

The University of New Mexico- Valencia Campus

ASN Nursing Program

Student Handbook of Policies and Procedures

2026-2027

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Disclaimer Statement

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

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

Policies and procedures specific to the Nursing Program 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 are provided to students via Canvas® and/or through their UNM (salud.unm.edu, health.unm.edu and unm.edu) email. Private email addresses will not be used for program-related communication. All University of New Mexico policies apply, which can be found in the UNM-Valencia catalog and at pathfinder.unm.edu.

UNM-Valencia Nursing Program NCLEX licensure rates and graduation rates are available upon request in the Nursing Education Center and on the nursing website https://valencia.unm.edu/academics/divisions/Health-Sciences/nursing-program/index.html.

Completion of the Associate of Science in Nursing degree from UNM-Valencia does not guarantee State licensure or employment. The student must pass the NCLEX-RN and be granted a license by the state in which they are applying.

Federal Education Compliance Statement

"The UNM-Valencia Nursing program has determined that it meets the requirements for professional nursing licensure in the state of New Mexico. We have not yet determined whether it meets requirements for all other states. If you intend to seek licensure outside of New Mexico, the University of New Mexico-Valencia Nursing Program recommends that you contact the Board of Nursing for that state to ensure the most up-to-date information regarding licensure."

Dear Student Nurse,

Welcome to the **University of New Mexico–Valencia Campus Nursing Program**. We are pleased to have you join our community of future nurses. Admission to the program is competitive, and the journey ahead will be both rigorous and rewarding. Each challenge you encounter is designed to help you develop the knowledge, skills, and professional judgment needed for a successful and meaningful career in nursing.

The UNM–Valencia Nursing Program was established in 2010 through a grant from the U.S. Department of Labor. Since then, numerous cohorts of graduates have entered the nursing profession and made valuable contributions to healthcare throughout New Mexico and beyond. The program is fully approved by the New Mexico Board of Nursing through May 2028 and is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) through Spring 2030. We proudly utilize the statewide curriculum developed by the New Mexico Nursing Education Consortium (NMNEC) and maintain a strong partnership with the UNM College of Nursing.

Our faculty and staff are dedicated to supporting your success. We encourage you to take full advantage of the many resources available to you, including open laboratory hours, faculty office hours, student success services, and program forums. We also encourage you to become actively involved in opportunities that foster your growth as a nurse, scholar, and leader. Participation in the Student Nurses Association and other campus organizations can enrich your educational experience and help you build lasting professional connections.

Your classmates will also be an important source of support throughout the program. Collaboration, peer learning, and study groups are invaluable tools that can strengthen your understanding of course content and contribute to your overall success.

This handbook is intended to serve as a guide throughout your nursing education. It should be used in conjunction with University of New Mexico policies and procedures and contains information specific to nursing students at UNM–Valencia. Additional requirements outlined in this handbook reflect the expectations of our clinical partners and healthcare agencies. The handbook has been developed through the collaborative efforts of faculty, students, and administration to support a clear understanding of program expectations and standards.

On behalf of the nursing faculty and staff, welcome to the UNM–Valencia Nursing Program. We look forward to supporting you as you begin this important chapter of your professional education and prepare to make a difference in the lives of others.

Best wishes,

Morgan Samp MSN, RN

UNM-Valencia Nursing Program Mission Statement

The mission of the UNM-Valencia Associate Science Degree Nursing program is to produce responsible, culturally competent, and professional Registered Nurses. The nursing program adopts UNM Valencia mission statement: “A quality education- a lifetime of success.”

UNM-Valencia Nursing Vision Statement

The UNM-Valencia ASN program will develop professional nurses with the ability to promote, restore, and maintain health for individuals, families, and groups within our rural community. The nursing program adopts the campus core values:

- Student Centered
- Quality education & Services
- Diversity & Community
- Ethics & Academic Integrity
- Creativity & Initiative
- Responsible Stewardships

Statement of Educational Philosophy

The nursing faculty at the University of New Mexico Valencia Campus drafted the following statement of philosophy regarding nursing and nursing education.

Nursing

Nursing is both an art and a science, and it is ever evolving. We believe it involves cultural competence, communication, critical thinking, and professionalism as related to the delivery of holistic, patient-centered care. This focus includes the belief that all human beings have a right to safe, compassionate, and effective care. The patient is an active member of the healthcare team and determines the course of care that they believe is in their best interests. We further accept the American Nurses’ Association (ANA) 2010 definition of nursing that states: *Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations*.

Nursing Education

The delivery of nursing education focuses on the adult learner in a higher education setting. Nursing education is based in theory derived from the humanities and sciences. Instruction

includes a variety of modalities and practice situations. The Quality and Safety Education for Nurses (QSEN) model is the foundation for nursing education in this setting:

- Patient-Centered Care- Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- Teamwork and Collaboration- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-based Practice (EBP)- Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- Quality Improvement (QI) - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety- Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics- Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

The foundation of this program is student-centered learning designed to facilitate the students' abilities to critically think and clinically reason to provide care to patients in a variety of settings. Educational experiences are planned to meet program and course objectives that empower both students and clients. Professionalism, ethical decision-making, accountability, critical thinking, and effective communication are emphasized. Outcomes are achieved through the application of science, health, and nursing theories within the scope of nursing knowledge and evidence-based practice. Nursing practice promotes human dignity through compassionate care for all human beings.

Program History and Approval

The UNM-Valencia Nursing Program opened in August **of 2010** with approval of the New Mexico Board of Nursing and through a Department of Labor grant. The first cohort graduated in **May 2012**. The UNM-Valencia Nursing Program has full approval with the New Mexico State Board of Nursing through May 2028. This nursing education program has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN) through Spring 2030.

Nursing Student Resources

Student Advising

Academic Advising for the nursing program is available with the nursing program advisor through Student Services. Appointments may be scheduled by calling 505.925.8915.

Success Coach

Students who are experiencing academic difficulty in the nursing program have access to the Nursing Student Success team. The Success Coach may be scheduled by contacting them via email or utilizing their Calendly link for scheduling meetings. All students who score less than 80% on an exam or assignment are required to contact the success coach or course faculty. Contact must be made within five business days.

Financial Assistance

Counseling on financial aid resources is available through the Financial Aid office located in Student Services. 505-925-8560

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: https://valencia.unm.edu/academics/catalog/2025-2026/index.html#/home. There is important information in each about services, policies, and procedures for academic success. All policies found in the UNM-Valencia catalog apply to nursing students in addition to those found in the nursing student handbook.

Nursing Program Student Handbook

This nursing student handbook is the primary nursing program resource available to students and supplements the Valencia Campus Catalog. Students are expected to be familiar with the contents of this handbook and nursing student policy. 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. Students will be required to sign a new agreement when changes are made.

Dual Degree Addendum

Dual-enrolled students will follow the UNM-Valencia handbook for courses taught at the UNM-Valencia campus. While enrolled in the BSN courses at the College of Nursing (Level 1 Evidence-

based practice, Nursing electives, NMNC 4445, and all Level 5 courses), the dual-enrolled student will follow the UNM College of Nursing handbook and graduation requirements.

UNM-Valencia Library

The campus library has reference copies of each course book available for student use. These books may be checked out for use in the library for a specified period. They are not available for removal from inside the library. There are computers available for student use and printing capabilities per campus student printing policy.

Wellness Center

Personal health and wellness is essential for success. The wellness center offers several courses and workshops at reasonable to no cost. The wellness center is an excellent resource for stress-relieving recommendations. The phone number is 505-925-8830.

Pasos

The PASOS Resource Center is an on-campus center that serves as a “one-stop” for all non-nursing academic needs of UNM-Valencia students.

The Resource Center houses services and programs such as college navigation and support, resource referrals, counseling referrals, peer mentor programs, campus food pantry, kitchen and lounge use, and career services referrals.

