Student Nurse

HANDBOOK

2025-2026

"Not Self but Others"

Dear Nursing Student,

The faculty and I are very excited that you have chosen nursing as your profession. Nursing is an honorable, fulfilling career and we welcome you into our profession. We look forward to working with you as you make your journey from student nurse to professional nurse, ready to meet today's health care challenges.

Nursing education is challenging and the schedule is demanding but the faculty and I will be with you to guide you along your way. By the time you graduate, you will possess a vast and complex knowledge base, have the ability to think critically, model professional behavior, and provide professional nursing care for individuals, families, and groups of patients in a culturally diverse health care system. You will become a critically important member of the health care team. Currently, there is a tremendous demand for registered nurses in a variety of health care settings within our community, region, and nation. What an exciting time to join the nursing profession!

The NMJC Nursing Program is committed to helping you accomplish your educational and professional goals by creating an effective learning environment. We strive to be responsive to your learning needs, provide effective teaching methods, and access to effective learning tools and resources to help you achieve success through learning. BUT…it is IMPERATIVE that you do your part!

The Student Nurse Handbook is a valuable resource. ***Read it carefully and completely***. You will be required to sign a statement acknowledging that you have read it in its entirety and understand the information, agree to follow all policies, and understand the consequences of policy violations. Please bring any questions that you may have to Bootcamp on Friday, August 15.

The faculty and I look forward to meeting all of you!

Sincerely,

Sally Lane MSN, RN
Director of Allied Health and Nursing

"Not Self but Others"

Attention: The information in this handbook supersedes all previous versions.

TABLE OF CONTENTS

PROGRAM INFORMATION

ACCREDITATION 5
CONTACT INFORMATION 6
DEMOGRAPHIC INFORMATION 7
ORGANIZATIONAL CHART 8
NURSING PROGRAM DESCRIPTION 9
DEGREE AND CERTIFICATE OFFERINGS 9
NMJC – ADN PROGRAM CREDIT/CLOCK HOUR SUMMARY 10
ASSOCIATE OF APPLIED SCIENCE (AAS) IN NURSING – DEGREE PLAN 11
NMJC – LPN PROGRAM OPTION CREDIT/CLOCK HOUR SUMMARY 12
CERTIFICATE OF COMPLETION IN PRACTICAL NURSING – DEGREE PLAN 13
OVERVIEW OF HIERARCHY 14
MISSION AND PHILOSOPHY 15
NURSING EDUCATION 17
TEACHING AND LEARNING IN NURSING EDUCATION AND SCHOLARSHIP OF NURSING FACULTY 18
NURSING PROGRAM GRADUATE LEARNING OUTCOMES 19
INSTITUTIONAL GRADUATE LEARNING OUTCOMES 19
THEORETICAL PROPOSITIONS MODEL 20
STUDENT OUTCOMES BY EDUCATIONAL LEVEL 21
EVALUATION METHODS FOR ACHIEVEMENT OF STUDENT LEARNING OUTCOMES 23
TIME COMMITMENT TO NURSING 23

POLICIES AND PROCEDURES

PROGRAM REQUIREMENTS 24
Student Health Requirements and Policies 24
Immunizations and Tests Required by State Law and Clinical Facilities 24
Background Check and Fingerprinting 26
Health Care Cost 26
Accident, Injury, and/or Illness 27
Pregnancy 27
LEGAL ISSUES AFFECTING NURSING STUDENTS 27
Criminal Background Checks for Nursing Education 27
SUBSTANCE USE/ABUSE POLICY 28
Nursing Program – Substance Use/Abuse Screening and Testing Policy 28
Preamble 28
Definitions 29
Policy and Practices 29
Clinical Contracts 32
Agencies Providing Assessment and/or Treatment of Substance Use/Abuse 32
STUDENT RECORDS 33
FERPA 33
CONFIDENTIALITY/HIPAA 33

ADVISEMENT 34
NON-DISCRIMINATION POLICY 34
AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE 34
COURSE ABSENCES 34
Classroom, Laboratory, Simulation and Clinical 35
EXAMINATION POLICIES 36
COURSE GRADING POLICIES 38
Curriculum Nursing Course Grading Scale *38*
Calculation of Course Grade *38*
Clinical Practice Requirements *40*
Incomplete Grade *41*
Progression through the Nursing Program *41*
Assessment Technologies (ATI) Policy *42*
Assessment Technologies (ATI) Remediation Process *44*
Clinical Laboratory Assignments and Return Demonstration of Skills Sets *44*
CLINICAL LABORATORY POLICIES AND PROCEDURES 45
SAFETY RULES 45
DEMONSTRATION OF NURSING SKILLS 46
Confidentiality of Information *46*
SIMULATION POLICIES 47
Definition of Simulation *47*
Simulation Privacy Policy *47*
Simulation Feedback and Debriefing Policy *47*
Simulation Student Professionalism Policy *48*
NURSING STUDENT DRESS CODE 49
Classroom Dress Code *49*
Lab/Simulation/Clinical Rotation Dress Code – Uniform Regulations *49*
CLINICAL ROTATION POLICIES 52
Employment Guidelines Related to Clinical Agreement *52*
Transportation to Clinical Sites *52*
Clinical Placement Policy *52*
Clinical Experiences *52*
Behavior in the Clinical Agency *52*
Student Clinical Objectives, Assignments, and Evaluation *53*
Student Clinical Performance Evaluations *53*
Safe Clinical Nursing Practice *54*
Unsafe Clinical Nursing Practice (Incompetent Nursing Practice) *54*
Unsatisfactory Performance Procedure *57*
Physical and Emotional Hazards *57*
ACTIVITIES ABOVE THE STUDENT NURSE'S SCOPE OF PRACTICE 59
CLINICAL LABORATORY/CLINICAL ROTATION INCIDENT POLICIES 61
Needle Stick Injury *62*
Medication Administration Error *62*
Blood-borne Pathogens – Universal Precautions *64*
Other Potentially Infectious Materials *64*
Exposure Incident *64*
Universal Precautions *64*

Personal Protective Equipment *64*
STUDENT PORTFOLIO 65
PROGRESSION POLICY 65
Withdrawals and Failures Defined *65*
NMJC Nursing Program Course Failure and Withdrawal *65*
Re-entry into the NMJC Nursing Program *66*
EXPECTATIONS OF STUDENT CONDUCT 67
Behavioral Requirements *67*
Integrity *67*
Honesty *68*
Classroom Conduct *68*
Professional Conduct Expectations of the Student Nurse *68*
Professional Standards and Accountability *69*
Professional Conduct *70*
Unprofessional Conduct as Defined by the New Mexico Nurse Practice Act *70*
Dishonesty *71*
Cheating *72*
Plagiarism *73*
Pathway to Success Plans and Disciplinary Action *73*
Pathway to Success Plans and Behavioral Write-Ups *73*
ISSUES, CONCERNS, AND COMPLAINT PROCESS 74
NMJC FORMAL COMPLAINT PROCESS 74
SOCIAL MEDIA AND TECHNOLOGY POLICIES 74
Technology Policies for Class, Laboratory/Simulation, and Clinical *74*
Social Media Policy for Class, Laboratory/Simulation, and Clinical *75*

Nursing Program and New Mexico Junior College Accreditation

Accreditation Commission for Education in Nursing (ACEN)

The NMJC Allied Health and Nursing (AHN) RN Associate Degree Nursing (ADN) Program is accredited by the ACEN. For more information regarding accreditation status, please contact:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

New Mexico Board of Nursing (NMBON)

The NMJC AHN ADN Program are approved by and accountable to the New Mexico Board of Nursing. For more information regarding NMBON approval, please contact:

New Mexico Board of Nursing
6301 Indian School Road NE
Suite 710
Albuquerque, NM 87110
(505) 841-8340

The Higher Learning Commission, North Central Association (HLC)

New Mexico Junior College is accredited by and accountable to the Higher Learning Commission, North Central Association. For more information regarding accreditation status, please contact:

The Higher Learning Commission
North Central Association
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
(312) 263-0456

NMJC Allied Health and Nursing RN Program Contact Information

Department Administration

- Sally Lane, MSN, RN Director of Allied Health and Nursing, Allied Health Building, room 106, 575-492-2514, slane@nmjc.edu
- Bobbi Davis, Administrative Secretary to the Director of Allied Health and Nursing, Allied Health Building, room 105, 575-492-2517, bjdavis@nmjc.edu
- Kysha McBee, MSN, RN, Year 1 Curriculum Coordinator, Professor of Nursing, Allied Health Building, room 107, 575-492-2534, kmcbee@nmjc.edu
- Kim Webb, MSN, RN, CNE, Year 2 Curriculum Coordinator and Professor of Nursing, Allied Health Building, room 108, 575-492-2515, kwebb@nmjc.edu
- Mandy Downey, MSN, RN, Lab & Simulation Coordinator and Professor of Nursing, Allied Health Building, room 109, 575-492- 2531, mdowney@nmjc.edu
- Nursing Retention Specialist

Faculty

- Katelyn Blankenship, BSN, RN, Professor of Nursing; Allied Health Building, room 112, 575-492-2532, kblankenship@nmjc.edu
- Monica Cabello, BSN, RN, Professor of Nursing, Allied Health Building, room 116, 575-492-2521, mcabello@nmjc.edu
- Donnie Hayes, MSN, RN, Professor of Nursing, Allied Health Building, room 114, 575-492-2523, dhayes@nmjc.edu
- Erica Hernandez, MSN, RN, Professor of Nursing, Allied Health Building, room 110, 575-492-2522,
- Rachel Wagner Martinez, MSN, RN, CNEcl Professor of Nursing, Allied Health Building, room 111, 575-492-2537, rwagner@nmjc.edu

Appointments/Office Hours

It is imperative that you set an appointment to meet with your advisor/instructor/Retention Specialist if you are having difficulty understanding a concept. Most of the time faculty are teaching in the classroom, supervising in the lab, conducting simulation, or prepping for their next lesson. For this reason, they are available by appointment only, via email. You can email them through Canvas or make an appointment through Calendly (if applicable) to set up a time to meet. If you set an appointment and are unable to keep it, you MUST give your advisor/instructor/Retention Specialist at least an hours' notice. **If you miss your appointment (without contacting your advisor/instructor/Retention Specialist), you will be expected to write a professionalism paper and will receive a Professional/Behavioral Write-Up.**

NMJC Nursing Program
Student Nurse Handbook

The Student Nurse Handbook has been designed to guide the student nurse and communicate information of vital importance regarding the New Mexico Junior College (NMJC) Allied Health and Nursing's RN Program curricula and program policies. The student should read and be familiar with the information and policies contained in the Nursing Program Student Nurse Handbook and the course syllabi. It is the student's obligation to review the contents of this handbook and be accountable for the information and policies throughout the year(s) of nursing education. Each student must sign "Student Acknowledgement" forms each academic year. The student's signature acknowledges the student has read, understands, and agrees to abide by the policies contained within the handbook. Failure to comply with the policies may result in failure to progress in the nursing program. The completed form is placed in the student's record. The student nurse should also read and be familiar with the policies contained within the NMJC Student Handbook and the NMJC College Catalog.

