit professional conduct at all times
- Keep conversations at a professional level (no off-colored jokes, or profanity)

- Bring required equipment to each lab session.
- Adhere to all lab policies.
- Respect possessions of the school and other students.

Clinical Readiness
Each student enrolled in an Allied Health program must meet the program requirements for the clinical experience. Each student must verify all supporting documents with the Allied Health Staff prior to the clinical experience. It is the student's responsibility to maintain a portfolio of all supporting clinical required documents as defined by the program specific requirements. Students must be prepared to produce the supporting documents to the program instructors, clinical staff or clinical facilities upon request. Noncompliance with the program requirements for the clinical experience may results in dismissal from the respective program.

Clinical Attendance Policy
Clinical experience attendance is mandatory. There are some circumstances under which students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses. It is always the responsibility of the student to notify the course instructor prior to the time of the absence. If proper notification is not provided, the absence will be considered unexcused. An unexcused absence will result in a 0 for that clinical day and as severe as failure of the course.
Under no circumstances is a student to leave the clinical setting without first notifying the instructor. If a student leaves clinical any time before the end of the scheduled clinical, the student will not receive credit for this clinical day.
Unexcused absences, including leaving clinical early, are unacceptable and may result in course failure and or dismal from the program.

Clinical/Lab Conduct Policies
Behavior must be professional at all times while in clinical situations. Cell phones are not permitted in the clinical area, including the lab. Cell phones are not permitted to be on your person except during breaks or lunch. In addition, students should exhibit safe and honest behaviors at all times while in clinical and lab settings. Preventing injury and ensuring the patient's or client's safety is an essential component of practice. Smoking, as well as any other tobacco or nicotine products, will not be permitted during clinical hours. Cell phones are not permitted in the clinical/lab setting. *You may not carry your phone in your uniform pocket during your clinical shifts.*

Student Behaviors Requiring Disciplinary Action:
1. Being unprepared for clinical or lab
2. Any action that could endanger a life or interfere with recovery or maintenance of a client's health
3. Failure to immediately report a medication/patient-care error/incident to the faculty or Allied Health staff
4. Charting of false information
5. Disruptive behavior including any conduct while in any clinical or non-clinical facility that adversely reflects on the UNM-Valencia Health Sciences program
6. Violation of confidentiality or inappropriate communication, including texting or taking pictures which are violations of HIPAA.
7. Failure to follow clinical/lab policies
8. Tardiness or absenteeism
9. Theft of any items from lab or clinical site
10. Attending clinical/lab while under the influence of drugs or alcohol
11. Any other unprofessional behaviors as reported by your course instructor/proctor

Any occurrence of the above items will require meeting with the instructor of record and the Health Sciences Division Chair. Disciplinary action will be commensurate with the severity of the behavior.

A student who behaves in an unsafe manner that endangers the safety or confidentiality of a patient will be removed from the clinical area immediately. The instructor/proctor will report and document the incident. The students will not be allowed to return to the clinical site until the program director, in collaboration with the instructor, develop an appropriate plan of action. A copy of the Student Warning and plan of action will be provided to the student and a copy placed in the student file. Safety issues are taken very seriously and the student involved in unsafe practice may receive a failing grade or removal from the program.

Clinical Scope of Practice
No clinical activity may be performed without course instructor/proctor present. All skills are required to have instructor approval prior to performing them in the clinical experience. The student is responsible for meeting their required skills based on the respective course requirements as directed by the course instructor. Any skill or activity not addressed in the course requirements must be cleared through the course instructor.

Clinical/lab Grading Policies
All clinical/lab rotations will be graded with a "Pass/Fail." To pass, a student must successfully complete all required clinical hours, assignment work, and meet the requirements outlined in the clinical evaluation tool for the respective course.