Online Resources

TimelyCare: online virtual health and well-being platform that is available 24/7

HSC library resources (Lexicomp, UptoDate, etc.) at https://libguides.health.unm.edu/az/databases sign in with UNM NetID

Contact Information of Faculty

Full Time Faculty	Clinical Instructors	Staff
Morgan Samp Program Director/Lecturer II msamp@unm.edu	Courtney Wolf cmwolf@salud.unm.edu	Sheela Kaufman Medical Lab Assistant Skaufman67@unm.edu
Jordan Henson Lecturer II hensonj@unm.edu	Taylor Duffy TNDuffy@salud.unm.edu	Audrey Vargas Admin Assistant Audreyv22@unm.edu
Maria Luna Lecturer II Mluna5@unm.edu	Stephanie Dominguez Sdominguez6@unm.edu	
Julia Sedillo Lecturer II jusedillo@unm.edu	Jaclyn Brown Jbrown49@unm.edu	
	Marissa Mireles MlMireles@salud.unm.edu	

UNM-Valencia ASN NMNEC Curriculum Program of Study

Suggested Program of Study

Semester	Course	Credits
Semester 1(11 credits)	Chem 1120C** (Elements of General Chemistry)	4
	Bio1140/1140L** (Biology for Health-Related Sciences & Lab)	4
	Psy 1110 (General Psychology)	3
Semester 2 (12 credits)	Bio 2210 (Anatomy & Physiology 1) (Lab optional but recommended)	3 (4 with lab)
	Psy 2121 (Developmental Psychology)	3
	Eng 1110 (English Composition)	3
	NURS 239 (Pathophysiology 1)	3
Semester 3 (13 credits)	NMNC 1110 (Introduction to Nursing Concepts)	3
	NMNC 1135 (Principles of Nursing Practice)	4
	Bio 2225 (Anatomy & Physiology 2) (Lab optional but recommended) (Must be completed prior to Level 2)	3 (4 with lab)
	NURS 240 (Pathophysiology 2) (Must be completed prior to Level 2)	3
Semester 4 (13 credits)	NMNC 1210 (Health & Illness Concepts 1)	3
	NMNC 1220 (Health Care Participant)	3
	NMNC 1235 (Assessment & Health Promotion)	4
	NMNC 1230 (Nursing Pharmacology)	3
Semester 5 (13 credits)	NMNC 2310 (Health & Illness Concepts 2)	3
	NMNC 2320 (Professional Nursing Concepts	3
	NMNC 2335 (Care of Patients with Chronic Conditions)	4
	ENGL 1120 (English Composition 2)	3
Semester 6 (10 credits)	NMNC 2435 (Clinical Intensive 1)	4
	NMNC 2410 (Health & Illness Concepts 3)	4
	NMNC 2445 (ADN Capstone)	2
		72 Total Credits (+2 for A&P labs)
**Either Chem 1120C or Bio 1140/1140L grade for admission- not both 12 credits of Health Sciences (Anatomy & Physiology and Pathophysiology) required NURS 240 and Bio 2225 must be completed prior to progressing to level 2		

NMNEC Common Course Number

NMNEC Common Course Numbering		
NMNEC Nursing Course Title	**NMNEC ADN Common Course Number**	**NMNEC BSN Common Course Number**
Introduction to Nursing Concepts	NMNC 1110	NMNC 3110
Principles of Nursing Practice	NMNC 1135	NMNC 3135
Health and Illness Concepts I	NMNC 1210	NMNC 3210
Health Care Participant	NMNC 1220	NMNC 3220
Nursing Pharmacology	NMNC 1230	NMNC 3230
Assessment and Health Promotion	NMNC 1235	NMNC 3235
Health & Illness Concepts II	NMNC 2310	NMNC 4310
Professional Nursing Concepts I	NMNC 2320	NMNC 4320
Care of Patients w Chronic Conditions	NMNC 2335	NMNC 4335
Health & Illness Concepts III	NMNC 2410	NMNC 4410
Clinical Intensive I	NMNC 2435	NMNC 4435
Evidence-Based Practice		NMNC 3120
Concept Synthesis		NMNC 4510
Professional Nursing Concepts II		NMNC 4520
Clinical Intensive II		NMNC 4445
Clinical Intensive III		NMNC 4535
BSN Capstone		NMNC 4545
ADN Capstone	NMNC 2445	

NMNEC Common Course Numbers Represent the Following:	
NMNC	NMNEC nursing courses - share 100% course descriptions, objectives, and credits in ADN and BSN programs
First digit	"1" or "2" = course taught in ADN program; "3" or "4" = course taught in BSN program
Second digit	Represents the level of nursing coursework by semester, in sequence (L1, L2, etc.)
Third digit	Represents the course sequence within a semester - 1st, 2nd, 3rd, 4th, 5th
Fourth digit	"0" represents a didactic class; "5" indicates a course with a clinical component

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NMNEC Graduate Outcomes and Level Objectives

SLO- Student Learning Outcomes

Level 1 SLOs (Principles): Upon successful completion of Level 1, the student will:	**Level 2 SLOs (Wellness): Upon successful completion of Level 2, the student will:**	**Level 3 SLOs (Chronic): Upon successful completion of Level 3, the student will:**	**Level 4 SLOs (Acute): Upon successful completion of Level 4, the student will:**	**Level 5 SLOs (Complex): Upon successful completion of Level 5, the student will:**	**End of Program SLOs: Upon success completion of the NMNEC program, the graduate will:**
Recognize their own values, beliefs, and attitudes related to health and wellness	Recognize and assess diverse patients' values, beliefs, and attitudes related to health	Incorporate diverse patient values, beliefs and attitudes into plan of care for patients with chronic illness	Integrate diverse patient values, beliefs, and attitudes into plan of care for patients with acute illness	Engage in professional nursing practice that is patient centered and culturally appropriate for individuals, families, and communities	Engage in professional nursing practice that is patient centered and culturally appropriate for individuals, families, and communities
Recognize and identify safety issues and risks	Apply safety measures to well patient populations	Identify and interpret factors for improvement in safety and nursing practice	Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems
Introduce an evidence-based approach to their professional nursing practice across the lifespan	Implement evidence-based practices in care of well populations across the lifespan	Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients	Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients	Deliver nursing care that is evidence-based across the lifespan	Deliver nursing care that is evidence-based across the lifespan

		across the lifespan	across the lifespan		
Level 1 SLOs (Principles): Upon successful completion of Level 1, the student will:	**Level 2 SLOs (Wellness): Upon successful completion of Level 2, the student will:**	**Level 3 SLOs (Chronic): Upon successful completion of Level 3, the student will:**	**Level 4 SLOs (Acute): Upon successful completion of Level 4, the student will:**	**Level 5 SLOs (Complex): Upon successful completion of Level 5, the student will:**	**End of Program SLOs: Upon success completion of the NMNEC program, the graduate will:**
Identify policies and procedures applicable to nursing practice in the healthcare delivery system	Adhere to policies and procedures in healthcare delivery settings	Utilize polices and procedure within the healthcare setting	Evaluate the use of policies and procedures within the acute care setting	Demonstrate leadership behaviors through the application of polices that apply to healthcare delivery	Demonstrate leadership behaviors through the application of polices that apply to healthcare delivery
Communicate to identify the roles and values of the healthcare team	Communicate with other healthcare providers to meet the needs of healthy patients	Participate as a member of the healthcare team in the delivery of care	Effectively collaborate with the healthcare team in the delivery of patient care	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes
Access information and apply to patient scenarios	Utilize informatics for well patient care	Utilize appropriate technology for the delivery of nursing care to chronically ill patients	Integrate the use of appropriate technology for the delivery of nursing care to acutely ill patients	Utilize technologies for the management of information and in the delivery of patient care	Utilize technologies for the management of information and in the delivery of patient care

Approximate ASN Program Costs

Associates Pathway		
Level	**Tuition & Fees**	**Cost**
Level 1	Resident Tuition Drug Screen Uniforms (3 sets) Background Check/Fingerprinting Lab Fee ATI **Approximate Level Total**	$79.75/credit ($957) $40 $110 $176.60 $200 $1,145 **$2,628.60**
Level 2	Resident Tuition Lab Fee **Approximate Level Total**	$79.75/credit ($957) $200 **$1,157**
Level 3	Resident Tuition Drug Screen Background Check/Fingerprinting Lab Fee ATI **Approximate Level Total**	$79.75/credit ($797.50) $40 $176.60 $200 $1,145 **$2.359.10**
Level 4	Resident Tuition Lab Fee **Approximate Level Total**	$79.75/credit ($797.50) $200 **$997.50**
Approximate Program Total		**$7,142.20**