Demographic Information

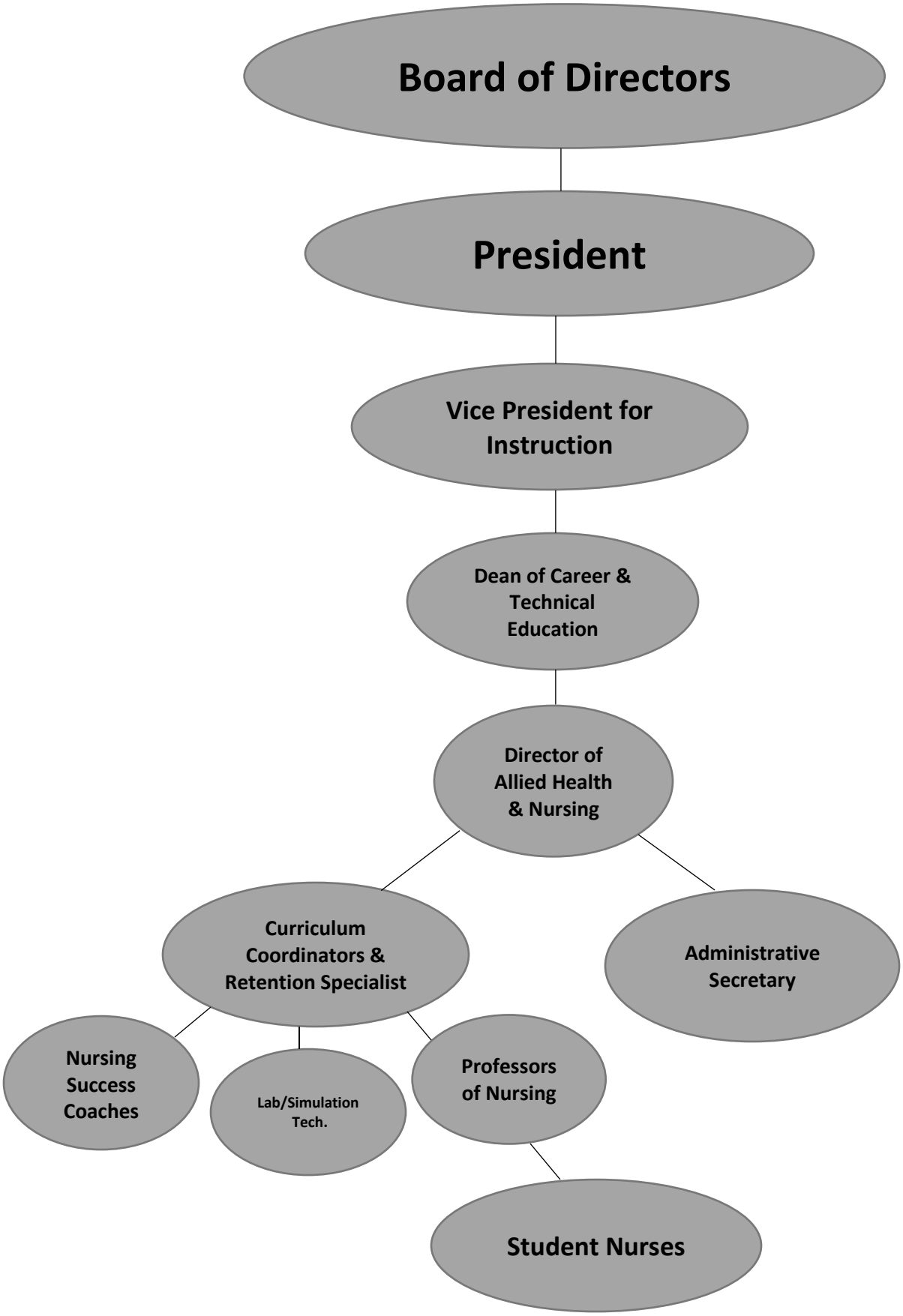
New Mexico Junior College

NMJC opened in the fall of 1965 and was the first independent community college built in the state of New Mexico. The college is governed by the 1985 Community College Act and is fully accredited by the Higher Learning Commission, North Central Association. NMJC offers Associate of Arts, Science, and Applied Science degrees, and certificates in business and industry trades. The college is comprised of four instructional divisions: Arts and Humanities; Business, Math and Sciences; Public Safety; and Distance Learning and Professional Studies. NMJC also offers a wide variety of vocational-technical, college transfer, general education, and community service classes to serve the educational needs of Lea County and surrounding communities.

Nursing Program Students

Students in the NMJC Nursing Program come from diverse socioeconomic, cultural, and educational backgrounds. The student population profiles include students who are single, married, divorced, parents with children living at home, students who communicate using English as a second language, students with college degrees in other fields of study, first-generation college students, students who are starting a new career, or attending college for the first time.

NMJC Allied Health and Nursing Organizational Chart



Nursing Program Description

The NMJC Registered Nursing Program opened in 1969 and has been nationally accredited since 1975 by the National League for Nursing Accrediting Commission (NLNAC) or the Accreditation Commission for Education in Nursing (ACEN).

The mission of **NMJC** as a comprehensive community college is to **promote success through learning**. The mission of NMJC Allied Health and Nursing RN Program is to **promote success through learning** by facilitating the acquisition of knowledge, skills, and attitudes required by entry-level nurses to provide safe, patient-centered, high quality, nursing care across the lifespan that is evidence-based for diverse individuals, families, and communities. The NMJC Allied Health and Nursing RN Program offers a two-year registered nursing education program - Associate of Applied Science in Nursing (AAS). The NMJC Allied Health and Nursing RN Program also offers an optional certificate of completion for Practical Nursing. The curriculum for both program options includes classroom, laboratory, and supervised clinical instruction in real and simulated environments.

NMJC Nursing Program - Degree and Certificate Offerings

1. The NMJC Allied Health and Nursing RN Program offers a two-year registered nursing education program:

   - **Associate of Applied Science in Nursing (AAS)**
     Students who successfully complete course requirements for Levels 1, 2, 3, and 4 of the program of study receive an Associate of Applied Science (AAS) degree in nursing and are eligible to write the National Council Licensing Examination-Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

2. The NMJC Allied Health and Nursing RN Program also offers an optional certificate of completion for Practical Nursing.

   - **Certificate of Completion for Practical Nursing (LPN)**
     Students who successfully complete course requirements for Levels 1, 2, and 3 and the additional Professional Issues in Practical Nursing online course (available to students in Level 3 of the ADN program only), of the Program of Study receive a certificate of completion for practical nursing and are eligible to write the National Council Licensing Examination-Practical Nurse (NCLEX-PN) for licensure as a practical nurse (LPN).

NMJC AHN ADN Program Credit/Clock Hour Summary

Course Prefix and Number	Course Title	Credit Hours/ Semester	Theory Clock Hour/ Week	Clinical Lab/Rotation Clock Hours/ Week*	Theory Clock Hours/ Semester	Clinical Lab/Rotation Clock Hours/ Semester	Theory Clock Hours + Clinical Lab/Rotation Clock Hours/ Semester
General Education, Pre-Requisite Courses:							
PS110	College Orientation	0	0	0	0	0	0
Basic Science **one** of the following: BIOL2310C & BIOL2310Z BIOL1101C & BIOL1101Z BIOL1111C & BIOL1111Z BIOL2120C & BIOL2120Z, BIOL2610C & BIOL2610Z CHEM1120C & CHEM1120Z CHEM1215C & CHEM1215Z	**Microbiology** (*Recommended)* or **Biology/Chemistry**	4	3	3	45	45	90
BIOL2210C & BIOL2210Z	Human Anatomy & Physiology I	4	3	3	45	45	90
BIOL2225C & BIOL2225Z	Human Anatomy & Physiology II	4	3	3	45	45	90
ENGL110	Composition I	3	3	0	45	0	45
PSYC1110	Introduction to Psychology	3	3	0	45	0	45
PSYC2120	Developmental Psychology	3	3	0	45	0	45
Totals		**21**	**18**	**9**	**270**	**135**	**405**
Nursing Core Course Requirements Year 1 = Level 1 + Level 2/Year 2= Level 3 + Level 4							
Level 1, Semester 1							
* *NRSN 1050*	*Pathophysiology for Nursing*	5	5	0	75	0	75
NRSN 1011	Intro. to Concepts of Nursing	3	3	0	45	0	45
NRSN 1013	Fundamentals of Nursing	4	1	9	15	135	150
Totals		**12**	**9**	**9**	**135**	**135**	**270**
Level 2, Semester 2							
NRSN 1016	Concepts of Nursing I	3	3	0	45	0	45
NRSN 1026	Community Health in Nursing	3	3	0	45	0	45
NRSN 1033	Pharmacology in Nursing	3	3	0	45	0	45
NRSN 1036	Nursing Skills & Assessment I	4	1	9	15	135	150
Totals		**13**	**10**	**9**	**150**	**135**	**285**
Level 3, Semester 3							
NRSN 2013	Concepts of Nursing II	3	3	0	45	0	45
NRSN 2026	Leadership & Management in Nursing	3	3	0	45	0	45
NRSN 2039	Nursing Skills & Assessment II	4	0	12	0	180	180
Totals		**10**	**6**	**12**	**90**	**180**	**270**
Level 4, Semester 4							
NRSN 2211	Concepts of Nursing III	4	4	0	60	0	60
NRSN 2233	Nursing Skills & Assessment III	4	1	9	15	135	150
NRSN 2245	ADN Capstone	6	5	3	75	45	120
Totals		**14**	**10**	**12**	**150**	**180**	**330**
NMJC Nursing Program – Associate Degree Applied Science in Nursing							
Grand Totals	General Ed. Courses Nursing Core/Corequisite Courses	21 49 **70**	18 35 **53**	9 42 **51**	270 525 **795**	135 630 **765**	405 1155 **1560**

Semester = 16 weeks (15 Instructional and 1 for evaluation)
Lecture Courses: 1 theory credit hour = 1 clock hour per week
Courses with a Lab Component: 1 lab credit hour = 3 lab clock hours per week

NRSN 1050-Pathophysiology for Nursing is not considered a core nursing course, but must be taken in Level I of the nursing program as a corequisite.

NMJC Associate of Applied Science (AAS) in Nursing -Degree Plan

Prerequisite Courses (21 hours)

Course Number	Course Title and (Credit Hours)
Basic Science Courses	*Choose one of the following 4 credit hour courses:*
BIOL2310C & BIOL2310Z	Microbiology (recommended)
OR	
BIOL1101C & BIOL1101Z, BIOL1111C & BIOL1111Z	
BIOL2120C & BIOL2120Z	Biology/Chemistry
BIOL2610C & BIOL2610Z	
CHEM1120C & CHEM1120Z	
CHEM1215C & CHEM1215Z	
BIOL2210C & BIOL2210Z	Human Anatomy and Physiology I (4)
BIOL2225C & BIOL2225Z	Human Anatomy and Physiology II (4)
ENGL110	Composition I (3)
PSYC1110	Introduction to Psychology (3)
PSYC2120	Developmental Psychology (3)

Nursing Core/Corequisite Courses (49 Credit Hours)

Course Number	Course Title and (Credit Hours)
Level 1	
*NRSN 1050-Corequisite	Pathophysiology for Nursing (5)
NRSN 1011	Introduction to Nursing Concepts (3)
NRSN 1013	Fundamentals of Nursing (4)
Level 2	
NRSN 1016	Concepts of Nursing I (3)
NRSN 1026	Community Health in Nursing (3)
NRSN 1033	Pharmacology in Nursing (3)
NRSN 1036	Nursing Skills & Assessment I (4)
Level 3	
NRSN 2013	Concepts of Nursing II (3)
NRSN 2026	Leadership & Management in Nursing (3)
NRSN 2039	Nursing Skills & Assessment II (4)
Level 4	
NRSN 2211	Concepts of Nursing III (4)
NRSN 2233	Nursing Skills & Assessment III (4)
NRSN 2245	ADN Capstone (6)
Total Credits Hours for degree completion (AAS)	**70**

*NRSN 1050 is not considered a core nursing course, but must be taken in Level 1 of the nursing program as a corequisite.

NMJC AHN PN Program Option Credit/Clock Hour Summary

Course Prefix and Number	Course Title	Credit Hours/ Semester	Theory Clock Hour/ Week	Clinical Lab/Rotation Clock Hours/ Week*	Theory Clock Hours/ Semester	Clinical Lab/Rotation Clock Hours/ Semester	Theory Clock Hours + Clinical Lab/Rotation Clock Hours/ Semester
General Education, Pre-Requisite Courses:							
PS110	College Orientation	0	0	0	0	0	0
Basic Science **one** of the following: BIOL2310C & BIOL2310Z BIOL1101C & BIOL1101Z BIOL1111C & BIOL1111Z BIOL2120C & BIOL2120Z BIOL2610C & BIOL2610Z CHEM1120C & CHEM1120Z CHEM1215C & CHEM1215Z	 **Microbiology** **(***Recommended)* or **Biology/Chemistry**	4	3	3	45	45	90
BIOL2210C & BIOL2210Z	Human Anatomy & Physiology I	4	3	3	45	45	90
BIOL2225C & BIOL2225Z	Human Anatomy & Physiology II	4	3	3	45	45	90
ENGL1110	Composition I	3	3	0	45	0	45
PSYC1110	Introduction to Psychology	3	3	0	45	0	45
PSYC2120	Developmental Psychology	3	3	0	45	0	45
Totals		**21**	**18**	**9**	**270**	**135**	**405**
Nursing Core Courses Requirements Year 1 = Level 1 + Level 2/Year 2= Level 3 + NRSN 1080							
Level 1, Semester 1							
* *NRSN 1050*	*Pathophysiology for Nursing*	5	5	0	75	0	75
NRSN 1011	Intro. to Concepts of Nursing	3	3	0	45	0	45
NRSN 1013	Fundamentals of Nursing	4	1	9	15	135	150
Totals		**12**	**9**	**9**	**135**	**135**	**270**
Level 2, Semester 2							
NRSN 1016	Concepts of Nursing I	3	3	0	45	0	45
NRSN 1026	Community Health in Nursing	3	3	0	45	0	45
NRSN 1033	Pharmacology in Nursing	3	3	0	45	0	45
NRSN 1036	Nursing Skills & Assessment I	4	1	9	15	135	150
Totals		**13**	**10**	**9**	**150**	**135**	**285**
Level 3, Semester 3							
NRSN 2013	Concepts of Nursing II	3	3	0	45	0	45
NRSN 2026	Leadership & Management in Nursing	3	3	0	45	0	45
NRSN 2039	Nursing Skills & Assessment II	4	0	12	0	180	180
NRSN 1080	Professional Issues in Practical Nursing	2	2	0	30	0	30
Totals		**12**	**8**	**12**	**120**	**180**	**300**
NMJC Nursing Program – Certificate of Completion for Practical Nursing							
	General Ed. Courses	**21**	**18**	**9**	**270**	**135**	**405**
	Nursing Core/Corequisite Courses	**37**	**27**	**30**	**405**	**450**	**855**
Grand Totals		**58**	**45**	**39**	**675**	**585**	**1260**

Semester = 16 weeks (15 Instructional and 1 for evaluation)
Lecture Courses: 1 theory credit hour = 1 clock hour per week
Courses with a Lab Component: 1 lab credit hour = 3 lab clock hours per week

NRSN 1050-Pathophysiology for Nursing is not considered a core nursing course, but must be taken in Level I of the nursing program as a corequisite.