Clinical and Simulation Confidentiality Policy
The client's privacy must be respected. Failure to maintain confidentiality is an offense which will result in disciplinary action and possible dismissal from the program. Students must sign and return the confidentiality statements for each course. In addition, the student will read and sign a simulation confidentiality policy each semester that outlines the specific requirements for maintaining confidentiality of the simulation experience.

SIMULATION POLICY

Simulation helps students develop knowledge, skills, and abilities needed for real life experiences. Simulation bridges the gap between classroom and real-life clinical practice. It is a valuable tool for providing students with exposure to diversity, high-risk, low-volume events and inter-professional learning experiences.

Simulation-Based Learning (SBL) is an integral part of the Allied Health curriculum and is embedded into clinical courses where appropriate. As students' progress through the curriculum, the level of complexity of simulated cases increases incrementally to align with course content and the expected level of knowledge, skills, and abilities of the student.

Student Responsibilities
Students are expected to arrive prior to the start time of their session as determined by the instructor and abide by the following requirements:

- Participate in a Simulation Lab orientation provided by Simulation Educator and/or Simulation Lab staff.
- Adhere to the Simulation Laboratory Guidelines and Code of Conduct.
- Complete pre-simulation assignments PRIOR to lab attendance.

- Gather and return equipment used for skill performance.
- Approach situations and scenarios as if they are actual patient interactions.
- Maintain safe practice.
- Maintain cleanliness of the area.
- Dispose of sharps appropriately.
- Display professional courteous conduct showing respect and consideration for self and others.

Confidentiality, Distribution, and Retention of Simulation Data

- All simulation scenario practice sessions, video recordings and student records are considered confidential and are the property of The University of New Mexico Valencia Campus.
- All interaction with simulators should be treated as real client experiences.
- Discussion of scenarios or information outside of these parameters is considered a violation of the Simulation policy.
- Simulation Educators, staff, and students are expected to adhere to the Simulation policy and uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students should report any violations to the Simulation Educator.
- Simulation Educator and/or staff should report any violations to the Health Sciences director.
- All simulation data, video recordings, electronic and non-electronic documents are stored in a secured location.
- Video recordings used solely for teaching purposes during debriefing and peer review are deleted after use.

Student Orientation

- Students receive an orientation to the Simulation Program prior to their Simulation Lab experience.
- Orientation includes, but is not limited to, the Simulation Laboratory Guidelines, confidentiality expectations, and the simulated environment (equipment, manikins, and supplies).
- A simulation pre-briefing is conducted prior to scenario practice. A well designed and executed pre-briefing sets the tone for the scenario and debriefing. Pre-briefing activities include, but are not limited to, clarifying expectations, review of scenario objectives, and orientation to the simulated environment.

CLASSROOM POLICY

In accordance with UNM policy there is no eating or drinking allowed in the classroom. Students may have water in enclosed bottles during class. Cell phones are not permitted in the classroom setting. They must be silenced and put away. Cell phone that ring or are used during class or testing will result in the student being excused from the class or test. Any make-up of assignments or exams due to violation of this policy is solely at the discretion of the instructor.

See the specific course syllabus for attendance and classroom etiquette policies specific to that course.

COURSE GRADING POLICY

A syllabus is available for each Allied Health course. This syllabus serves as an agreement between the students in the class and the faculty. The syllabus is reviewed by the faculty and program director prior to posting to the course. Students are expected to know the information in the syllabus and follow all instructions to meet course deadlines and requirements.

Course Grading
UNM-Valencia Allied Health students must achieve the course grades and outcomes as defined in their respective syllabus.

Test Reviews
Test/exam reviews are done at the discretion of the course instructor. No changes or adjustments will be made to any grades on the day of the exam to allow time for item analysis and discussion by faculty.

Exams
Students are expected to attend all classes, including those when tests are scheduled. If a student must miss a test, notify the instructor of the course directly prior to the time of the test. The opportunity to make-up any exam, whether notification is received or not, is at the discretion of the instructor as outlined in their course syllabus, and if allowed, the date and format is determined by the instructor.