Approximate Dual Degree Program Costs

Dual Degree Pathway					
Level	**UNM Valencia Tuition & Fees**		**UNM College of Nursing Tuition & Fees**		**Total Combined Cost**
Level 1	Resident Tuition Drug Screen Uniform (3 sets) Background Check/Fingerprinting Lab Fee ATI	$79.75/credit ($957) $40 $110 $176.60 $200 $1,145	Tuition (3 credits) Course Fee Needlestick Insurance HSC Library Fee HSC Student Council Fee	$1,581 $125 $25 $130 $1	**$4.490.60**
Level 2	Resident Tuition Lab Fee	$79.75/credit ($957) $200	No courses at CON	$0	**$1,157.00**
Level 3	Resident Tuition Drug Screen Background Check/Fingerprinting Lab Fee ATI	$79.75/credit ($957) $40 $176.60 $200 $1,145	No courses at CON	$0	**$2,518.60**
Level 4	Resident Tuition Lab Fee	$638 $200	Tuition (4 credits) Course Fees HSC Library Fee HSC Student Council Fee	$2,108 $175 $130 $1	**$3,252.00**
Level 5	No courses at Valencia	$0	Tuition (14 credits) Course Fees HSC Library Fee HSC Student Council Fee	$7,378 $442 $130 $1	**$7,951.00**
Approximate Program Total				**$19,369.20**	

Essential Functions for Nursing Students

Categories	Essential Functions A nursing student, with or without accommodation, must be able to:
Motor Skills	Students should have sufficient motor functions to execute the movements required for providing general care and treatment to clients in all healthcare settings. Such motor function includes but is not limited to physical dexterity and a 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 does include the ability to lift 50 pounds.
Sensory/Observation	A student must be able to acquire information presented through demonstrations and experiences in the basic nursing sciences, gathering information through all senses, especially sight, hearing, smell, and touch. They must be able to observe a client accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing 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 effectively and sensitively with others, acknowledging and responding to emotions, and demonstrating 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 nursing study. The student must be able to read and comprehend extensive written material quickly. They must be able to evaluate and apply information, engage in critical thinking in both the classroom and clinical settings, be comfortable with uncertainty and ambiguity in clinical situations, and seek assistance from others when appropriate.
Behavioral/Emotional	A student must possess the emotional health necessary for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities associated with the diagnosis and care of 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 possess emotional stability to function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must understand that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
Professional Conduct	Students must possess the ability to reason morally and to practice nursing ethically. Students must be willing to learn and adhere

	to professional standards of practice. They 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, developmentally disabled persons, medically compromised clients, and vulnerable adults. The students must also adhere to the Civility policy.

Students with Disabilities

If you have a documented disability, the Equal Access Services office will provide faculty with a letter outlining your accommodation. The faculty will then discuss the accommodation with you to determine the best learning environment for you. If you feel that you need accommodation, but have not documented your disability, please contact the Director of Student Services.

Health and Immunization Requirements

Evidence of current immunizations or documented immunity is required prior to the first clinical experience (COVID-19 or UNM Covid Exemption, MMR, Tdap, Hep B series, Varicella) as well as an annual TB test and Influenza vaccine. Specific immunization requirements are listed at: immunization-requirements-for-unm-students-in-hsc-programs.pdf

Students are responsible for maintaining all record-keeping and ensuring that up-to-date documentation is always available while in the clinical setting.

A student who has any change in their physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects their physical or emotional endurance must have a permission form signed by their physician to continue in the nursing program that outlines specific requirements and restrictions.

BLS Requirement

American Heart Association or Red Cross Basic Life Support for Healthcare Providers Certification, or ASHI CPR Pro for the Professional Rescuer, is required prior to attending any clinical experience. A copy of your 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

Students 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 https://shac.unm.edu/. 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 a student capacity during the entire program under the Campus Risk Management Policy. Students are not required to purchase separate liability insurance.

Nursing Student Participating Opportunities

Student Nursing Association (SNA)

Students can participate in a campus club to promote nursing in the community. Any UNM-Valencia student is welcome to join the SNA and attend meetings. Membership fees are $10 per semester. A nursing faculty advisor is assigned, and their role is to assist the elected officers and members in planning and implementing activities. A designated bulletin board for SNA information is available in the Nursing Department.

Nursing Student Liaisons

Following the lead of The University of New Mexico, nursing program faculty and staff support the self-governance model. Self-governance must include input from students to be effective. Students will elect a representative and an alternate from each cohort to serve as student liaisons each semester, attending selected nursing department meetings. Liaisons serve in an advisory capacity and are non-voting members during faculty meetings. Additionally, SNA officers may participate in these meetings as well, or at the discretion of the liaisons.

Liaisons/SNA Officers may:

- Serve as the liaison to the nursing faculty and attend select nursing department meetings to communicate the nursing student body's ideas, concerns, and recommendations for quality improvement of the UNM-Valencia Nursing Program.

- Solicit and present students' opinions related to Nursing Program policy-making decisions by discussing issues with colleague-students as necessary and appropriate.
- Plan for and advise Nursing Program Faculty on more effective communication strategies between students and faculty.
- Advise the Nursing Program Director and Faculty on how to better achieve the program's mission and be responsive to student needs, problems, and suggestions, ever striving to be a more learner-centered program.
- Provide input to the systematic plan of evaluation (SPE) for accreditation.
- Grade concerns or assignment grade concerns should only be discussed with the specific course faculty of record in private.

UNM-Valencia Student Organizations: All UNM-Valencia students are permitted to participate in any student organization and run for leadership positions that represent the student population of the campus.

Student Behavior

Students are required to behave in a respectable, responsible, professional, mature manner while attending classes, clinical, simulation, lab, or deliberate learning, whether on-site or online. The nursing department will not tolerate any type of student incivility. The UNM Valencia nursing program will follow the American Nurses Association statement on civility. Students who engage in behavior that is disrespectful, abusive, intimidating, disorderly or dangerous will be disciplined, and violations of this policy may result in immediate dismissal from the nursing 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 or clinical setting (not following unit protocols, not following clinical instructor's directions, etc.), and bringing weapons to class or clinicals will result in a progressive remediation and disciplinary action. Disruptive behavior will not be tolerated in nursing department classrooms, labs or clinical areas. If these behaviors occur, students will be asked to leave, and disciplinary action will be taken up to and including referral to Student Services and possible removal from the nursing program.

Civility

The UNM Valencia nursing program will follow the American Nurses Association statement on civility. Violations of this policy may result in immediate dismissal from the nursing program. Statement of ANA Position:

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to *"create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.*

The full white paper is available at:

https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing- excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf

Any occurrence of the above items will require a meeting with the instructor of record and the Nursing Program Director. Disciplinary action will be commensurated with the severity of the behavior. In the faculty's judgment, 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 faculty will document the incident on the Student Warning Notice (Appendix A). The students will not be allowed to return to the clinical site until the program director, in collaboration with the instructor, develops an appropriate plan of action. A copy of the Student Warning, success plan and plan of action will be provided to the student, and a copy placed in the student's file.

Safety issues are taken very seriously, and the student involved in unsafe practice may receive a failing grade or removal from the program.

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism, falsifying documents, or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment and may be subject to discipline as explained in the Student Code of Conduct and the Student Grievance Procedure. 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.

Notice of Disciplinary Action

The UNM- Valencia Nursing Program is committed to upholding the highest standards of professionalism, academic integrity, and ethical conduct. Students are expected to adhere to all program policies, institutional rules, and the standards of professional nursing practice.

Violations of these expectations may result in disciplinary action. Students will be notified of violation of expectations with the following sequence:

1st Verbal Warning—required meeting with success coach and/or course instructor.

2nd Written Warning—written Success Plan or Student Warning Notice, notifying the student of the potential for course failure/withdrawal.

3rd Violation Warning-- The student will meet with course instructor and program director to discuss removal from nursing program.

Student Grievance Process

UNM-Valencia nursing 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/academics/catalog/2016-2018/code- of-conduct-and-related-policies.html]

Any grievance in regard to a UNM-CON course (Level 5) must be discussed with the course instructor at the CON and or the undergraduate program director at the CON.