NMJC Certificate of Completion-Practical Nursing-Degree Plan

Pre-requisite Courses (21 hours)

Course Number	Course Title and (Credit Hours)
Basic Science Courses	*Choose one of the following 4 credit hour courses:*
BIOL2310C & BIOL2310Z	Microbiology (recommended)
OR	
BIOL1101C & BIOL1101Z, BIOL1111C & BIOL1111Z BIOL2120C & BIOL2120Z BIOL2610C & BIOL2610Z CHEM1120C & CHEM1120Z CHEM1215C & CHEM1215Z	Biology/Chemistry
BIOL2210C & BIOL2210Z	Human Anatomy and Physiology I (4)
BIOL2225C & BIOL2225Z	Human Anatomy and Physiology II (4)
ENGL110	Composition I (3)
PSYC1110	Introduction to Psychology (3)
PSYC2120	Developmental Psychology (3)

Nursing Core Courses (37 Credit Hours)

Course Number	Course Title and (Credit Hours)
Level 1	
NRSN 1050-Corequisite	Pathophysiology for Nursing (5)
NRSN 1011	Introduction to Nursing Concepts (3)
NRSN 1013	Fundamentals of Nursing (4)
Level 2	
NRSN 1016	Concepts of Nursing I (3)
NRSN 1026	Community Health in Nursing (3)
NRSN 1033	Pharmacology in Nursing (3)
NRSN 1036	Nursing Skills & Assessment I (4)
Level 3	
NRSN 2013	Concepts of Nursing II (3)
NRSN 2026	Leadership & Management in Nursing (3)
NRSN 2039	Nursing Skills & Assessment II (4)
NRSN 1080	Professional Issues in Practical Nursing (2)
Total Credits Hours for Certificate Completion (PN)	**58**

*NRSN 1050 is not considered a core nursing course, but must be taken in Level 1 of the nursing program as a corequisite.

NMJC Allied Health and Nursing RN Program
Overview of Hierarchy and Interrelationships of Outcomes

New Mexico Junior College Mission

NMJC AHN RN Program Mission and Philosophy

Graduate Learning Outcomes/End-of-Program Outcomes (GLOs/EPSLOs)

Curriculum Framework

Conceptual Framework

Level-specific Departmental Course/Student Learning Outcomes (DCOs/SLOs)

Course Outcomes

Course-specific Assignments Outcomes

Content-specific Examinations Outcomes

Nursing Skills Demonstrations Outcomes

Real and Simulated Clinical Performance Outcomes

NMJC Mission

The mission of NMJC as a comprehensive community college is to **promote success through learning**.

NMJC Nursing Program - Mission

The mission of NMJC Allied Health and Nursing (AHN) RN Program is to **promote success through learning** by facilitating the acquisition of knowledge, skills, and attitudes required by entry-level nurses to provide safe, patient-centered, high quality, nursing care across the lifespan that is evidence-based for diverse individuals, families, and communities. Through the provision of quality nursing education, the NMJC AHN RN Program is assisting the students to successfully complete their career goals and helping to address the nursing care needs of the community.

NMJC Nursing Program - Philosophy

The philosophy of the nursing program is a blending of personal beliefs and values held by the nursing faculty and the nursing metaparadigm Person, Environment, Health and Illness, and Nursing.

1. **Person**: encompasses individuals, families, and communities. The individual person receives professional services that are directed by a licensed practitioner of the healing arts toward maintenance, improvement, or protection of health or lessening of illness, disability, or pain (US Centers for Medicare and Medicaid Services). Care is provided across the lifespan. The individual is a bio- psycho-social-spiritual being who exists in a unique environment. Individuals demonstrate varying degrees of self-awareness, health care seeking, active care participation, consumer health information, and self-determination.

   Environment: encompasses internal and external factors that are unique, dynamic in nature, and influence health. The individual person is in a continuous interaction with the unique and changing environment. How the individual interacts with the environment is influenced by multiple stimuli and developmental stage.

2. **Health and Illness:** encompasses a continuum based on the individual's perception of well- being. Health is affected throughout the life cycle by genetic and environmental factors, culture, physiological mechanisms, emotional reactions, attitudes, spiritual influences, and perceptions. Health promotion, protection, maintenance, and restoration are unique, dynamic processes.

3. **(Professional) Nursing:** both an art and a science, founded on a professional body of knowledge that integrates concepts from the liberal arts and the biological, physical, psychological and social sciences. It is a learned profession based on an understanding of the human condition across the life span and the relationships of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills, technologies, and patient care activities into evidence-based nursing practice. The goal of nursing for patient care in any setting is preventing illness; alleviating suffering; protecting, promoting and restoring health; and promoting dignity in dying (NCSBN definition of nursing).

Nurse: a person who is educationally prepared to provide and direct care. The nurse may function in a multiplicity of health care settings. The nurse provides holistic care, promotes dignity, and respects privacy. The nurse considers a person's identity as an individual, a member of a family, a community, and a diverse society when planning nursing care. Through therapeutic, purposeful, and effective communication, the nurse implements the nursing process in a variety of roles and settings in collaboration with other health professionals.

Through the process of nursing education, the student nurse develops elements of professional identity as a nurse. Personal values, ethics, beliefs, and experiences provide a framework for development of personal identity. Essential elements in the development of professional identity include: autonomy, knowledge, competence, profession hood, accountability, advocacy, collaborative practice, and commitment. Attributes of professional identity in nursing include: self-awareness, integrity, education (including lifelong learning), leadership qualities, respect for others, ethical decision-making, altruism, and licensure.

Nursing Education:

Nursing education is a formal program of study occurring within the mainstream of collegiate education and based on accepted educational philosophy and theory. The NMJC Allied Health and Nursing faculty have adopted a contemporary concept-based model of nursing education that features common concepts that have emerged from nursing science. The approach is based on research that has shown that learning is influenced by the ability to make connections between information and such connections form knowledge structures that facilitate the application of information to multiple situations. The conceptual approach incorporates separate but interrelated elements: concepts, exemplars, concept-based curriculum, concept-based instruction, and conceptual learning. This concept-based approach helps to manage excessive curriculum content through information management, to engage students, to develop the thinking skills of nursing students, and produce highly skilled nursing graduates who can manage patient care in an increasingly complex health care system.

Students learn problem-solving and skills development needed in today's world. Students learn how to apply what they know or have learned to the management of patient care. The faculty develop student learning activities in context to real life situations. Students explore nursing concepts in relationship to one another and link concepts to the live context of clinical practice.

The role of the faculty is to guide the students in the development of critical thinking skills and application of knowledge by creating practical learning activities relevant to clinical nursing practice. Teaching methods include guided discovery and hands-on learning. Students discuss what they are learning and experience the learning through role-play. The student learning environment includes group work and discussions. Students are prepared in the classroom and clinical laboratory to analyze and solve the types of problems they will encounter in clinical practice. The students receive continuous feedback regarding performance. The optimal result is creation of entry-level nurses who are prepared to take the knowledge, skills, and attitudes they have learned during nursing education and apply them to nursing practice.

Nursing education prepares students to practice within established professional guidelines and standards. Nursing students continuously engage in the development, comprehension, application, analysis, and synthesis of knowledge. Nursing education produces changes in the behavior that evolve from organized learning experiences designed to develop effective **communication skills, critical thinking and problem-solving abilities, and self and community awareness.** Nursing education is a sequential process through which students acquire nursing knowledge, skills, and attitudes, and are socialized into the profession of nursing.

Nursing education progresses from simple to complex principles and concepts. Nurse educators base curriculum decisions on realistic conceptions of nursing roles and practice. The curriculum is flexible; reflects current societal and health care trends and issues; and promotes evidence-based practice. Nursing education produces entry-level nurses who are able to pass the NCLEX-RN Examination® on the first attempt and possess the knowledge, skills, and attitudes required to provide safe, patient-centered, high quality, nursing care across the lifespan that is evidence-based for diverse individuals, families, and communities. Nursing education also enables the students to successfully complete their career goals and assists in meeting the nursing care needs of the community. The associate and bachelor degrees in nursing are foundations for life-long learning and advancement to higher levels of nursing education.

Teaching and Learning in Nursing Education:

Teaching is the facilitation of learning and requires valuing the student as a person and understanding the student's learning needs. Learning is facilitated by timely feedback which is understandable to the learner. A clearly understood plan collaboratively developed by the learner and the instructor is essential to the student's ability to translate constructive feedback into changes in behavior. The plan includes objectives, timelines, and evaluation.

The teaching process also communicates a progression from simple to complex concepts and fosters intellectual and personal growth by stimulating intellectual inquiry, creativity, and originality. The teaching process develops and utilizes critical thinking and clinical judgment skills in the cognitive, affective, and psychomotor domains. The cognitive domain pertains to mental skills (knowledge) and contains three practical instructional levels including fact, understanding, and application. The affective domain is growth in feelings or emotional areas (attitude) that is based upon behavioral aspects and beliefs. The three levels in the affective domain are awareness, distinction, and integration. The psychomotor domain pertains to manual or physical skills and incorporates the three practical instructional levels including imitation, practice, and habit. *(Bloom, 1956 and Anderson, 2001)*

Learning is the independent, *self-motivated* process of seeking, acquiring, synthesizing and evaluating new knowledge. Learning is acquired through the repetition and reinforcement of successful behaviors that contribute to desired behavior patterns. To enhance the learning process, the nursing faculty provides a stimulating learning environment inclusive of student involvement, problem-solving, and discovery of new ideas, skills, attitudes and knowledge of nursing. The student is responsible for his/her learning and faculty is responsible for structuring the learning setting to facilitate learning for the adult student.

The adult learner is capable of self-direction, builds on previous experiences, prefers problem-centered vs. subject-centered learning, needs active involvement in learning and requires motivation and confidence to learn. The adult learner needs to connect the content to their own meaning structures and focus on learning. Learning is enhanced when the subject matter is perceived by the adult learner as having meaning for one's own purpose (Knowles, 1973).

Communication is an important component of the **teaching and learning** processes involving the exchange of information between people by means of speaking, writing, or using a common system of signs or behavior. The faculty and student must be able to communicate information in an accurate, correct, and understandable manner.

Scholarship of Nursing Faculty

The **scholarship of teaching** is the primary focus of nursing scholarship for NMJC Allied Health and Nursing RN Program faculty. The scholarship of teaching is defined as the process occurring when the teacher creatively builds bridges between his or her own understanding and the student's learning.

The **scholarship of practice in nursing** is defined by NMJC Allied Health and Nursing RN Program as self-development to improve competence beyond the basic practice of professional nursing. NMJC Nursing Program faculty members engage in the scholarship of practice in nursing through the process of professional development. In order to improve competence in content-specific areas of instruction, faculty members

participate in content-specific continuing education.

NMJC Allied Health and Nursing RN Program faculty do not perform nursing research; however, the **scholarships of discovery and integration in nursing** are incorporated in the teaching and learning processes of the student nurse through application of evidence-based practices in nursing care. Nursing faculty teach students to find nursing research articles, interpret the results, and apply the nursing research findings to direct patient care.

New Mexico Junior College Allied Health and Nursing Graduate End-of- Program Student Learning Outcomes (GLOs/EPSLOs)

Upon completion of either the Associate of Applied Science in Nursing from NMJC, it is anticipated that the student will be able to:

1. engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. deliver nursing care that is evidence-based.
4. demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. utilize technologies for the management of information and in the delivery of patient care.