Incomplete grades
The Allied Health program adheres to the policy regarding incompletes in the University of New Mexico-Valencia catalog. Refer to the current issue of the catalog for more details.

STUDENT PORTFOLIO
It is the student's responsibility to maintain a portfolio of all supporting clinical required documents as defined by the program specific requirements. Students must be prepared to produce the supporting documents to the program instructors, clinical staff or clinical facilities upon request.

ACADEMIC INTEGRITY
Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:
policy.unm.edu/regents-policies/section-4/4-8.html the policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as:
"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

OUTSIDE EMPLOYMENT
Students are encouraged to limit outside employment. Missing class, lab, clinical experience or any other scheduled Allied Health school function due to outside employment will result in an unexcused absence.

GRADUATION INFORMATION
UNM-Valencia awards short term certificates in the following areas under the Health Sciences Division. Personal Care Attendant, Nursing Assistant, Phlebotomy, EMT-Basic, EMT-Intermediate and Medical

Assistant. All course requirements must be satisfied. Allied Health courses must be completed with a C grade or better. (No C- grades permitted). An Allied Health representative will work the students to petition for graduation.

APPLYING FOR LICENSURE

The graduate is responsible for applying for the licensing examination. Allied Health Program staff is available to assistant students in applying for the licensing exams. Students may obtain all supporting documents from Allied Health program staff for a licensure application.

Nursing Assistant testing information:
https://hdmaster.com/testing/cnatesting/New%20Mexico/NM_CNA_Home.htm
Phlebotomy testing information:
https://www.ascp.org/content/board-of-certification/get-credentialed
EMT-Basic and intermediate:
https://www.nremt.org/rwd/public

VISITORS ON CAMPUS

FERPA (Family Educational Rights and Privacy Act) rules prohibit any person from entering a classroom to call a student out for phone calls or visitors. UNM-Valencia students, staff and faculty are not allowed to identify students for visitors.
The campus Visitor Code of Conduct is included in its entirety in the UNM-Valencia catalog.

INCLEMENT WEATHER

In case of inclement weather: Call 505.925.SNOW (505.925.7669) for UNM-Valencia's status. Listen to local radio and TV stations for school closures including UNM-Valencia (local media may not announce early closures during the business day).

Delays: In the event UNM announces a two-hour delay, any morning class scheduled to begin before 10 a.m., will be cancelled. However, Allied Health classes that scheduled through 10 a.m. (9-12 p.m. for example) will meet at 10 a.m., when the campus opens. Classes scheduled to begin after the delay time will run as scheduled.

Cancellations: In the event that UNM announces a closure, all classes are cancelled for the duration of the closure.
Early closures: In the event that UNM announces an early closure to the business day, afternoon classes will be allowed to leave early and evening classes will be cancelled. These announcements can take place when the weather is questionable and may be posted any time before 5 p.m.
Clinical Cancellations are at the discretion of the instructor in collaboration with program staff and or division chair.

IMPORTANT CONTACTS

Dean of Instruction	***Dr. Laura Musselwhite***	505.925.8601	lmusselwhite@unm.edu
Health Sciences Division Chair	***Morgan Samp***	505.925.8872	mnielson@unm.edu
Allied Health Program Coordinator	***Tim Gutierrez***	505.925.8974	tgutierrez62@unm.edu
Student Services Enrollment Management & Student Success (EMSS)	505.925.8560		
Academic Affairs Office	505.925.8600		
Financial Aid	505.925.8590		
Registrar	505.925.8580		
Library	505.925.8990		
Campus Police	505.925.8570		
Learning Center	505.925.8907		
Wellness Center	505.925.8830		
Bookstore	505.925.8801		

APPENDIX A

BLOOD-BORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to blood borne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HBC), and the human immunodeficiency virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens, regardless of diagnosis.