In accordance with the Student Grievance Procedure, prior to participating in the formal process, for an academic grievance, the student should first try to resolve the matter informally. The Nursing program encourages students to use the Situation, Background, Assessment, Recommendation (SBAR) tool for informal resolution within the nursing department by following these steps:

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

Instructions:

1. The student completes the SBAR using professional language to communicate a concern about classroom, clinical or lab. Students may check with their faculty if they are unsure if this process is necessary.
2. Email the completed SBAR to the instructor.
3. 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.

Chain of Command

To ensure effective communication, professional behavior, and resolution of concerns within the nursing program, all students are required to follow the established chain of command when addressing complaints, academic concerns, or other program-related issues.
It is the student's responsibility to:

- Address concerns respectfully and professionally.
- Follow each level of the chain in sequence.
- Allow reasonable time for responses before escalating the issue.

Consequences of Not Following the Chain of Command:

- Delays in resolution or dismissal of the concern.
- Being redirected back to the appropriate level.
- Documentation of unprofessional conduct.

- Disciplinary action for repeated or disruptive bypassing of procedures.

Professional communication is an essential component of nursing practice. Adhering to the chain of command mirrors real-world expectations in clinical settings and supports the development of leadership and advocacy skills.

Students must direct their concerns in the following order (If resolved, no further action is needed. -If not resolved, move to the next course of action):



Communication Policy

Effective, ongoing communication is a key element of success in the nursing program. Instructors and staff communicate with students via email when not in class. Students need to check their UNM, UNM Salud, UNM Health, and Canvas email accounts regularly. Students must use UNM email as the primary method of communication with faculty and staff for documentation and professionalism. Communication with clinical instructors during clinical will occur through messaging in TracPrac. Communication must always be professional.

Social Media

Professional boundaries must be maintained between students and Nursing Program faculty, staff, and clinical instructors. While enrolled in the Nursing Program, students may not follow, friend, or otherwise connect with Nursing Program faculty, staff, or clinical instructors through personal social media accounts. Students are welcome to follow official University of New Mexico and University of New Mexico–Valencia Campus social media pages for public announcements, program updates, and general information.

Students are expected to conduct themselves in a professional manner in all online and digital environments. Posting content that is discriminatory, harassing, threatening, defamatory, or otherwise unprofessional is prohibited and may result in disciplinary action.

Students must not post, share, or discuss confidential or proprietary information related to the university, clinical partners, patients, students, alumni, or employees. All students are required to comply with privacy regulations, including Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA). Sharing clinical information or images, even if de-identified, may violate privacy standards and is strictly prohibited.

Progression, Readmission, and Transfer Policies

Progression

One course failure/withdrawal – dismissed from the program; must apply for readmission to program.

Two course failures/withdrawals – dismissed from program; may reapply after two years. This policy applies to all nursing courses in the NMNEC statewide curriculum degree plans. Course failures and withdrawals accumulate from Level 1 through Level 5 across all NMNEC programs.

Readmission

Readmission is allowed within 12 months of separation from UNM Valencia. Applicants must meet current academic and clinical readiness standards, complete remediation plans, and clear administrative holds. Students must fill out a readmissions success plan and agree to abide by it to be eligible for readmission. Students cannot have failed more than 2 nursing courses prior to separation.

Transfer

Students transferring into Level 4 of the nursing program will be required to repeat one or more clinical courses, regardless of which nursing course(s) are being transferred or repeated.

This requirement is intended to ensure continuity in clinical education and allow faculty the opportunity to evaluate the student's clinical judgment, technical skills, professionalism, and ability to provide safe patient care within the program's standards and expectations. Faculty must be able to verify that all students progressing through the program demonstrate safe and competent nursing practice prior to program completion.

Attendance Policy

Attendance is an essential component of nursing education and professional development. Due to the rigorous and competency-based nature of the program, any missed class, lab, simulation, or clinical time cannot be made up.

Attendance hours are recorded exactly as earned. Rounding of attendance time or attendance-related grades will not occur under any circumstances. Students are expected to arrive on time, remain for the full scheduled experience, and demonstrate professional accountability regarding attendance requirements.

Clinical Setting

Clinical, lab, and simulation attendance are **MANDATORY** in the following courses: NMNC 1135, NMNC 1235, NMNC 2335, NMNC 2435, NMNC 2445. 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 clinical instructor and the course faculty member 2 hours prior to the expected time of attendance if possible.

A student can only miss 6 hours of lab, simulation, deliberate learning and/or clinical time. This time constraint considers all absences and lateness regardless of reason. Missed time will not be made up. The reduced hours in attendance will be impactful to the overall clinical course grade at faculty discretion. See individual course syllabi for further information. Missing more than the allotted hours per course will result in course failure.

Special accommodations are provided in specific cases, including the opportunity to make up hours to enable students to pass the course. These cases are based on the discretion of the clinical site, clinical instructor availability, course instructor, and program director.

Tardiness or Leaving Early

This is separate from clocking in/out. This refers to being actually present on-time and for the duration of the clinical/lab activity. Students are expected to be at the clinical site (or lab) and prepared to participate at the time clinical or lab is scheduled to begin and stay until dismissed by the instructor Students who arrive late, return late from break, or leave early will incur a time penalty equal to the time missed, up to 2 times per semester. Additional penalties are as follows for habitually not being fully present:

- 1st occurrence: penalty equals minutes missed PLUS verbal warning
- 2nd occurrences: penalty equals minutes missed PLUS an additional 1-hour deduction and written warning

- 3rd occurrence: minutes missed PLUS an additional 2-hour deduction and a mandatory meeting with program director and course instructor.
- 4th occurrence: minutes missed PLUS an additional 3-hour deduction and a mandatory meeting with program director and course instructor this can result in disciplinary action that could include course failure.

Leaving Without Notification

Under no circumstances is a student to leave the clinical setting without first notifying the instructor. If a student leaves clinical or lab without notification, this is similar to patient abandonment and will result in course failure. Students cannot leave without notice under any circumstances; this will result in course failure. Patient abandonment is illegal, and proper communication is your professional responsibility.

Being Unprepared/Off Task

Being out of , not having proper equipment or badge, or participating in non-course related activities during lab or clinical will be penalized as follows:

- 1st occurrence: 1-hour deduction PLUS verbal warning
- 2nd occurrence: 2-hour deduction PLUS written warning (success plan) and meeting with faculty or success coach.

Clocking In Policy

All clinical, laboratory, and simulation hours must be accurately recorded using **TracPrac**. Accurate timekeeping is a professional responsibility and an essential component of clinical accountability expected of all nursing students.

Students are required to clock in at the beginning of each clinical, lab, or simulation experience and clock out at the conclusion of the scheduled day. Clocking in is permitted no earlier than **six (6) minutes prior** to the scheduled start time and no later than **one (1) minute after** the scheduled start time. Students may only clock in once physically present at the assigned location, including the classroom, laboratory, simulation center, or clinical unit. Location services must be enabled when clocking in or out. Clocking in or out from an incorrect location will be considered a missed punch.

If a student forgets to clock in or clock out, the student may submit a replacement punch in TracPrac. Replacement punches must accurately reflect the student's arrival or departure time. Replacement punches are subject to review for approval by clinical and course instructor.

Because faculty are unable to edit student time records in TracPrac, all timekeeping corrections require review through the software support system. For this reason, strict expectations regarding clocking accuracy are enforced.

Missed Punches / Clocking Corrections/ Replacement Punch Policy

If a student forgets to clock in or clock out and submits a replacement punch:

- 1st occurrence: No attendance deduction; verbal warning
- 2nd occurrence: **Three (3) hour deduction** from attendance and written warning
- 3rd occurrence: Clocking adjustment will not be approved. The missed time will remain unrecorded and will result in a loss of clinical, lab, or simulation attendance hours.

Clocking in and out accurately is a professional responsibility. Healthcare employees at clinical partner institutions are held to strict timekeeping standards, and violations may result in disciplinary action, including termination. Nursing students are expected to demonstrate the same level of accountability, professionalism, discipline, and integrity in attendance reporting.

Uniform Policy

Classroom

Students are expected to maintain a professional appearance while in the classroom. Although a specific uniform is not required, attire must be appropriate for an academic and professional learning environment. Students who arrive in inappropriate attire may be asked to leave the classroom.