Institutional - Graduate Learning Outcomes –NMJC GLOs

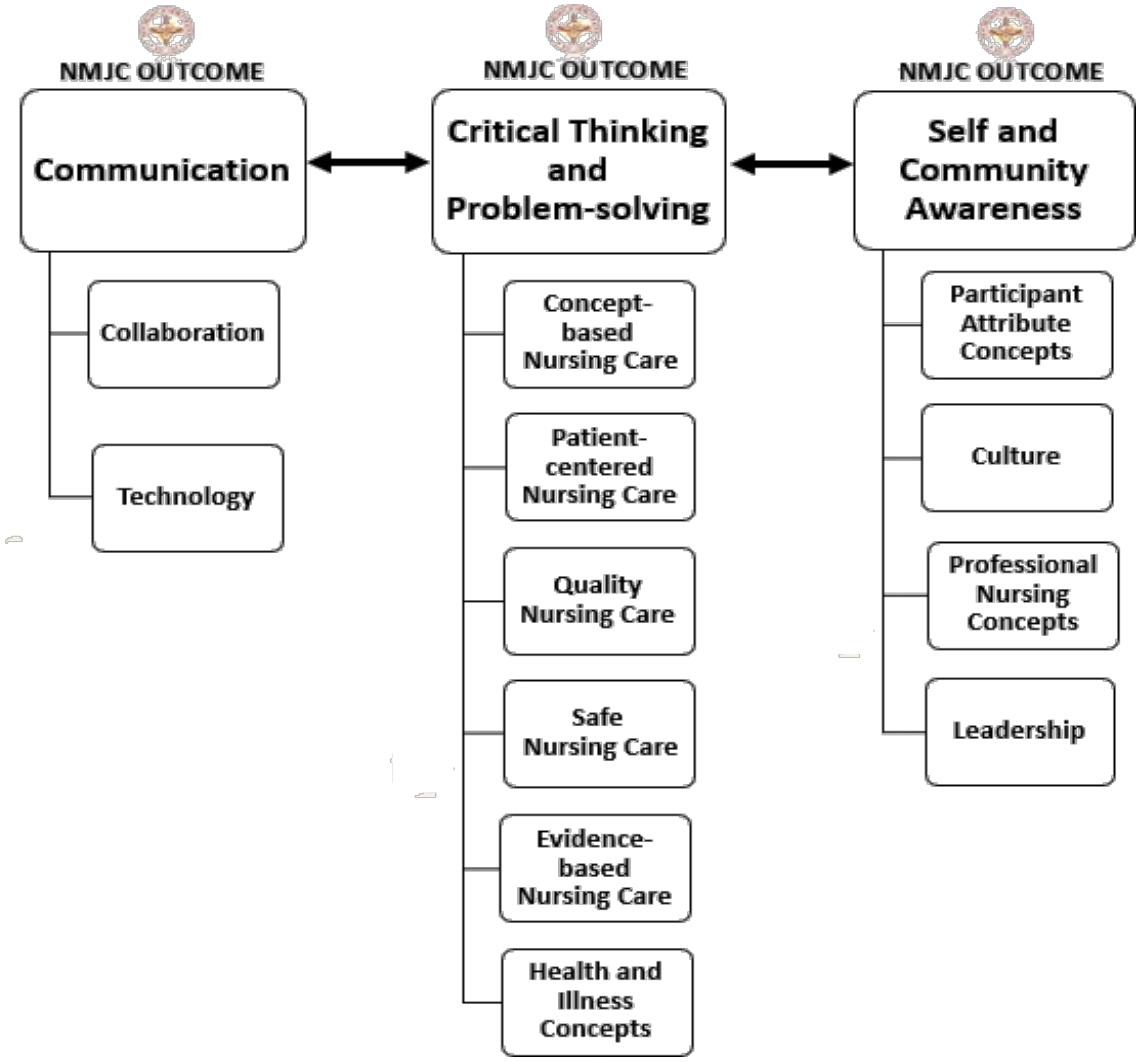
Upon completion of the NMJC Allied Health and Nursing RN Program, it is anticipated that the student will be able to:

1. communicate effectively;
2. solve problems through critical-thinking; and
3. demonstrate of self and community awareness.

Additionally, the nursing faculty has identified concepts they believe are core to nursing practice and has integrated these concepts throughout the curriculum. The concepts of the graduate learning outcomes are supported by the concepts of the institutional graduate learning outcomes; thereby, providing a framework for progressive acquisition of nursing knowledge, skills, and attitudes throughout the program.

Theoretical Propositions Model

Integration of
Nursing Program Graduate/End-of-Program Learning Outcomes (GLOs/EPSLOs)
and
Institutional Graduate Learning Outcomes (GLOs)



Curricular Student Learning Outcomes by Educational Level

(Correlation to Institutional Outcomes)

Level 1 - Curricular Departmental Course/Student Learning Outcomes (DCOs/SLOs) for ADN AND LPN Certificate Students

Upon successful completion of Level 1, the student will:

1. recognize his/her own values, beliefs, and attitudes related to health and wellness.
   (Institutional Outcome - Self and Community Awareness)
2. recognize and identify patient safety issues and risks.
   (Institutional Outcome – Critical Thinking and Problem-solving)
3. introduce an evidence-based approach to his/her professional practice across the lifespan.
   (Institutional Outcome - Self and Community Awareness)
4. identify policies and procedures application to nursing practice in the healthcare delivery system.
   (Institutional Outcome - Self and Community Awareness)
5. communicate to identify roles and values of the healthcare team.
   (Institutional Outcome - Communication)
6. access information and apply to patient scenarios.
   (Institutional Outcome - Communication)

Level 2 - Curricular Departmental Course/Student Learning Outcomes (DCOs/SLOs) for ADN and LPN Certificate Students

Upon successful completion of Level 2, the student will:

1. recognize and assess diverse patients' values, beliefs, and attitudes related to health.
   (Institutional Outcome - Self and Community Awareness)
2. apply safety measures to well-patient populations.
   (Institutional Outcome – Critical Thinking and Problem-solving)
3. implement evidence-based practices in care of well-populations across the lifespan.
   (Institutional Outcome – Critical Thinking and Problem-solving)
4. adhere to policies and procedures in the healthcare delivery setting.
   (Institutional Outcome – Critical Thinking and Problem-solving)
5. communicate with other healthcare providers to meet the needs of well patients.
   (Institutional Outcome - Communication)
6. utilize informatics for well patient care.
   (Institutional Outcome - Communication)

Level 3 - Curricular Departmental Course/Student Learning Outcomes (DCOs/SLOs) for ADN and LPN Certificate Students

Upon successful completion of Level 3, the student will:

1. incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness. *(Institutional Outcome - Self and Community Awareness)*
2. identify and interpret factors for improvement in patient safety and nursing practice. *(Institutional Outcome – Critical Thinking and Problem-solving)*
3. utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan. *(Institutional Outcome – Critical Thinking and Problem-solving)*
4. utilize policies and procedures within the healthcare setting. *(Institutional Outcome - Self*

and Community Awareness)

5. participate as a member of the healthcare team in the delivery of care. *(Institutional Outcome - Communication)*
6. utilize appropriate technology for the delivery of nursing care to chronically ill patients. *(Institutional Outcome - Communication)*

Additional Objectives for <u>LPN Certificate Option</u> Students:

7. Demonstrate conscience in nursing practice through the application of professional nursing standards and ethical and legal decision-making.
8. Establish commitment to ongoing professional growth to assure excellence in the nursing profession.

Graduate Level Objectives (GLOs) for <u>LPN Certificate Option</u> Students:

By the end of the LPN program option, the student will be able to:

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

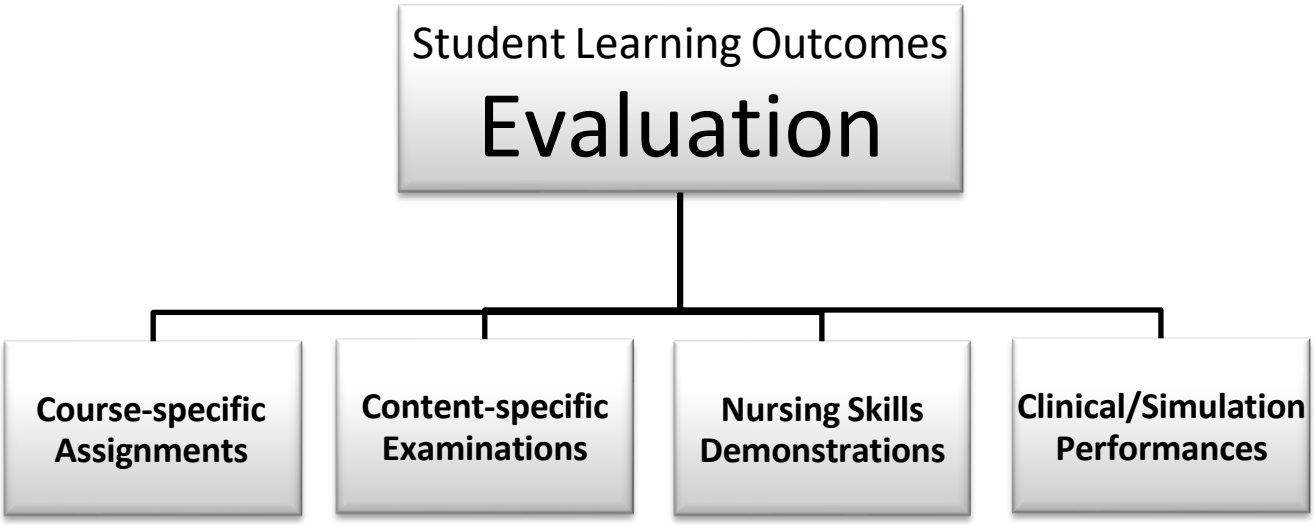
Level 4 - Curricular Departmental Course/Student Learning Outcomes (DCOs/SLOs) for ADN Students

Upon successful completion of Level 4, the student will:

1. integrate diverse patient values, beliefs, and attitudes into plan of care for patient with acute illness. *(Institutional Outcome - Communication)*
2. interpret and analyze factors and system contributions that impact the quality and safety of nursing practice. *(Institutional Outcome - Communication)*
3. integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan. *(Institutional Outcome – Critical Thinking and Problem-solving)*
4. evaluate the use of policies and procedures within the acute care setting. *(Institutional Outcome - Self and Community Awareness)*
5. effectively collaborate with the healthcare team in the delivery of patient care. *(Institutional Outcome - Communication)*
6. integrate use of appropriate technology for the delivery of nursing care to acutely ill patients. *(Institutional Outcome - Communication)*

Evaluation of Achievement of Departmental Course/Student Learning Outcomes– DCOs/SLOs

Student learning outcomes are evaluated across the curriculum through course-specific assignments, content- specific examinations, nursing skills demonstrations, and actual and simulated clinical performance evaluations. The student is responsible for sustained competence of Student Learning Outcomes during all levels of the nursing program.



Time Commitment to Nursing School

Nursing education must be the nursing student's priority. The student will be required to complete many activities outside of the scheduled course hours. The student must plan time to study, take exams, practice in the lab, attend tutoring sessions and faculty conferences and complete course assignments. It is very important that you plan ahead for assignments and exams. You will need to schedule and plan your personal life accordingly. Although there will be times that you may not have a class during the afternoon, please plan your weeks based on the schedule of Monday-Friday 0800-1700. Treat nursing school as you would a full-time job!

***Employment is not recommended during nursing education.**

NMJC Allied Health and Nursing RN Program Policies and Procedures

Program Requirements

Student Health Requirements and Policies

Health screening and examinations are the responsibility of the student and are required to indicate the student's ability to provide safe nursing care to the public. Proof of compliance with all requirements must be submitted to the Canvas Bootcamp module that corresponds with your cohort by the designated date.

Immunizations and Tests Required by State Law and Clinical Facilities

NMJC Allied Health and Nursing RN Program Students must comply with both New Mexico and clinical facility requirements related to immunization and testing. **Note: Students should not delay completing their immunizations; some take up to 4-6 months to complete.**

Immunization requirements must be submitted with documentation from a physician/healthcare professional.

ALL DOCUMENTATION MUST INCLUDE:

- Date(s) of Immunization(s)
- Place of service
- Results of serologic test if given
- Vaccine manufacturer
- Vaccine lot number
- Vaccine expiration date

Signature & Printed name of healthcare professional

REQUIRED IMMUNIZATIONS		
Immunization	**Option 1**	**Option 2**
Measles* (Rubeola)	**Two** doses of measles vaccine on or after their first birthday and at least 30 days apart ***See note**	Serologic test (Titer) positive for measles antibody ****See note**
Mumps*	**Two** doses of mumps vaccine on or after their first birthday	Serologic test (Titer) positive for mumps antibody ****See note**
Rubella*	**One** dose of rubella vaccine on or after their first birthday	Serologic test (Titer) positive for rubella antibody ****See note**
Hepatitis B (Hep B)	The minimum interval between the first two doses is 4 weeks, and the minimum interval between the second and third doses is8 weeks. However, the first and third doses should be separated by no less than 16 weeks. It is not necessary to restart the series or add doses because of an extended interval between doses.	Serologic test (Titer) positive for Hepatitis B antibody ****See note**

Varicella (Chicken Pox)	**Two** doses of varicella vaccine on or after their first birthday and at least 90 days apart prior to age thirteen. Vaccinationdosesshouldbegiven28days apart after thirteenth birthday.	Serologic test (Titer) positive for varicella antibody ****See note**

Tdap (Tetanus, Diphtheria & Pertussis)	Documentation of prior Tdap vaccination. Td booster must be documented if Tdap was received more than ten years prior.	If prior immunization is unknown or undocumented, consult healthcare professional regarding obtaining immunization.
Covid-19	Documentation of first and second vaccinations. All boosters must be current.	*If a student chooses not to take the Covid-19 vaccination or stay current with their Boosters, they must fill out a religious or medical exemption form.