Standard Precautions will be the minimum standard of practice throughout UNM Health Sciences Center. Whenever possible, Body Substance Isolation will be used. Body Substance Isolation takes Universal Precautions one step further and requires the same barrier precautions for all moist body substances and surfaces, not just those associated with the transmission of HIV and HBV. All human blood and body fluids will be handled as if they are infectious.

II. Prevention of Blood borne Pathogen Exposure

Reducing the Risk of Healthcare Associated Infections and Blood borne Pathogens for HSC training is required annually. Training can be accessed online through my.unm.edu on Learning Central. Certificates of completion need to be printed and a copy provided to the Allied Health program staff as well as the clinical instructor.

III. Methods of Compliance

Students will become familiar and comply with the Blood Borne Pathogen Exposure Plan of the clinical sites to which they are assigned.

IV. General Screening

UNM will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his or her private physician, the UNM Student Health Center, or the county health department.

V. Accidental Exposure Incidents

A student in the Allied Health program who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency.

The student should immediately notify the course instructor and proctor who will then immediately notify the supervisor within the health care facility where the exposure occurred. As much information as possible about the blood donor should be collected (i.e., HBV antigen, HCV, and HIV antibody status). The clinical agency will usually require the completion of an incident report and will usually ask for permission from the client to test for blood borne pathogens.

The student should report to the UNM Student Health Center within 6 to 8 hours to discuss prophylaxis treatment. If the exposure occurs when the Student Health Center is not open, the

exposure may be reported at University Hospital Urgent Care or Emergency Room. The University is not liable for treatment costs.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 3 months, and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The course instructor should notify the Allied Health program staff when a student has been accidentally exposed. Notification of the Administration is necessary to assist in the protection of the faculty and College in the event of subsequent liability issues or actions occurring following the incident.

When a student experiences a blood borne pathogen exposure while in a clinical agency, the policy of all agencies mandates that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

VI. Guidelines for Exempting Students from Clinical Assignment to Clients with Blood borne Diseases:

- **Confirmed Pregnancy**
  - The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.
  - The risk of transmission of other pathogens, such as cytomegalovirus, from patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent.
  - Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood borne diseases.
- **Incompetent Immune Systems:**
  - The Centers for Disease Control and Prevention (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Retrospective studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.
  - Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.
- **Infections:**
  - Any student with an infectious process could further compromise the client with an incompetent immunological system. All students with exudative or weeping skin lesions should be restricted from direct client care contact.
  - The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

VII. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in blood borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VIII. Confidentiality

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify College authorities is difficult, if not impossible, to enforce and legally challengeable.

Individuals involved with health care-giving services who know they are infected with a blood borne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice.
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of blood borne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974 and the New Mexico HIV Test Act (Chapter of 1989. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

OBTAINING MEDICAL CARE FOR EXPOSURES

1. **When an exposure occurs**:

   Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours (eff. 8/14/15): Mon. thru Thu., 8:00 am to 5:30 pm;

Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident / http://policy.unm.edu/common/documents/6150-exhibit-d.pdf* form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

4. **Insurance**: The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain Time).
5. **Laboratory Testing/Treatment:**
   a) To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.
   b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.
6. **For more information on testing and treatment decisions or protocols**:
   - Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm
   - PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
   - Student Health & Counseling (SHAC): (505) 277-3136 — SHAC Hours: Mon. thru Thurs., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page: http://shac.unm.edu/medical-services/blood-body-fluid-exposure.htm

Appendix B

NOTICE OF INCIDENT
(Record Only) Revised:
06/01/07

This form must be completed when a claim is not expected for personal injury or property damage. It is for record only and should be completed as soon as practical after the occurrence, but within ninety (90) days of the occurrence. File the form with:

Department of Safety and Risk Services 1801 Tucker St. NE, Bldg. 233 MSC07 4100 1 University of New Mexico Albuquerque, New Mexico 87131-0001

Full Name_____Phone No(s)_____

_____
Mailing Address (Include city, state, zip code)

Amount of damages (if known) $_____

Describe WHERE, WHEN, and HOW the damages or injury occurred. Include names of all persons involved and any witnesses, including their addresses and telephone numbers.