Appropriate attire includes clothing that is clean, neat, and respectful. The following are not permitted: ripped or excessively torn clothing, excessively short shorts or skirts, pajama pants or sweats, low-cut or revealing tops, clothing displaying foul language or inappropriate messages, and clothing with inappropriate images.

Students are expected to dress in a manner that reflects professionalism and respect for the learning environment, as they represent the nursing program while on campus.

Clinical Setting

Students are required to wear the official clinical uniform for all scheduled clinical and laboratory experiences. The uniform consists of a white V-neck scrub top with patch pockets and pewter gray scrub pants. The Nursing Program insignia patch, available through the campus bookstore, must be affixed to

the upper left chest area of the uniform top. Students must wear their clinical uniform during open lab sessions.

Uniforms must be clean, pressed, and worn in a professional manner. Students must wear white or black closed-toe, closed-back clinical shoes (no boots, canvas shoes, Crocs, or open-back styles) with white or black crew socks that cover the ankles. Undergarments must be plain white or beige with no patterns. If an undershirt is worn for warmth, it must be white or gray and have sleeves that can be easily pulled above the elbows. Outerwear such as hoodies or jackets are not permitted in clinical or lab areas. A white or gray scrub jacket may be worn if it has the Nursing Program patch affixed to the upper left front.

Students must always wear their Nursing Student ID badge above the waist while in uniform and must adhere to all grooming and professional appearance standards outlined in this handbook. Hair must be clean, neatly styled, and secured away from the face and collar. Facial hair must be clean and trimmed. Jewelry must be minimal, and makeup should be conservative. Fingernails must be short and unpolished, and artificial nails are strictly prohibited. Students should maintain appropriate personal hygiene and avoid strong fragrances or odors. Hair color must appear natural.

Students are expected to bring essential clinical supplies, including a name badge, black or blue non-erasable pen, paper, stethoscope, penlight, and a watch with a second hand. Cell phones are not to be utilized during clinical unless needing to communicate with the instructor. Unauthorized photography, videography, audio recording, or electronic messaging in clinical or laboratory environments is strictly prohibited.

Students are responsible for maintaining patient safety, confidentiality, and professional conduct at all times. Failure to comply with the clinical uniform or professional appearance policy may result in removal from the clinical or lab setting and disciplinary action, which may include loss of clinical privileges, course failure, or dismissal from the Nursing Program.

The clinical uniform represents both the college and the Nursing Program. Students must always present themselves in a professional manner while in uniform. The uniform, student ID badge, or any program insignia may not be worn while working outside employment or participating in non-program-related activities.

Classroom Policies

The classroom is available for student use outside of regularly scheduled classes when other classes are not in session.

Syllabus

A syllabus is available for each nursing course. This syllabus serves as an agreement between the students in the class and the faculty. The syllabus is reviewed by the instructor of record and is specific to the course being taught. The syllabus is approved by the 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. See the specific course syllabus for attendance and classroom etiquette policies specific to that course.

Technology

To promote engagement, professionalism, and effective learning, the use of personal electronic devices is restricted during class, laboratory, simulation, and clinical experiences.

Laptops may be utilized only during designated instructional activities and only when authorized by the course instructor. Students must close and discontinue use of laptops when directed by the instructor. Use of laptops for non-course-related activities, including but not limited to internet browsing, social media, messaging, gaming, or streaming, is prohibited.

Cell phones may not be utilized during class, laboratory, simulation, or clinical experiences unless specifically authorized by the instructor for an educational activity or emergency situation. Cell phones should be silenced and stored out of sight during instructional time.

Tablets and electronic note-taking devices (e.g., iPads, reMarkable devices) may be utilized throughout class for the sole purpose of taking notes. These devices may not be used for messaging, internet browsing, social media, email, or other non-course-related activities during instructional time.

Unauthorized or inappropriate use of electronic devices is disruptive to the learning environment and may interfere with patient care, professional expectations, and student success. Students observed using electronic devices in violation of this policy will be subject to the following progressive disciplinary process:

1st occurrence: Verbal warning and request to put the device away

2nd occurrence: Written Student Warning Notice (Appendix A)

3rd occurrence: Dismissal from the class, lab, simulation, or clinical experience for the remainder of the scheduled time, resulting in loss of hours and/or associated participation credit

Faculty reserves the right to determine whether device use is appropriate within the learning environment.

ATI

Assessment Technologies Institute (ATI) is a required component of the UNM Valencia Nursing Program and is integrated throughout the curriculum to support student learning, NCLEX preparation, and program outcomes. Students are required to maintain an active ATI account and participate in all ATI activities as assigned.

ATI resources may be utilized for, but are not limited to:

- Electronic textbooks and learning resources
- Course content and practice assessments
- Standardized specialty examinations
- NCLEX preparation and review activities
- Focused review and remediation activities
- Student success and academic support initiatives
- Assessment of individual and cohort learning outcomes

Completion of ATI assignments, assessments, and remediation activities may be required as part of course requirements and may contribute to course grades as outlined in individual course syllabi.

Remediation activities, when required, are designed to promote learning, strengthen clinical judgment, improve knowledge retention, and support student success on course assessments and the NCLEX-RN®. Students are expected to complete all assigned remediation activities by the established deadlines.

The ATI program is an essential component of the nursing curriculum. Failure to complete required ATI activities may result in loss of course points, inability to progress in course requirements, or other consequences as outlined in course syllabi and program policies.

The complete ATI Policy, including ATI testing requirements, standardized assessment expectations, and remediation procedures, can be found in Appendix B of the Nursing Student Handbook.

Assignment Grading

Assignments are due by the scheduled date and time. **All late assignments will be deducted by 50% from assignment grade and must be turned in within 72 hours from original due date**. No points will be awarded if the assignment is turned in later than this unless previous arrangements have been discussed with the course instructor. Assignments are to be submitted to the course instructor through Canvas unless otherwise identified in the individual course syllabus.

Assignment Completion Policy

Students are expected to submit all assignments fully completed by the stated due date. Assignments submitted with missing sections, unanswered questions, incomplete required components, or otherwise not meeting the assignment requirements will be considered incomplete.

The following progressive discipline process will be followed for incomplete assignment submissions:

- 1st Occurrence: The student will receive a written warning. The assignment will be graded according to the course rubric, but no additional disciplinary action will be taken.
- 2nd Occurrence: The student will receive a score of **zero (0)** for all incomplete or missing sections of the assignment.
- 3rd Occurrence: The student will receive a score of **zero (0)** for the entire assignment.

Faculty reserve the right to determine whether an assignment is considered incomplete based on the assignment instructions and required components. Students are responsible for reviewing their work prior to submission to ensure all required sections are complete.

Exams

Students must achieve an exam average of **77% or higher** in each nursing course. If a student's exam average falls below 77%, the final course grade will be a **D+ or lower**, resulting in failure of the course, regardless of performance on other course assignments.

Exams are a required component of each nursing course and must be taken at the scheduled date and time. **Students may not miss an exam unless prior notice is provided to faculty for a valid reason (i.e. illness, death in the family, injury, or significant life event) and appropriate documentation is submitted. Make-up exams will only be considered for approved absences with prior notice and documentation.** Failure to notify faculty in advance or provide appropriate documentation will result in a grade of **zero (0)** for the exam. Approval of makeup exams are at the discretion of the instructor of record.

Students who score **below 80% on any exam** are required to meet with the Success Coach.

Faculty take exam security seriously. Prior to each exam, students are required to present a valid photo ID and surrender all personal electronic devices, including phones, smart glasses, and smartwatches. No personal items are permitted in the testing environment, including food, beverages, bags, notes, or fidget items, unless previously approved as part of a documented accommodation. Failure to comply with testing procedures or exam security expectations may result in disciplinary action.

Math Exam

To ensure the safety of the clients, students must successfully pass a dosage calculation test each semester and must have a minimum of 90% with up to two possible repeats before they are permitted to administer medication in clinical settings. The dosage calculation exams are assigned to one course each semester. These examinations will be developed and delivered by an assigned faculty member, after review by the program director.

Failure to achieve 90% on the first attempt will result in a student success plan that includes specific remediation. The student must complete the required remediation within one week and re-test. Failure to achieve 90% on the second attempt requires the student to review their success plan and work with the course instructor or success coach to identify the most appropriate additional remediation plan. The students will be given a third (and final) attempt to achieve the required 90%. The inability to pass the dosage/calculation tests in a maximum of 3 attempts will result in clinical course failure (NMNC 1135, 1235, 2335, or 2435).