***Measles, Mumps, Rubella is also known as the combined MMR vaccine. This is the preferred vaccine if recipient is eligible.**

****Documentation must show date of test collection, not when primary care provider signed immunization form.**

YEARLY REQUIRED SCREENINGS/IMMUNIZATIONS

Tuberculin (TB) screening – Initial Two-Step then One-Step thereafter	The student must show documentation of a negative two-step positive protein derivative (PPD) tuberculin screening test. Thereafter, one-step testing will be required annually during enrollment in the nursing program. If PPD testing is contraindicated for a student, he/she must submit evidence of a negative chest x-ray for tuberculosis (TB) obtained within one-year admittance to the program. If a student has a positive PPD, the student will be referred his/her private health care provider and to the NM Department of Public Health for follow-up care. If a student has had a positive PPD in the past, documentation of a negative blood test or chest x-ray must be submitted to the nursing program office. If a student is undergoing treatment for tuberculosis, he/she must consult with a health care provider and be cleared for participation in classroom, laboratory, and clinical learning activities. **Tuberculosis skin tests must be repeated yearly while students are enrolled in the AHN RN Program.**
Influenza immunization	Students are required to receive an annual or seasonal flu vaccination. Flu season generally begins in the fall (September/October) and runs through mid–to-late spring. Please read the information on the Centers for Disease Control and Prevention website regarding healthcare workers at https://www.cdc.gov/flu/healthcareworkers.htm

DRUG TESTING

10+ Panel Drug Screen	A **mandatory 10+ Panel Drug Screen – will be performed randomly each semester on each student. Cost is $40.00 (Cash only. Must have this money "on hand" at all times; this price is subject to change). **Note: Failure, to have random drug screen performed on the date and time directed, will be treated the same as refusal to test, resulting in immediate dismissal from the nursing program and no refund of tuition, fees or other costs shall be made.**

For the CDC Required Adult/Healthcare Professionals Immunization Schedule, please go to:

http://www.cdc.gov/vaccines/schedules/hcp/adult.html

OTHER REQUIREMENTS	
CPR Certification	The student is responsible for maintaining his or her own CPR certification. CPR certification must be specific to healthcare workers and must be taken 'in person' (online certification will not be accepted). The student is responsible for renewing the certification **BEFORE** it expires. If CPR certification is found to be expired, the student will not be allowed into the clinical setting and may fail to progress in the nursing program.
Health Insurance	Students are required to maintain and provide proof of health insurance coverage. Students may purchase individual policies, provide a copy of current group coverage, or a health care agreement. Medical costs are the responsibility of the student.
Physical Examination	A physical examination is required ***for admission or readmission*** to the nursing program and must be completed utilizing the NMJC Physical Examination Form with full release for clinical participation. A student's admission/readmission or progression status may be denied if a significant mental and/or physical health or safety threat is noted. Reasonable accommodations will be made for students who have a verifiable need(s). A student requiring accommodations must have the need(s) verified by the Director of Special Needs Student Services. A physician or appropriate agency working with the student must substantiate the need. After the need(s) are verified, the Director of Allied Health and Nursing will notify the instructor of the type(s) of accommodation(s) needed by the student (see ADA Compliance Statement). The director or faculty may request a physical exam be repeated if the student is experiencing physical or mental health issues (ex. Blood pressure issues due to consumption of energy drinks, exhibiting symptoms of concern such as tearfulness, hyperventilation, anxiety, etc.). *****Students that have delivered a baby or suffered from any pregnancy related complications must provide a release from their provider in order to return to class.*****
Malpractice Liability Insurance	Students are required to purchase liability (malpractice) insurance through NMJC. Liability insurance may be purchased through the college business office. The student must purchase liability insurance prior to the first day of class. Failure to purchase the liability insurance prior to the first day of class may result in denial of student participation and access to the Simulation Lab and/or clinical rotations.
YEARLY CRIMINAL BACKGROUND CHECK AND FINGERPRINTING	
NMDOH Criminal Background Check	The New Mexico Department of Health (NMDOH) requires that the student have an annual criminal background check before attending clinical. The process is initiated in the nursing department office and then the student is required to get fingerprinting done at one of the available sites. The student is responsible for the cost of the background check annually. **(See also Legal Issues Affecting Nursing Students pg.27)**

The student is professionally and financially responsible for all expenses related to these requirements.

Failure to submit required documentation or comply with any of the above requirements may result in failure to progress in the nursing program.

****** It is the STUDENT'S responsibility to keep up with expiration and renewal dates for all clinical requirements. If a clinical requirement is "out of date", students will not attend clinical until the issue is resolved. NO EXCEPTIONS!! *Missed clinical hours can jeopardize your success in the program*******

Health Care Cost

A student may become ill, injured, or exposed to infections or communicable diseases while engaged in clinical, classroom, and/or laboratory practice activities. Illness, injury or exposure to disease may require, but may not be limited to: counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment. New Mexico Junior College Nursing Program and affiliated clinical agencies are not liable for

health care costs associated with the student's illness or injury resulting from clinical or laboratory practice. **The student is financially responsible for all related expenses**.

Change of Health Status

If a student experiences an injury or illness or must be hospitalized while enrolled in the nursing program, *the student must submit a release from his/her health care provider in order to return to class.* **The release should state the student can continue to meet the requirements of the nursing program *without restrictions*.** Examples of conditions/incidents that would require a medical release are, in the case of, but not limited to the following: trauma necessitating medical care, hospitalization due to a mental health issue, surgery, pre-existing health condition, exacerbation of a pre- existing condition and/or a new diagnosis of a chronic health condition. If a student's health care provider will not write a medical release without restrictions, the student will not be allowed to participate in the classroom, clinical laboratory, or clinical rotations.

Accident, Injury, and/or Illness/Hospitalization and/or Mental Health Status

Any accident, injury or illness occurring during nursing education activities must be reported immediately to the Director of Allied Health and Nursing and/or a nursing faculty member. New Mexico Junior College or any associated clinical practice site is not responsible for expenses related to accidents/injuries/illnesses occurring during clinical, class, or laboratory experiences. Any student that has an accident; injury; illness; develops a physical or emotional problem; and/or takes medication(s) that could alter decision making, that could interfere with the safety to practice nursing has the responsibility to notify all appropriate nursing faculty so appropriate measures can be taken to protect the public, student and college.

A student presenting with a physical or emotional health issue, that does not respond to treatment and/or counseling within a reasonable time period can be withdrawn from the program. A student who demonstrates behavior(s) jeopardizing the safety of any person will be dismissed immediately from the designated activity, class, clinical laboratory, or clinical rotation. The student will receive written counseling from the involved nursing faculty and must meet with the Director of Allied Health and Nursing for evaluation of the behavior(s) to determine the student's status in the nursing program. A Behavioral Write Up will be completed with a description of the consequences of the action and/or immediate withdrawal for the nursing program.

Pregnancy Policy

If a student is pregnant or becomes pregnant while enrolled in the nursing program, the student should advise a faculty member as early as possible, who will then refer the student to the Student Accessibility Counselor. The Student Accessibility Counselor will send nursing faculty documentation regarding any accommodations that the student may require. The student should inform her health care provider that she is attending a nursing education program. The student should discuss the pregnancy-related risks of the health care environment with the provider and make an informed decision regarding continuation of nursing education during pregnancy.

Students that have delivered a baby or suffered from any pregnancy related complications must provide a release from their provider in order to return to class.

Legal Issues Affecting Nursing Students

Criminal Background Checks for Nursing Education

The nursing program complies with the New Mexico Caregivers Criminal History Screening Act, NMSA 1978 §29-

17-2 to §29-17-5 (1998) and the Caregiver Criminal History Screening Program Regulations promulgated thereunder by the New Mexico Department of Health. This act requires a nursing student to have an annual nationwide criminal history screening prior to providing care for patients. A nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges, and any dispositions arising there from including convictions, dismissals, acquittals, sentencing, and correctional supervision, collected by criminal justice agencies and stored in the computerized data bases of the FBI, the national law enforcement telecommunications systems, the New Mexico Department of Public Safety, or the repositories of criminal history information of other states.

The student is responsible for paying for and submitting the information to obtain a criminal background check. The results of the screening must be clear prior to the student being allowed to participate in the clinical portion of the nursing course(s). The criminal history screening results will be held in a confidential file. A student receiving a screening report that identifies a crime(s) as a "disqualifier(s)" will not be eligible for continued enrollment or completion in the nursing program.

If, during the course of the nursing program, a student is arrested and/or convicted for **any crime, other than minor traffic offenses, (on or off campus, during the semester **or on breaks**), the student should notify the Director of AHN **immediately.** An arrest/conviction may affect a student's ability to attend clinical. If a student is unable to attend clinical due to an arrest/conviction, the student may be unable to progress in the nursing program. Failure to notify the Director of AHN immediately of an arrest/conviction, may result in failure to progress in the nursing program as well.

Substance Use/Abuse by the Nursing Student

The nursing faculty requires the nursing student to provide safe, effective, and supportive patient care; therefore, the nursing student must be free of chemical impairment during participation in any part of the nursing program including classroom, laboratory, and clinical settings. Additionally, New Mexico Junior College and various clinical agencies enter into contractual agreements that enable nursing students to practice within the clinical agencies. The NMJC Director of Allied Health and Nursing or any clinical agency can request that student(s) submit to drug and/or alcohol testing prior to clinical practice experiences or at any time during clinical practice education.

If a student is suspected or found to be chemically impaired, the student will be removed from the classroom, laboratory, or clinical setting and the Nursing Program – Substance Use/Abuse Screening and Testing Policy will be followed. If a student refuses to submit to the requested drug and/or alcohol testing, the student will not be permitted to participate in classroom, laboratory, or clinical practice experiences. Refusing to undergo drug and/or alcohol testing will result in failure to progress in the nursing program.

Nursing Program - Substance Use/Abuse Screening and Testing Policy

I. Preamble

Drug and alcohol use/abuse among students training to be health care professionals poses a serious threat to the health and welfare of both students and other persons and conflicts with the responsibility of New Mexico Junior College (the "College"), to foster a healthy atmosphere for the pursuit of education and service for the Junior College District. The objective of this policy is to ensure a safe, healthy, and effective learning environment for everyone at the College and the general public. It is the policy of the College to provide an educational environment free from the use, sale, possession, or distribution of prohibited substances,

including Illegal Drugs and Controlled Substances or the improper or abusive use of alcohol and other legal drugs.

To meet the objectives of this policy, the College will provide students, faculty and staff with information about the effects of alcohol and other drugs through educational efforts and the availability of information about counseling services. The College also will educate and train students, faculty and staff to identify problems and symptoms of drug and alcohol abuse.

Additionally, this policy requires students to perform their educational duties free from the presence of Illegal Drugs, alcohol, or inappropriate legal drugs in their systems. The manufacture, use, possession, sale, purchase, or transfer of Illegal Drugs by anyone is prohibited. Arriving at any College Facility while under the influence of an illegal drug, controlled substance or alcohol is prohibited, as is use and consumption of such substances while at College Facilities. The College also prohibits the use or abuse of medications and prescribed drugs to the extent that performance, fitness for classroom or clinical study, and safety are adversely affected.

II. Definitions

College Facilities: "College Facilities" for purposes of this policy include but are not limited to: all property owned, used, leased or controlled by the College and any off-campus site (including all clinical sites) where students may be participating in any College sponsored program or activity.

Controlled Substances: "Controlled Substances" for purposes of this policy are those substances in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and implementing regulations 21 CFR 1308.11-1308.15. Controlled Substances include, but are not limited to, marijuana (including medical marijuana), cocaine (including *crack*), amphetamines, heroin, PCP, hallucinogens and certain prescription drugs.

Illegal Drugs: "Illegal Drugs" for purposes of this policy, include not only Controlled Substances, but also illicit or non-prescribed drugs, inhalants, narcotics, hallucinogens, depressants, stimulants, and other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state. Controlled medication not prescribed for current personal treatment by a licensed medical professional is also considered an illegal drug under this policy. Mood- or mind-altering substances such as synthetic derivatives or products that produce a marijuana-type high or other effect and any herbal products not intended for human consumption are also considered Illegal Drugs under this policy.

Medication or Prescribed Drugs: Medication or prescribed drugs, for purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

III. Policy and Practices

Students subject to this Substance Abuse/Use Screening and Testing Policy shall be responsible for being familiar with the policy and shall be required to sign and return a Consent and Release form.

A. Prohibited Conduct. The unlawful manufacture, distribution, dispensation, possession or use of Illegal Drugs by a student of the College is strictly prohibited. Any student who is found to use, be under the influence of, sell, manufacture, possess, dispense or distribute any Illegal Drugs or alcohol while on school-related duties or activities, whether in a College Facility or elsewhere, will be subject to disciplinary action, up to and including immediate dismissal. Any Illegal Drugs confiscated will be subject to being turned over to the appropriate law enforcement agency for additional investigation and appropriate action upon proper request or authority. Being arrested or charged with illegal possession, use or distribution can subject a student to disciplinary action. Any student enrolled in the College nursing program is required to notify the Director of Allied Health and Nursing if he/she is convicted of a criminal drug statute violation within five (5) days of such

conviction. For these purposes, a plea of no contest or other similar plea shall qualify as a conviction. Failure to report any such conviction is grounds for disciplinary action, up to and including dismissal from the program and the College.