Location of the Occurrence: _____

Date of Occurrence:_____Approximate Time:_____

Description of the Occurrence:_____

_____

_____

Describe the injury or damage you sustained and attach copies of all medical reports, bills, or estimates of repairs._____

_____

All of the statements made on this form are true and correct to the best of my knowledge.

Date_____Signature of Person Reporting_____

Daytime Phone No. _____

APPENDIX C

VALENCIA

UNM-Valencia Campus Suspected Impairment Form

Student Name:	Date:	Time:
Course:	Location of event:	
Student Home Address (needed for safe transportation home, if treating as a positive drug/alcohol test)		

This student was removed from the clinical, practical or laboratory setting, based on the factors indicated below. This student may not return to clinical laboratory or classroom until they meet with the Health Sciences Division Chair, the Dean and or the Director of Student Affairs.

□ Unsteady Gait
□Unusual sleepiness or drowsiness
□Slurred speech or in a different pattern from the student's unusual pattern
□ Bloodshot eyes
□ Unusual disheveled appearance
□ Aggressive Tone (describe below)
□ Physical aggression (describe below)
□ Odor of alcohol or marijuana (circle one)
□ Residual odor peculiar to some chemical or controlled substance (describe)
□ Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
□ Personality changes or disorientation
□ Repeated failure to follow instructions or operating procedures
□ Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment
□ Violation of safety policies of the clinical, practical or laboratory facility or UNM
□ Involvement in an accident or a near accident
□ Marked decrease in manual dexterity and/or coordination in body movement
□ Discovery or presence of drugs/drug paraphernalia and/or alcohol in student's possession (circle one)
□ Theft or absence of narcotics from the student's clinical or practical site
□ Other behaviors (describe below)

_____

_____

_____

_____

Other comments (include length of time observed, distance from student and how student responded when confronted): The following witness also observed the behavior (s) noted:

_____

_____

_____ _____

Witness (Print Name) Witness Signature

_____ _____

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

(If a preceptor, please print the time a UNMVC instructor was notified and the instructor's name in the space below)

APPENDIX D



Off –Site Allied Health
Clinical Incident Report

Date of Incident: _____Time: _____ Clinical Site: _____

Instructor/Preceptor Name: _____Student Name: _____

Type of Incident: _____

Detailed Summary of Incident: (print)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Course of Action Taken by Clinical Site: (print)

_____

_____

_____

_____

_____

Individual completing this form (Print)

Name: _____ Title: _____ Phone #:_____

Signature: _____ Date:_____

APPENDIX E



Health Sciences

SBAR Report

Name: _____

Situation:

Background:

Assessment:

Recommendation:

Signature: _____ Date: _____

APPENDIX F



UNM-Valencia Allied Health Program
ALLIED HEALTH STUDENT CONFIDENTIALITY AGREEMENT

Course -

Semester –

I, _____, hereby agree to regard all information received during my clinical practice in health care facilities as confidential.

I understand that The University of New Mexico and the facilities respect the clients' rights with regard to privacy of information and I agree to respect these rights during my clinical practice and keep professional confidentiality in all my statements outside the facilities.

I agree to respect the clients' and families' rights to privacy and abide with the facilities' policies regarding confidentiality.

_____ _____

Student Signature Date

The University of New Mexico-Valencia Campus Allied Health Program

The *Student Handbook of the Allied Health Program's Policies and Procedures* contains those descriptions, requirements and regulations that are in effect for The University of New Mexico-Valencia Campus Allied Health Program. It is vital that all students become familiar with *ALL* the material in this publication.

I have received a copy of the current *Student Handbook of the Allied Health Program's Policies and Procedures* and I am aware that I am responsible for understanding the contents of this document.

_____	_____	_____
Student Name (please print)	Signature	Date
_____	_____	_____
Witnessed by (please print), Title	Signature	Date