Final Exam

Faculty maintain academic freedom in the delivery of course content, instructional methods, and examination design, provided all instruction aligns with New Mexico Nursing Education Consortium (NMNEC) standards and program outcomes.

To support student success and promote long-term knowledge retention, all course final examinations must be comprehensive and cumulative in nature. Cumulative final examinations are intended to evaluate students' ability to retain, integrate, and apply previously learned content while building upon concepts introduced throughout the course. This approach reinforces critical thinking, clinical judgment, and preparation for progression within the nursing program and future licensure examinations.

Extra Credit Policy

Extra credit opportunities are not offered in nursing courses. Student grades are intended to accurately reflect individual mastery of course objectives, clinical judgment, and competency-based outcomes essential for safe nursing practice.

Maintaining rigorous academic standards supports student preparedness for clinical practice and licensure examinations. Artificial grade inflation/manipulation may misrepresent a student's level of knowledge or skill and has the potential to contribute to unsafe clinical practice. Students are therefore expected to earn grades based solely on required coursework, examinations, clinical performance, and program evaluations.

Clinical Policies

Clinical Conduct

Behavior must always be professional while in clinical situations. Any violations will fall under the Civility Policy. Cell Phone usage is limited to the approval of the instructor, including the lab. They are not permitted to be with you except during breaks or lunch. In addition, students should always exhibit safe and honest behavior while in clinical. 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.

Student Behaviors Requiring Disciplinary Action:

- Being unprepared for classroom, clinical or lab
- Failure to participate in clinical or lab activities
- Any action that could endanger a life or interfere with recovery or maintenance of a client's health or another student.
- Failure to immediately report a medication/patient-care error/ incident to the faculty or nursing staff.
- Charting of false information
- Disruptive behavior, including any conduct while in any clinical or non-clinical facility that adversely reflects the UNM-Valencia nursing program.
- Violation of confidentiality or inappropriate communication, including texting or taking pictures which are violations of HIPAA.
- Failure to follow clinical/lab policies. Policies are posted in the lab.
- Tardiness, absenteeism, or leaving without notification from assigned unit or hospital
- Coming to clinical while under the influence of drugs or alcohol
- Any other unprofessional behaviors as reported by your clinical faculty

Clinical Competency

Students are required to complete annual training through Learning Central on HIPAA and Bloodborne Pathogens prior to entering the lab/clinical setting. Clinical sites may also require completion of their

training modules, such as EPIC or CERNER, prior to placement of students on units. Additionally, students may be required to complete assignments prior to completing a clinical or lab experience. Failure to complete required preparation assignments will result in dismissal from the clinical/lab that day. Dismissal from clinical/lab will result in loss of clinical hours refer to attendance policy for resulting consequences. All students will complete mandatory skills assigned to each semester. Successful completion of these skills is documented on the psychomotor skills checklist.

Clinical Skills

Clinical and Lab experiences are provided to allow students the opportunity to apply knowledge and skills in real-world settings.

Students are expected to demonstrate and maintain safe performance of all psychomotor skills. If a student is observed by clinical instructors and faculty performing a skill in an unsafe manner, the student must complete a second skills check-off, regardless of the status of previous checkoffs. This policy aims to maintain patient safety in a clinical setting and ensure that all students working with patients are competent in their skills. This policy applies to all skills learned during the current and previous levels. If a student is unable to meet competency in a second skills check-off this will result in an automatic failure of the clinical course.

Clinical Scope of Practice

No clinical activity may be performed with non-faculty registered nurses without UNMV clinical instructor approval. All students are required to have documented skills lab check-off prior to performing the skill in the clinical settings with patients. The student is responsible for maintaining their skills checklists in their portfolio. The following is a list of clinical activities. Any exception, or skill or activity not addressed on this list must be cleared through the clinical instructor and under the direction of the course instructor of record or the nursing program director.

Clinical Activity	Under Direct RN Supervision	Not Allowed
Take telephone or verbal provider's orders		**X**
Transcribe provider orders		**X**
Witness Consent		**X**
Insert or manipulate any central line (including PICC lines)		**X**
Obtain, verify, monitor or hang blood products		**X**
Prepare or administer IV medications	**X**	
Operate invasive hemodynamic monitoring equipment	**X**	
Remove arterial lines, central lines, or chest tubes		**X**

Administer medications	X	
Sign out narcotics	X	
Take client report	X	
Remove drains	X	
Insert IVs in children under 18 years of age		X
Administer pediatric medication	X	
Provide test results to client and/or family members	X	
Complete or assist with incident/occurrence reports	X	

Clinical and Simulation Confidentiality

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. The student will read and sign a simulation confidentiality policy each semester that outlines the specific requirements for maintaining confidentiality of the simulation experience. Patient information should not be input into any databases outside the clinical sites; this includes, but is not limited to, any AI sites that store data.

Clinical Medication Event Policy

Medication events are defined as any event that violates the established rights of medication administration. Any medication event must be reported to the staff nurse and clinical instructor immediately. Failure to report to the clinical instructor about all clinical events, including medication events, will result in immediate dismissal from the program. Students may not fill out incident or occurrence reports without clinical instructor or preceptor supervision. Both students and instructors are expected to follow the policies of the facility in which the event takes place.

Blood Borne Pathogen Exposure

If a student or instructor is exposed to blood or body fluids, either in an 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 C for complete policy.

Clinical Grading

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 following performance evaluation criteria:

- During a clinical rotation, the students will complete a Summative and Formative Clinical Evaluation Tool (CET). The Formative CET will be completed halfway through clinical rotation. The Summative CET will be completed at the end of the clinical rotation. Clinical instructors will review and give feedback to students once CETs are completed.
- A student is required to receive a "Satisfactory" on the Summative (CET) at the end of the clinical rotation to demonstrate completion of all objectives and pass course.
- It is understood students MAY NOT meet all of the CETs in the beginning weeks of the course. Students may be "Developing" on Formative CET. Student and clinical instructor will discuss plans for how to meet all objectives by end of clinical rotation.
- If a student is not meeting clinical objectives or violates clinical guidelines/expectations, the student will first meet with the clinical instructor for a verbal warning. If the behavior or performance does not improve, student will meet with the course instructor, and a Student Warning notice will be issued as written warning. Lastly, if no improvement is made, student will meet with the course instructor and Program director for discussion of dismissal from program.

Failure to pass the clinical/lab component will result in a failure of both theory and clinical components of the course. All admission and progression policies apply.

Lab Policies

Student Lab Responsibilities

It is expected students WILL:

- Leave the mannequins and beds clean. Supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment and sharps in the nursing labs.
- Report any problems with the lab equipment, supplies, beds and mannequins to the simulation lab assistant or instructors.
- Be considerate of those around you — keep noise/voice level under control.
- Always exhibit professional conduct. Lab is considered clinical hours and the attendance and and professionalism policy applies.
- Keep conversations at a professional level (no off-colored jokes, profanity, touching other's property or any other action deemed to be uncivil)
- Bring the equipment required for each lab/clinical session
- Adhere to all lab, student handbook and university policies.
- Respect possessions of the school and other students. Do not touch items that do not belong to you.

Video Use

Videos may be used as a part of skills lab activities. Students may not make personal videos and use of videos is limited to personal use for educational purposes and may not be shared in any way. Such use

requires that the “Training & Policies Video Contractual Agreement” form (Appendix D) be completed and on file. Use of videography or photography is strictly prohibited within clinical settings and will result in removal from the site and disciplinary action.

Open Lab

Students must email Sheela Kaufman at skaufman67@unm.edu to reserve lab space at least 24 hours in advance (48 hours for weekends).