B. Use of Medication and Prescribed Drugs. **Use of medical marijuana is not acceptable for students in the nursing program, even with a valid prescription.** Students shall notify their instructor when taking prescribed medication which could adversely affect their performance. If a student is taking a prescribed drug which may hinder the safe and efficient performance of the student's duties or the safe participation in any activity, the **student must obtain a release from their provider to return to such College programs and activities, including returning to any clinical sites.** Such release must come from the prescribing health care professional. If a release cannot be obtained, the student may be suspended from the activity or program without any refund of tuition or fees. Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause, or give the appearance of causing, side effects which might hinder the safe and efficient performance of the student's duties. It is the student's responsibility to exercise conscientious judgment when considering whether he or she can properly function in College programs and activities in which he or she is participating. **A student should notify his or her instructor or immediate supervisor if he or she is feeling adverse effects from any medications which might adversely affect performance or the safety of the student or others.** ***Sharing of any prescribed medications with others for whom they are not prescribed is strictly prohibited and is illegal. Do not share prescription medications with classmates.***

C. Drug/Alcohol Testing. In order to effectively meet the objectives of this policy, the College recognizes the need to implement a Drug and Alcohol Testing Policy. Students in the nursing program will be subject to testing utilizing samples of blood, urine, breath, or hair in the following circumstances:

- Upon admittance to the program beginning with the fall 2022 semester;
- Prior to beginning any clinical work at any clinical site;
- Each semester while a student is participating in any clinical work or internship;
- At **RANDOM** intervals;
- Upon returning to a clinical site following an unplanned absence of greater than thirty (30) days in providing patient care at such clinical site;
- Upon returning to a clinical site following a rotation at a different clinical site;
- Upon returning to a clinical site following an absence due to the use of Illegal Drugs or alcohol in violation of this policy and the successful completion of a rehabilitation program;
- Following a student's involvement in any incident which results in an injury to any person at a clinical site;
- Following any incident at a clinical site involving allegations of mishandled, stolen or misused medication, or other medication discrepancies that occur in an area in which a student was assigned or working;
- When a student appears to be unfit to participate in a program or activity as a result of the use of Illegal Drugs, or the abuse of Medication or Prescribed Drugs or alcohol;
- When there is reasonable cause or suspicion to believe that a student is under the influence of Illegal Drugs or alcohol; and
- When a student's initial test sample appears to have been altered, diluted, tampered with or adulterated in some manner.

The Director of Allied Health and Nursing (or his or her delegate) shall approve in advance all tests based upon appearance or reasonable suspicion. No advance notice to the student is required for such testing. ***Students are responsible for the cost of <u>ALL</u> drug testing and are expected to keep money "on hand" at all times ($40-cash only-this price is subject to change).***

With regard to post incident/injury/accident testing, a student shall be subject to a drug and alcohol screening test immediately after an accident or incident. One purpose of such testing may be to confirm or refute drug or alcohol use as a possible cause of the incident/injury/accident. Such testing may be conducted on both a student who is injured and/or any student involved in or affecting the accident or incident.

D. <u>Costs of Testing.</u> The costs of all screenings shall be the sole responsibility of the student.

E. <u>Reporting; Confidentiality; Discipline.</u>

Peer Reporting

Should a student suspect or observe suspicious behaviors in others, report this either to an instructor or the Director of Allied Health and Nursing. It is part of every nursing student's professional obligation to report unsafe practice accordingly. Every effort will be made to maintain confidentiality in peer reporting, however, in some circumstances, confidentiality may not be assured.

Confidentiality

Subject to the limitations set forth elsewhere in this policy and except where such information is subject to being turned over to legal authorities or third parties pursuant to a legal obligation of the College, test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive and corrective action is required, only those personnel with a need to know will be provided access to the test information. Provided, however, students must sign a release agreeing that test results may be provided to authorized persons associated with both the College and clinical sites who have a need to know.

Positive Results

If a student's test result is confirmed to be positive, the student will be subject to immediate suspension or dismissal from the nursing program and the College's disciplinary policy will be followed. A student who is denied participation in training at a clinical site based upon the outcome of a drug or alcohol screen shall be subject to dismissal from, or a failing grade in the program. The College shall have no responsibility for arranging alternate clinical placements. Neither shall a student who is dismissed from the program for violating this policy be entitled to any refund of fees paid.

Refusal to Test and Failure to Test

A student is free to refuse to consent to a drug/alcohol screening test; however, refusal to consent to such a test will result in immediate dismissal from the nursing program and no refund of tuition, fees or other costs shall be made.

A student who fails to report for drug/alcohol screening at the time notification to test is given, for any reason, will be immediately dismissed from the nursing program and no refund of tuition, fees or other costs shall be made.

Relapse by Student

Any student who is rehabilitated must remain alcohol or drug free. Any relapse by a student will be considered

a violation of this policy and the student will be subject to disciplinary action up to and including dismissal.

Disciplinary Action

The College reserves the right to subject any student found to be in violation of this policy to disciplinary action, up to and including immediate dismissal from the nursing program and the College and a permanent ban from participating in clinical work at clinical sites. Disciplinary action may include requiring a student to participate satisfactorily in an approved substance abuse treatment or rehabilitation program as a condition of continued enrollment or participation in an educational program.

Compliance with Law

The College intends that this policy comply with all applicable federal, state and local laws, including but not limited to the American with Disabilities Act as amended and the New Mexico Human Rights Act. The College reserves the right to change this policy at any time with or without notice to students. In the event any aspect of this policy is deemed to violate any applicable law, this policy shall be deemed to be amended to the extent necessary to bring the policy into compliance with all legal requirements.

CLINICAL CONTRACTS

An important part of a nursing student's education is the ability to participate and practice in various clinical settings. To ensure nursing students have these opportunities, New Mexico Junior College and various clinical agencies enter into contractual agreements that enable nursing students to practice within the clinical agencies ("Clinical Contracts"). These clinical agencies may have additional policies, procedures and requirements for their employees and clinical participants, including, but not limited to additional drug and/or alcohol screening. It is the responsibility of each nursing student to learn about and comply with the policies, procedures and requirements of the clinical agency where the nursing student participates in the clinical setting. Failure to comply with such additional policies, procedures and requirements may result in a nursing student's removal from the clinical setting and/or removal from the NMJC nursing program.

Questions?

Questions concerning this policy should be directed to the Director of Allied Health and Nursing.

Agencies Providing Assessment and/or Treatment of Substance Use/Abuse

Guidance Center of Lea County, Inc.
920 W. Broadway Street
Hobbs, NM 88240
(575) 393-3168
24 Hour Phone Number (575) 393-6633

Palmer Drug Abuse Program
200 E. Snyder
Hobbs, NM 88240
(575) 393-0434

Alcoholics Anonymous
(575) 397-7009

Student Records

The Office of Enrollment Management maintains official academic records. Please see the Academic Information section of the NMJC Student Catalog for information regarding college academic records policies.

Academic advising files are maintained in the Nursing Program Office. The Director of Allied Health and Nursing (AHN) is the custodian of these files containing the student's academic records, clinical requirement records, and portfolio. The student's file may be viewed upon the student's request.

Maintaining current student contact information is essential. It is the student's responsibility to notify the Administrative Secretary for Nursing of changes in student demographic information (name, address, telephone number, etc.)

The Family Educational Rights and Privacy Act of 1974

Students at New Mexico Junior College and NMJC AHN RN Program are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) that prohibits disclosure of student information or academic records without the student's permission. For specific information regarding NMJC's policy for maintaining compliance with FERPA, please refer to *NMJC College Catalog*, Academic Information section.

Patient Information Confidentiality/HIPAA

Confidentiality regarding patient information is **mandatory** in the nursing profession. Federal regulations dictate the patient's right to information confidentiality. Thus, it is imperative for the student nurse to understand the professional concept of confidentiality and to agree to maintain patient information confidentiality throughout the nursing education process and nursing career. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule standards address the use and disclosure of individuals' health information. This health information is called "protected health information' which is subject to the Privacy Rule. It also addresses the standards for individuals' privacy rights to understand and control how their information is used. A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being.

During the process of nursing education, the student nurse enters into relationships with patients, families, groups and communities in many healthcare environments. Through the student nurse/patient relationship and entry into healthcare environments, the student nurse is exposed to personal and medical information about many patients, families and groups. Patient information is entrusted to the student nurse and must not be communicated to any unauthorized person. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is strictly confidential. Unauthorized release of confidential information can also result in personal, civil, and/or criminal liability and legal penalties. It is the policy of the NMJC AHN RN Program that students of the school shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student is assigned.

Violations of this policy include, but are not limited to:

- Accessing information that is not within the scope of the student's assignment;
- Misusing, disclosing without proper authorization, or altering patient or personnel information;
- Disclosing or using another person's electronic or computer codes or passwords;
- Leaving a secured application (written or electronic) unattended during assignment

- Attempting to access a secured application without proper authorization.
- Taking pictures and intentionally or unintentionally removing documents from facilities with or without patient identifiers.

Violations of HIPAA will result in a Behavioral Write-up and possible dismissal from the nursing program.

Advisement

The process of academic advisement is one of information exchange, communication, teaching, and guidance. Each nursing student is assigned a nursing faculty advisor at the beginning of the semester. The student is required to meet with the advisor at mid-term and end of the semester for academic counseling and evaluation. The student may request a conference with an advisor at other times during the semester. The student desiring a conference with his/her academic advisor should communicate with them via email to make an appointment during the advisor's office hours.

Student and Faculty Advisor Conferences

- The student is required to meet with his/her advisor at mid-term and at the end of each semester for academic counseling and evaluation.
- Faculty will contact students with the times of their scheduled appointments or ask that students sign up for appointments via email or Calendly.
- If the student does not schedule and attend both (mid-term and final) conference sessions, he/she will receive an Incomplete 'I' grade for the course and will not be eligible to progress in the program.

Non-Discrimination Policy

NMJC and the NMJC Nursing Program are committed to a policy of non-discrimination on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, or marital status in any of its policies, practices, or procedures in accordance with applicable federal, state and local laws, nor will they condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, financial aid, and educational services. The College prohibits and condemns retaliation of any kind against any employee or student engaging in the exercise of free speech or in other activities protected by federal, state, or local laws.

Any student who has questions or wishes to file a complaint about illegal discrimination, retaliation, or harassment should contact the Vice President for Student Services at 575.492.2670.

ADA Compliance

Reasonable accommodations will be made for students who have a verifiable need. Any student requiring accommodations must have his/her need verified by the Special Needs Services (SNS) Coordinator. A physician or appropriate agency working with the student must substantiate the need. The SNS coordinator will then notify the professor(s) of the type(s) of accommodation(s) needed by the student.

Attendance Policy

The nursing faculty believe attendance and punctuality are **crucial** to the success of the nursing student, fosters socialization into the nursing profession, and demonstrates professional behavior.

- **Attendance is required** at every session of each course for which the student is enrolled. Students **may not** attend virtually (i.e. via Zoom) without prior approval from the Director of Allied Health. This will not be allowed unless a student is placed in quarantine for COVID 19 and the VP of Student

Services has been in contact with the Director of Allied Health and Nursing regarding the need for the student to quarantine. *The nursing department requires proof of a positive COVID test. Students must text a picture of the positive test with their name, date, and time on a piece of paper (the test must be sitting on top of the paper with their identification).*

- The nursing student is expected to **be on time** for class sessions. Example: Class begins at 0900. The door will be shut at 0900 **SHARP** and role will be taken. If the student is not in the classroom at 0900, **before** the door is shut, the student is counted absent. Students who are in the classroom are NOT allowed to open the classroom door for students who are late. If the door is shut, the student who is late must wait until the next break before they are allowed to enter the classroom. It is also important for students to return from breaks at the designated time. Students who are late returning from breaks will be counted absent for the day. There are no "tardies" in nursing school…you are either present or absent!
  - **A class session is any scheduled nursing activity**. Examples of class sessions may include but are not limited to: class room, laboratory, simulation, exams of all types, clinical, mid-term & final conferences.
- **The student may earn an extra point for attendance and punctuality.** The extra point is added to the student's grade **only after the student has achieved a passing average for the course**. The attendance point cannot be used in order for the student to "pass". Example: student's average is a 76.87%-student cannot receive the attendance point to bring their average to a passing grade of 77.87%.
  - In order to earn the EXTRA point:
    - The student must be punctual and attend ALL class sessions.

Number of Absences	Extra Point Earned
Zero Absences	1 point

- **Absence Occurrences for Class Sessions**

Students will be counted absent if they arrive after the scheduled start time or leave class prior to dismissal. When a nursing student is absent from a class session, the following consequences apply:

Number of Absences	Consequences of Absences
Absence from 1 class session	Will not receive attendance point
Absence from 2 class sessions	Behavioral Write-Up
Absence from 3 class sessions	Professionalism Paper
Absence from 4 class sessions	Nursing Administrative Committee **- possible failure to progress in program**

- **Absence Occurrences Involving Clinical Rotations/Simulation Experiences**

Clinical/simulation experiences are a vital component of nursing education. **Attendance is required** at every clinical/simulation rotation for which the student is scheduled. **ATI and HURST reviews are treated as clinical days in Level 4.** The nursing student is expected to **be on-time** for each clinical/simulation rotation. **Tardies for clinical rotations and/or simulation experiences will not be tolerated and will be counted as an absence.**

When the student must be absent (due to an emergency), the clinical/simulation nursing faculty must be notified by telephone or in Canvas, not by voice or text message, at least one hour prior

to the report time for each day of clinical absence. Additionally, if the student must leave clinical/simulation, ***for any reason***, the student will be counted absent for the remaining hours and those hours must be made up.