- Request must include:
  - Name
  - Date(s) requested
  - Preferred time
  - Estimated length of lab time
  - Equipment and supplies needed
- Each student must submit their own request.
- Students will conduct themselves in a respectful manner and demonstrate courtesy toward peers and staff, including respecting the lab technicians’ time and efforts.
- Students will abide by all lab policies and instructions provided by lab faculty and assistants.
- A lab assistant will be present during open lab sessions; however, students will primarily practice independently.
- Students are responsible for the safe and responsible use of equipment and lab space.
- Students must ensure the lab space is clean and organized after use.
- Students must act in accordance with the same standards of behavior expected in lab or clinical settings.
- Students are responsible for any damage resulting from mishandling of equipment during their lab session.
- Violation of these guidelines will result in revocation of open lab privileges and referral to lab faculty for disciplinary action.
- Open lab is only available during business hours.

Simulation Policies

Simulation and Deliberate Learning help students develop knowledge, skills, and abilities needed for real life experiences. Simulation bridges the gap between classroom and real-life clinical practice and has demonstrated the ability to promote critical thinking and clinical judgment. It is a valuable tool for providing students with exposure to diversity, high-risk, low- volume events, failure to rescue, and inter-

professional learning experiences. Simulation and Deliberate Learning hours are counted towards clinical hours, and all attendance policies apply. Simulations will be completed on an additional clinical day per semester. The simulation session will be scheduled with the course instructor and simulation coordinator. Students will be notified of the date at the beginning of the semester.

Purpose

Simulation-Based Learning (SBL)/Deliberate Learning (DL) is an integral part of the nursing curriculum and is embedded into clinical courses where appropriate. The Department of Nursing ASN Curriculum Committee continually evaluates the use of SBL/DL in the curriculum to ensure appropriate and best use. SBL is introduced to students in the program in level one and is integrated throughout the curriculum, culminating with the final clinical course. Deliberate learning begins in Level 3 and continues in Level 4.

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 (For more specific policies and procedures, see the Simulation Policy Folder).

Student Responsibilities in Simulation

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.
- Read and acknowledge the Simulation Contract and Confidentiality Agreement.
- Adhere to the Simulation Laboratory Guidelines and Code of Conduct.
- Complete pre-simulation assignments.
- Gather and return equipment used for skill performance.
- Approach situations and scenarios as if they are actual patient interactions.
- Maintain safe practice.
- Maintain cleanliness in the area.
- Dispose of sharps appropriately.
- Display professional courteous conduct showing respect and consideration for self and others.
- Active participation in debriefing session due to large portion of learning occurring during discussion of actions after scenarios.

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 Contract and Confidentiality Agreement and is considered Academic Dishonesty
- Simulation Educators, staff, and students are expected to adhere to the Simulation Contract and Confidentiality Agreement 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 will report any violations to their respective course coordinators.
- All simulation data, video recordings, electronic and non-electronic documents are stored in a secure location.
- Video recordings used solely for teaching purposes during debriefing and peer review are deleted after use.

Student Orientation

- Students will receive an orientation to the Simulation Program prior to their Simulation Lab experience including, but is not limited to, the Simulation Laboratory Guidelines, confidentiality expectations, and the simulated environment (equipment, manikins, and supplies).
- The Clinical Course instructor schedules the simulations with input from the Simulation faculty and lab teaching assistant.
- 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, orientation to the simulation environment, and reviewing relevant information through an assignment completed by students.

The complete simulation policy is available from the nursing faculty and in the simulation lab.

Drug and Alcohol Screening Policy

The College may require any nursing student to submit to a drug screen for the use of controlled or prohibited substances and alcohol when the action(s) of the student are such to provide reasonable suspicion of the use of controlled substances or alcohol.

Reasonable suspicion is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based upon specific, contemporaneous, articulate observations concerning changes in behavior and speech, or personal hygiene of the student. The observations may include indications of chronic and/or withdrawal effects of prohibited substances or alcohol.

College administrators, faculty, staff, or preceptors may report reasonable suspicion to the Nursing Program Director. Due to the location of student clinicals and internships, it will not always be possible for the director to observe or speak with the student prior to requesting the reasonable suspicion drug and alcohol screening. However, to the extent possible, the director will attempt contact with the experiential student prior to ordering the drug and alcohol screening.

All reports of reasonable suspicion should be memorialized in writing (Appendix D) and should (a) describe each witness' observations of the students; (b) include the date and time the student was suspected of using or in possession of a controlled substance or alcohol; and (c) contain the names of all parties involved.

Reasonable Suspicion Factors

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 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
- Bloodshot eyes
- Unusually disheveled appearance
- Aggressive tone
- Physical aggression
- Odor of alcohol or marijuana
- Residual odor peculiar to some chemical or controlled substances
- 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, practical or laboratory judgment
- Repeated failure to follow instructions or operating procedures
- Violation of clinical, practical or laboratory facility or UNM 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 alcohol, drugs, or drug paraphernalia in student's possession
- Theft or absence of narcotics from the student's clinical or practical site.

Procedures

If reasonable suspicion exists that a student is under the influence during clinical, practical or laboratory settings, the student will be required to proceed immediately to a SAMSHA certified lab for urinalysis. The

cost of this urinalysis is the responsibility of the student. Further, the student will be required to arrange and pay for an unimpaired driver to transport them to the testing site.

Prescription or over-the-counter medications shall be disclosed to the Lab prior to providing a urine sample or on the day immediately following the drug screen procedure. Medications disclosed will require written confirmation from the prescribing provider. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

Refusal

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 be referred to the Student Services as an alleged violation of university policy.

Refusal to submit to testing shall include any or all the following:

- Failure to provide adequate urine for urinalysis without a valid medical explanation after he or she has received notice of the requirement for drug and alcohol screening.
- Engaging in conduct that obstructs or interferes with the testing process.
- Failure to be readily available for testing.
- Failure to report to and undergo prohibited substance testing as required.

Positive Results

If a positive test result is returned, the following actions will be taken:

- Students will be notified by the Lab of the positive results first. At this point, the College will not yet be notified.
- Students have the right to review the information reported by the Lab for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct.
- After any challenge period with the Lab, a positive result will be communicated to the Director of Student Services for review under the Student Code of Conduct.
- The student will be referred to the Director of Student Services for the determination of whether any Student Code of Conduct violation occurred.

Appeal

Any initial positive tests can be appealed, but only by having a second test conducted on the same urine specimen at the same Lab to ensure that no error has occurred. The cost of this additional testing will be assumed by the student. This process of appeal must be started within 24 hours of the student receiving notice of a positive test result.

Student Success Plan

Success plans are utilized to ensure timely notification for areas of improvement and to develop a plan between faculty and student to ensure the student is meeting all necessary goals to successfully complete program. It is a collaboration that requires the input of faculty and the commitment of students to ensure all goals are met. Once a success plan has been completed, it is required that the student is following through on the plan established by both parties' failure to demonstrate completion of success plan by student will result in a course failure.

The Success Plan may be applied in cases of academic performance or civility concerns within the classroom or clinical environment. If issues of civility arise with the course instructor, appropriate actions will be taken in accordance with the Success Plan. Should a student fail to complete the requirements outlined in the Success Plan, they will be subject to removal from the course.

Artificial Intelligence

The purpose of this policy is to establish guidelines for the responsible, ethical, and appropriate use of artificial intelligence (AI) tools and technologies by students, faculty, and staff within the nursing program. AI tools may offer valuable support in education, clinical decision-making, and academic work; however, their use must align with professional nursing standards, academic integrity policies, patient safety, and regulatory guidelines.

Definitions

- Artificial Intelligence (AI): Any technology or software application capable of generating text, images, or other content, analyzing data, or providing decision support without direct human input (e.g., ChatGPT, DALL·E, Grammarly, AI clinical decision support tools).
- Generative AI: A subset of AI that creates new content (e.g., text, images, code) based on input prompts.

Guidelines for Students

Acceptable Use:

- Assist with brainstorming ideas or study aids.
- Supplement understanding of nursing concepts.
- Generate practice questions or study guides for personal use.
- Review grammar and spelling in assignments.

Prohibited Use:

- Submit AI-generated work as their own without acknowledgment or citation.
- Use AI tools for graded assessments, exams, clinical documentation, or care plans.
- Use AI in clinical settings for patient care decisions.
- Use AI to access or transmit any protected health information (PHI).

Academic Integrity

- All AI use must comply with the institution's Academic Integrity Policy.
- Disclose the tool and how it was used (e.g., 'ChatGPT was used to generate an outline').
- Undisclosed or unauthorized use may constitute academic dishonesty.

Clinical Practice Considerations

AI tools must not be used for clinical decisions, documentation, or accessing health records. Any AI tools in clinical learning require prior faculty approval.

Privacy, Confidentiality, and Professionalism

AI tools must not input, store, or transmit PHI. Users must recognize potential inaccuracies, biases, and outdated AI content. Professionalism standards apply in all contexts.

Policy Violations

Violations may result in academic penalties, disciplinary actions, or dismissal from the nursing program.

Review and Updates

This policy will be reviewed annually and updated as necessary to reflect technological, professional, and regulatory changes.

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 925.SNOW (925.7669) for UNM's status. Listen to local radio and TV stations for school closures including UNM (local media may not announce early closures during the business day).

Delays

In the event UNM Valencia announces a two-hour delay, any morning class scheduled to begin before 10 a.m., will be cancelled. However, nursing classes that are 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

If UNM announces a closure, all classes are cancelled for the duration of the closure.

Early closures

If 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. outside.

Clinical

Clinical Cancellations are at the discretion of the instructor in collaboration with the program director.

Outside Employment

Students are encouraged to limit outside employment. Missing class, lab, clinical experience or any other scheduled nursing school function due to outside employment will result in activation of the attendance policy.

Students may NOT work the shift just PRIOR to any scheduled class, clinical or lab hours.

Pinning Ceremony

Pinning is a traditional ceremony in which graduate nurses receive their school pin. It is scheduled during the final week of the Spring Semester. The SNA students will assist faculty with Pinning. The director will

determine the theme, music, program, and attire with input from the faculty and SNA. The Director will secure the guest speaker.

Graduation Information

UNM-Valencia awards an Associate of Science in Nursing degree. Dual degree students will also receive a BSN from UNM. Dual degree students must take at least 30 credits through UNM main to receive the degree from that institution. All course requirements on the nursing degree checklist must be satisfied by the deadlines. All core nursing courses must be completed with a C+ grade or better. (No C- grades permitted). A representative from Student Services will work with the students to petition for graduation. The UNM-Valencia Nursing Program notifies the NM Board of Nursing that requirements are met as part of the graduate's application process to take the NCLEX-RN.

Applying for Licensure

The graduate is responsible for applying for both licensure and examination. Information may be found at the New Mexico Board of Nursing website nmbon.sks.com/. Completion of a passing grade on the NCLEX-RN will result in obtaining RN licensure. Students planning to license in a State other than New Mexico will need to work directly with that State for completion of licensure requirements.

Appendix A- Student Warning Notice

Student Name: _____ Date of notice: _____

Type of Violation (Check all that apply)

	Attendance		Carelessness in Lab Setting		Clinical Performance
	Lateness/Leaving Early		Failure to Follow Instruction		Unsatisfactory Work Quality
	Rudeness to Instructor or Other Students		Violation of College Policies and Procedures		Failure to Comply with Success Plan
	Inappropriate Use of AI		Excessive Class Disruptions		

Previous Warnings

	Oral/Written	Date	By Whom
1st Warning			
2nd Warning			
3rd Warning			

Instructor Statement:

Date of Incident: _____

_____

_____

Student Statement:

____I agree with Instructors statement

____I do not agree with the instructor's statement for the following reasons:

_____

_____

Action to be taken

	Warning		Probation
	Suspension		Dismissal from program
	Other:		

Consequences should incident occur again:

_____

_____

_____

I agree that I have read this Student Warning Notice and understand it. All my questions have been answered.

Student Signature _____

Date _____

Instructor Signature _____

Date _____

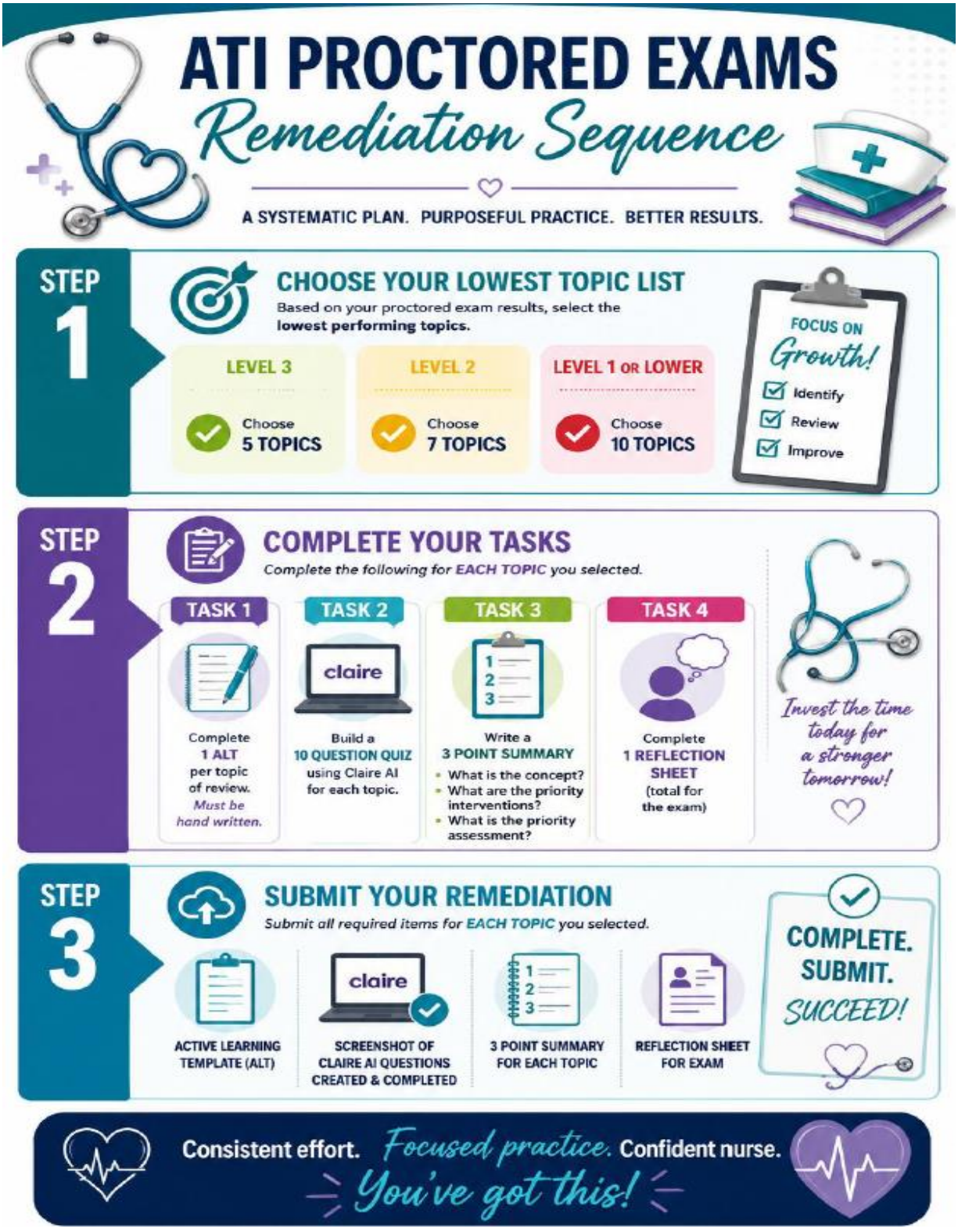
Program Director Signature _____

Date _____

Appendix B- ATI Policy for Practice Assessments



Appendix B- ATI Policy for Proctored Assessments



Appendix C- 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 students 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 Nursing 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 permi ssion 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 Nursing 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 the 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 Ace of 1974 and the New Mexico HIV Test Act 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 because 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

   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).

   Laboratory Testing/Treatment: 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.

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.

4. **For more information on testing and treatment decisions or protocols**:

- 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.html

Appendix D- UNM-Valencia Campus Suspected Impairment Form

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 E- Notice of Incident

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 Numbers_

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 F- 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 G- UNM- Valencia Nursing Student Confidentiality Agreement

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 _____

Appendix H- Student Attestation

The University of New Mexico-Valencia Campus Nursing Program

The *Student Handbook of the UNM-Valencia Nursing Program's Policies and Procedures* contains those descriptions, requirements and regulations that are in effect for The University of New Mexico-Valencia Campus Nursing 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 Nursing 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