- If a student fails to notify the nursing faculty ***prior*** **to a clinical/simulation absence** (considered a "No Call, No Show"), the nursing faculty will initiate a Behavioral Write-Up addressing the student's unprofessional behavior. A Professionalism paper and Formative Evaluation will also be required.
    - If a student fails to notify the nursing faculty prior to a clinical/simulation absence on a second occasion, the nursing student must meet with the Nursing Administrative Committee to discuss the repetition of unprofessional behavior and whether the student may progress in the nursing program.
- The student must make an appointment with the clinical/simulation nursing faculty to discuss whether the clinical assignment can be rescheduled. **It may not be possible to reschedule clinical/simulation assignments during the current semester.**
    - In this circumstance, the student may receive an "I" incomplete grade for the semester grade which will be entered as the student's official grade for the course.
    - The student will be required to enter into a contract and perform the contracted work in order to complete the course and receive a letter grade. This may only be done the next time the course regularly offered (the following year).
    - If the contract is not satisfactorily completed by the student within the assigned time frame, the student will receive a grade of "F" for the course.

All clinical/simulation absence hours must be made up. Faculty cannot guarantee the same rotation or simulation experience missed, or that the clinical experience can be made up at all during the current semester. Make-up hours may require an alternate experience or clinical site. Clinical/simulation hours MUST be completed in order to pass a course with a clinical component.

Examination Policies

- Exams are taken in the nursing department testing center, the NMJC testing center or *other assigned testing areas during designated times. All exams are monitored. Examinations not taken in the nursing department testing center are subject to being recorded and monitored via camera.
- Exam grades are posted and released for student viewing through Canvas after test analysis is completed by the faculty. **This can take up to 48 hours, in the absence of extenuating circumstances.**
- After the exam has been completed by all students in the course, exams have been analyzed by faculty and grades have been posted, the faculty will hold an exam review in the testing center. Students will log in to Examplify and will be provided with a password to access an individual exam review. Students will be allotted a pre-determined amount of time to review the questions they missed on the exam. Students will not be allowed to bring **anything** (e.g. pencil, paper, phones, etc.) to the testing center during exam review. **Absolutely NO discussion of exam questions is allowed.** Once the faculty has analyzed an exam, all grades are final. Students **are not** permitted to meet with advisors, curriculum coordinators, or other faculty to discuss or challenge specific exam questions. **Any students discussing or challenging exam questions will receive a zero on the exam and will receive a behavioral write-up. There will be no exceptions to this rule.** Students may meet with nursing success

coaches to discuss concepts or topics that have been missed, but discussion of specific exam questions is strictly prohibited.

- Food or drinks are not allowed in the testing area.
- The student may not bring any books; personal items (including jackets, coats, hats); notes; recording, copying, or electronic devices to the testing area. ***NO CELL PHONES ALLOWED***. All personal items should be left in the classroom. If a student is caught with a cell phone on their person, they will automatically receive a zero grade for their exam. **NO EXCEPTIONS!!**
- The student may enter only the currently assigned nursing exam during the exam period. The student may not duplicate, copy, or electronically transmit any portion of the exam without exception. Duplicating, copying, or electronically transmitting any portion of the exam whether intentional or unintentional is considered academic dishonesty and will result in a zero grade for the exam and possible failure to progress in the nursing program. **No scratch paper may be taken from the testing area. This includes writing down test questions after leaving the testing center.**
- When a student submits their answer to a question, by clicking "submit" or "next", etc., they **WILL NOT** be allowed to go back and change their answer. It does not matter if the student "accidently" clicks "submit". If you "submit" a question, there is absolutely no going back for any reason.
- Once a student completes their exam and leaves the testing center, they **WILL NOT** be allowed to re-enter the testing center for any reason.
- Students are not allowed to ask questions during exams.
- Each student is expected to exhibit professional behaviors while in nursing school. Arriving on-time for scheduled activities is an example of professional behavior. **Student are expected to arrive on time for scheduled exams. Students arriving late for exams will not receive extra time and will only be allowed the time remaining, to take their exam.**
- If a student is unable to take a scheduled exam due to an **emergency or extenuating situation**, he/she must **personally** inform a nursing professor at least 2 hours prior to the exam (via phone call or Canvas). **If the student misses an exam for reasons other than an emergency or extenuating situation, a zero grade will be given, no exceptions.** If a student does not take a scheduled exam (due to an **emergency or extenuating circumstances**), it is the student's responsibility to make an appointment with the nursing professor to discuss the reason the exam was missed. **IF** a make-up exam is allowed, the exam will be arranged to be taken as soon as the student returns to class. The exam may be a different version or format. **Students who are granted a make-up exam will automatically receive a 10-point deduction.**
- Each student is expected to maintain the highest standards of honesty and integrity in academic matters. Cheating, gaining illegal information or purchasing, sharing with other students, copying exam test banks or "study guides" for any exam is considered academic dishonesty. This includes the personal purchase of test banks. If it is discovered that a student has purchased/used any sort of test bank (even if it is called a "study guide") or is found to be dishonest on an exam, they **will receive a grade of zero for the exam** and possibly fail to progress in the nursing program. See Dishonesty and Cheating Policies in this handbook.

Extenuating circumstances will be determined at the discretion of the Director of Allied Health and Nursing. Proof of extenuating circumstance is required. A student will be expected to return to class as soon as reasonably possible. *A doctor's note stating student is cleared to return to class is required for students who are absent more than two days.*

Examples of valid, extenuating circumstances include, but are not limited to the following:

- **Death of spouse/child**
- **Hospitalization of spouse/child**
- **Hospitalization of student**

***Assigned Testing Areas are provided for some accommodation recipients and may include but are not limited to, Simulation rooms 134, 136, 143, 145 and debrief rooms, 131, 132.**

****We know that children get sick and that it is not within the student's control, but a sick child will not be considered an extenuating circumstance unless they are hospitalized. Please make a plan A, B, C, and D in the case that your child is sick and cannot attend school/daycare.****

Course Grading Policies

Nursing Course Grading Scale:

90-100 = A
80-89.99 = B
77-79.99 = C
67-76.99 = D
0-66.99 = F

A grade of 77% or higher is the minimum passing grade for nursing. A grade of C or higher is required for all nursing courses. The student must pass all nursing classes in sequence prior to taking courses in the following semester(s). **In order to pass nursing courses, ALL coursework, exams, final exams, and mid-term/final conferences must be completed.**

The student receives exactly the earned grade: GRADES ARE NOT ROUNDED.

If the student fails the clinical practice portion of a course, a grade of F is earned for the entire course, regardless of the theory portion grade.

1. Calculation of Course Grade

a. Unit Exams

The student will be given one or more exams to assess mastery of the content for each course. The exams will be based on theoretical content and application of practical skills.

b. Final Exam

The final course exam will be comprehensive, covering material for the entire semester. The final exam will not include questions from previously administered exams.

c. Unit Exams and Final Exam Average

The first calculation is an average of the unit exam scores and the final exam score. Each unit exam score and the final exam score are weighted equally. An average score of 77% or higher is required. In classes that include Proctored ATI Exams and Remediations, this score (based on the ATI Policy) will be included in the Unit Exam and Final Exam Average as well.

When a score of 77% or higher is NOT earned for the unit and final exam score average, other course grades (including attendance point, if applicable) **are not** eligible for computation into the final grade and the student will earn a letter grade of D or F.

When a score of 77% or higher is earned for the unit and final exam score average, other course grades are eligible for computation into the final course average. Attendance point, if applicable, will not be figured into the final grade unless a 77% is achieved. **Attendance point cannot be used to pass a course!**

Course assignment grades are calculated with other course grades to determine a final grade. A course-specific, grade-weighting percentage chart is included in the syllabus of each course. When a weighted grade of 77% or higher is NOT earned, the student earns a letter grade of D or F.

Attendance point (see attendance policy) will only be awarded AFTER the student has achieved an average of 77% on unit exam and final average calculation AND final course average.

*Note: See course syllabi for course specific calculation of course grades, as clinical courses may use different variations of exams and finals (i.e., quizzes, skills exams, etc.)

d. Course Assignments

An assignment is considered to be, but not limited to the following:

- Exams, care plans, journals, standardized exams (ATIs, etc.), clinical evaluation tools, quizzes, posters, presentations, laboratory skills assessments and projects, formative and summative evaluations, Module Zero, and acknowledgment forms (anything with a due date).
- All assignments should be completed and submitted by due date and time.
- If an assignment(s) is not completed by the due date, a grade of zero will be earned and the grade may result in the student failing the course.
- **Late assignments will result in a Behavioral Write-Up and will receive a zero grade, no exceptions:**
  - **Students must submit all assignments, even if they are late and a grade of zero is received**.
    - All late assignments will receive a grade of zero, no exceptions. This includes partial or incomplete assignments. All late assignments must be submitted, as an attachment in Canvas in the comments section, within 72 hours of the due date. **DO NOT EMAIL ASSIGNMENTS TO FACULTY.** If the 72-hour deadline is not met, the student will meet with the Nursing Administration Committee to determine their eligibility to remain in the program.
  - Submission of a blank assignment, the wrong assignment, or an assignment in the wrong format will not be accepted and will receive a grade of zero, no exceptions. Make sure that you are submitting the correct assignment, in the correct format (PDF, Word, JPEG, or PNG document). Any other format WILL NOT be accepted.

Dosage Calculations Exams

There will be a dosage calculation exam each semester. For the first three levels, students must pass the dosage calculation exam **in two attempts** with the following expectations:

- **Level 1 – 90% accuracy**
- **Level 2 – 95% accuracy**
- **Level 3 – 95% accuracy**

Students **may retake the test once** (a second opportunity will be given the next week, if necessary), however the ***initial score*** will be used in computing the overall course grade. **If the student is unsuccessful after the second attempt the student will not pass the course, will receive a grade of "F", and will not be able to progress in the nursing program, regardless of other grades.**

For level 4, students must pass the dosage calculation exam **in three attempts** with the following expectations:

- **Level 4 – 100% accuracy**

  Students may retake the test twice (a second and third opportunity will be given at least one week after the first exam for second attempt, and at least one week after the second attempt, if necessary), however the ***initial score*** will be used in computing the overall course grade. **If the student is unsuccessful after the third attempt the student will not pass the course, will receive a grade of "F", and will not be able to progress in the nursing program regardless of other grades.**

VERY IMPORTANT!!! STUDENTS MUST LABEL ALL OF THEIR ANSWERS IN ORDER TO RECEIVE CREDIT FOR THEIR ANSWERS, REGARDLESS OF WHETHER THE CALCULATION WAS CORRECT (mg, mcg, mL, units, tablets, etc.). NO EXCEPTIONS!!! This includes, but is not limited to Dosage Calculation Exams, Unit and Final Exams with Dosage Calculation Problems, simulation, and check-offs.

Mandatory tutoring sessions will be offered prior to the Dosage Calculation Exams; however, these concepts are not taught during class. It is the responsibility of the student to use the self-paced, Deborah Gray Morris, Calculate with Confidence workbook to become familiar with the content.

2. Clinical Practice Requirements

Each student must satisfactorily complete the clinical practice portion of each nursing course with a clinical component in order to pass the course. Clinical rotation(s) information will be distributed prior to the clinical rotation(s) detailing clinical requirements, student learning outcomes, instructions, schedules and clinical performance evaluations.

Clinical performance (formative) evaluations are completed by the student and nursing faculty to evaluate the student nurse's clinical performance during the semester. The student learning outcomes assessed in the clinical performance evaluation are the clinical competencies associated with each level of the curriculum. The student learning outcomes are organized under the nursing program's NMJC curriculum concepts of Communication, Critical Thinking and Problem-solving, and Self and Community Awareness.

A formative evaluation will be performed during the clinical rotation to assess the student's progress toward achievement of student learning outcomes. The nursing faculty will meet with the student and discuss the outcome of the formative clinical performance evaluation at mid-term. The student will be informed of successful outcome(s) achievement and problem areas will be identified. The student and nursing faculty member will discuss strategies to assist the student in meeting the outcome(s). A success

plan will be developed if the student is not achieving the outcome(s) successfully. The student must satisfactorily complete all requirements listed in the success plan and satisfactorily achieve the outcome(s) in order to pass the clinical portion of the course. **If necessary, multiple formative evaluations may be completed by nursing faculty throughout the clinical rotations/simulations/lab to address issues that require attention.**

A summative evaluation will be performed at the end of the clinical rotations for the course. The student is required to meet **100%** of the clinical learning outcomes **satisfactorily** by the end of the clinical rotations for the course. If all student learning outcome(s) are not met satisfactorily in the summative evaluation, the student will fail the clinical rotation and earn a grade of "F" for the entire course.

3. Incomplete Grade

A grade of Incomplete or "I" will be earned only when the student has completed a substantial portion (80-85%) of the course work and an event occurs making it impossible for the student to complete the remaining 15-20% of the work prior to the end of the semester. It is the student's responsibility to notify the instructor of the event. The instructor and student may enter into a completion contract. The contract will list the objectives required for course completion. The student is responsible for completion of the contracted objectives. Upon satisfactory completion of the contracted objectives, the incomplete 'I' grade will be changed to a letter grade of A, B, C, D, or F. If the student does not satisfactorily complete the terms of the contract within the specified time period, the "I" grade will be changed to a letter grade of F. If an "I" is given, the student will need to complete the remaining portion of the course the next time it is offered (the following year).

4. Progression Through the Nursing Program

The student must achieve a final course grade of C (77%) or higher in **all nursing** and co-requisite courses to be eligible to progress to the next semester of the nursing program (See Progression Policy).

5. Assessment Technologies (ATI) Policy

NMJC AHN RN Program utilizes ATI tutorials, content mastery series, skills modules, practice and proctored exams throughout the curriculum.

Assessment Technologies Institute (ATI)
Testing Policy Content Mastery Series
Proctored Examinations (Levels 1, 2, 3, & 4)

<table>
<tr><th colspan="4">Step 1: Complete Practice Assessment A and Focused Review by Due Date (See Canvas for details)
Must be completed in the following steps.</th></tr>
<tr><td colspan="4">• Complete Content tab and Outcome Videos tab of the first attempt. Minimum of one (1) hour Focused Review.
• Take the Post Study Quiz (if applicable) then Complete the Focused Review.
• Assessment of Learning- Write a reflection journal.
• Take Practice Assessment A with rationales.</td></tr>
<tr><th colspan="4">Step 2: Complete Practice Assessment B and Focused Review by Due Date (See Canvas for details)
Must be completed in the following steps.</th></tr>
<tr><td colspan="4">1. Complete Content tab and Outcome Videos tab of the first attempt. Minimum of one (1) hour Focused Review.
2. Take the Post Study Quiz (if applicable) then Complete the Focused Review.
3. Assessment of Learning- Write a reflection journal.
4. Take Practice Assessment B with rationales.</td></tr>
<tr><th colspan="4">Step 3: First Proctored Assessment and Focused Review by Due Date (See Canvas for details)</th></tr>
<tr><td>Achieve Level 3 (70 points) with Minimum 1-hour Focused Review and Reflection Journal (10 points)
and Completed:
Step 1 (10 Points)
Step 2 (10 Points)
Total: 100 Points</td><td>Achieve Level 2 (60 points) with Minimum 2-hours Focused Review and Reflection Journal (10 Points)
and Completed:
Step 1 (10 Points)
Step 2 (10 Points)
Total: 90 Points</td><td>Achieve Level 1 (50 points) with Minimum 3-hours Focused Review and Reflection Journal (10 Points)
and Completed
Step 1 (10 Points)
Step 2 (10 Points)
Total: 80 Points</td><td>Achieve Below Level 1 (40 points) Minimum 3-hours Focused Review and Reflection Journal (10 Points) and Completed
Step 1 (10 Points)
Step 2 (10 Points)
Total: 70 Points</td></tr>
<tr><th colspan="4">Step 4: Second Proctored Assessment – Retake (See Canvas for details)</th></tr>
<tr><th>Achieve Level 3</th><th>Achieve Level 2</th><th>Achieve Level 1</th><th>Achieve Below Level 1</th></tr>
<tr><td>Retake (Optional)</td><td>Retake (Required)
● Minimum 1-hour Focused Review
● Reflection Journal</td><td>Retake (Required)
● Minimum 3 hours Focused Review
● Complete three critical points to remember for each topic missed (must be legibly hand written)
● Reflection Journal</td><td>Retake (Required)
● Minimum 4 hours Focused Review
● Complete three critical points toremember for each topic missed (must be legibly hand written)
● Reflection Journal</td></tr>
<tr><td></td><td colspan="3">If the student achieves a higher level on the retake and completes the Minimum Focused Review and Reflection Journal, the student will get an additional 10 points per level added to the proctored exam (Levels 2, 1, and Below 1 only).
If the student achieves a lower level on the retake, the student will get 5 points deducted from the proctored exam.
If the student doesn't complete the Minimum Focused Review by the due date, the student will get 5 points deducted from the proctored exam.</td></tr>
<tr><th colspan="4">Total points earned when Steps 1-4 are complete</th></tr>
<tr><td>Level 3
100 Points</td><td>Level 2
90-100 Points</td><td>Level 1
80-100 Points</td><td>Below Level 1
70-100 Points</td></tr>
<tr><td colspan="4">These points will be included in the Unit Exam and Final Average</td></tr>
</table>

Assessment Technologies Institute (ATI) Testing Policy
Comprehensive RN Predictor Examinations
(Level 4 only)

<table>
<tr><td colspan="4">Step 1: Complete Practice Assessment A and Focused Review by Due Date (See Canvas for details)
Must be completed in the following steps.</td></tr>
<tr><td colspan="4">1. Complete Content tab and Outcome Videos tab of the first attempt. Minimum of one (1) hour Focused Review.
2. Take the Post Study Quiz (if applicable) then Complete the Focused Review.
3. Assessment of Learning- Write a reflection journal.
4. Take Practice Assessment A with rationales.</td></tr>
<tr><td colspan="4">Step 2: Complete Practice Assessment B and Focused Review by Due Date (See Canvas for details)
Must be completed in the following steps.</td></tr>
<tr><td colspan="4">1. Complete Content tab and Outcome Videos tab of the first attempt. Minimum of one (1) hour Focused Review.
2. Take the Post Study Quiz (if applicable) then Complete the Focused Review.
3. Assessment of Learning- Write a reflection journal.
4. Take Practice Assessment B with rationales.</td></tr>
<tr><td colspan="4">Step 3: First Proctored Assessment and Focused Review by Due Date (See Canvas for details)
(Prior to the NCLEX-RN Review Course)
Percentile Groups</td></tr>
<tr><td>Achieve <u>95% or higher</u>
Predicted Probability of Passing NCLEX (70 points) with Minimum 1-hour Focused Review and Reflection Journal (10 points)
and Completed:
Step 1 (10 Points)
Step 2 (10 Points)
Total: 100 Points</td><td>Achieve <u>90 to 94.99%</u>
Predicted Probability of Passing NCLEX (60 points) with Minimum 2-hours Focused Review and Reflection Journal (10 Points)
and Completed:
Step 1 (10 Points)
Step 2 (10 Points)
Total: 90 Points</td><td>Achieve <u>85 to 89.99%</u>
Predicted Probability of Passing NCLEX (50 points) with Minimum 3-hours Focused Review and Reflection Journal (10 Points)
and Completed
Step 1 (10 Points)
Step 2 (10 Points)
Total: 80 Points</td><td>Achieve <u>84.99 or below</u>
Predicted Probability of Passing NCLEX (40 points) with Minimum 4-hours Focused Review and Reflection Journal (10 Points)
and Completed
Step 1 (10 Points)
Step 2 (10 Points)
Total: 70 Points</td></tr>
<tr><td colspan="4">Step 4: Second Proctored Assessment – Retake (After the NCLEX-RN Review Course)
Percentile Groups</td></tr>
<tr><td>Achieve 95% or higher</td><td>Achieve 90 to 94.99%</td><td>Achieve 85 to 89.99%</td><td>Achieve 84.99% or below</td></tr>
<tr><td>Retake (Required)</td><td>Retake (Required)
● Minimum 1-hour Focused Review
● Reflection Journal</td><td>Retake (Required)
● Minimum 3 hours Focused Review
● Complete three critical points to remember for each topic missed (must be legibly hand written)
● Reflection Journal</td><td>Retake (Required)
● Minimum 4 hours Focused Review
● Complete three critical points toremember for each topic missed (must be legibly hand written)
● Reflection Journal</td></tr>
<tr><td></td><td colspan="3">If the student achieves a score higher in the Percentile Group on the retake and completes the Minimum Focused Review, the student will get an additional 10 points per Percentile Group added to the proctored exam (Percentile Groups 94.99% and below only).
If the student achieves a lower Percentile Group on the retake, the student will get 5 points deducted from the proctored exam.
If the student doesn't complete the Minimum Focused Review by the due date, the student will get 5 points deducted from the proctored exam.
Example: First score 84%; Retake 92% - 20 points earned
Example: First score 92%; Retake 93% - no points earned</td></tr>
<tr><td colspan="4">Possible total points earned when Steps 1-4 are complete</td></tr>
<tr><td>95% or higher
100 Points</td><td>90 to 94.99%
90-100 Points</td><td>85 to 89.99%
80-100 Points</td><td>84.99% or below
70-100 Points</td></tr>
<tr><td colspan="4">These points will be included in the Unit Exam and Final Average</td></tr>
</table>

6. Assessment Technologies (ATI) Focused Review Process

All results with focused review time, reflection journals, and critical points will be submitted in Canvas (see rubric) for a grade. It is recommended that each student should keep a three-ring binder with dividers, of all proctored ATI results with focus review time, reflection journal and critical points (if applicable). These exams and Focused Review will serve as a study tool for you to use as you prepare for your NCLEX exam.

- The student will take a Practice Assessment A and B exam before the Proctored exam. The student must submit a copy of the Individual Performance Profile Result Report with Focus Review time in Canvas.
- The student will locate the "Topics for Review" section of the report and complete the required time online in ATI "Focused Review" for each assigned practice and proctored exam. Must complete each section of the Content tab and Outcome Videos.
- The student must take the Post Study Quiz for Practice Assessment A and B and do the Focused Review for that exam. Each Post Study Quiz is individualized for the student. Questions range from 0-50, if the students received N/A on the Post Study Quiz then the student doesn't have a quiz to take. There is not a Post Study Exam for the Proctored Exams.
- To assess learning the student must complete a Reflection Journal of the content that was missed and what they learned from the Focus Review. A rubric will be provided in Canvas.
- The student will take Practice A and B Exams with Rationales before the Proctored exam.
- See Canvas for rubrics and due dates.

ATI Targeted Exams

- The student will take the assigned Targeted exam and then complete a minimum of 1 hour of Focus Review. The student will submit a copy of the Individual Performance Profile exam results with Focus Review time in Canvas. The student will receive the grade earned on the first attempt. If the student earns less than 90%, then the student must remediate the exam until a score of 90% or higher is achieved, submit results in Canvas.

7. Clinical Laboratory Assignments and Return Demonstration of Skills Sets

The student is required to participate in clinically simulated laboratory assignments and give a successful return demonstration of skills. ***All check-offs are recorded.*** These assignments allow the student to demonstrate legal, ethical, safe, and effective nursing care through demonstration of specific nursing skills sets.

- The student is required to demonstrate proficiency when performing required nursing skill sets.
  - The student has **three (3)** opportunities to demonstrate proficiency. If a student misses their check-off day (**absent**) or time **(unless it is determined by the Director of Allied Health and Nursing to be a valid, extenuating circumstance-proof required)**, this will count as a 'failed attempt' and the student will move on to their next attempt. If the missed check-off is the student's '3rd and final attempt', the student will fail the skill and will consequently receive a failing grade for the course and not be able to progress in the nursing program.

Examples of valid, extenuating circumstances include, but are not limited to the following:

- **Death of spouse/child**
- **Hospitalization of spouse/child**

- **Hospitalization of student**

****We know that children get sick and that it is not within the student's control, but a sick child will not be considered an extenuating circumstance unless they are hospitalized. Please make a plan A, B, C, and D in the case that your child is sick and cannot attend school/daycare.****

If a student is unable to demonstrate proficiency to faculty member(s) within the three attempts, the student will receive a failing grade for the course and be unable to progress in the nursing program.

NMJC Allied Health and Nursing RN Program Clinical Laboratory Policies and Procedures

The nursing simulation laboratory and simulation center, has many resources for student learning. Students have access to manikins (low, medium, and high fidelity), models, assessment equipment, supplies for practice of basic nursing procedures, bedside computers with internet access and cameras for recording. Each bed in the laboratory and simulation center is set up with a full set of functioning equipment (oxygen, suction, vital sign machine, and IV pump).

Safety Rules

1. The labs will be open from 0800-1700, Monday – Friday, but will remain locked when unoccupied. If Nursing Success Coaches are present, after hours, labs can be opened upon request.
2. The College is not responsible for damage to or loss of personal property in any building or on the grounds of the college, do not leave valuables in the lab (see *NMJC Student Handbook*: Liability).
3. Food items and drinks may not be consumed in the labs, simulation center, or debriefing rooms.
4. Smoking or use of tobacco products is prohibited inside any NMJC building and within 30 feet of any building entrance doors. (see *NMJC Student Handbook*).
5. Student misconduct may subject a student to disciplinary action; there will be no loud or disruptive behavior in the classroom/lab areas, simulation center, debriefing rooms, or student common areas (see *NMJC Student Handbook:* Student Conduct Policy).
6. **No unauthorized visitors are allowed in the Allied Health and Nursing Building (family members of any age, friends who are not currently enrolled in the nursing program, and any other person not an employee of the College staff or faculty).**
7. Wash hands before and after procedures.
8. Sharps and potential sharp items (glass, scalpels, blades, syringes, needles, vials) must be disposed of in an approved puncture resistant container (sharps containers). Avoid use of containers that are more than 3/4 full.
9. Do not recap a used needle. Dispose of needles in a sharp's container.
10. A student receiving a needle stick or other injury in the lab or simulation center must complete a NMJC Student Incident Report (available in the Allied Health Office). Students should report any incident to their instructor. NMJC is not responsible for incurred costs related to any incident in a learning setting.
11. Universal precautions must be followed during all procedures that hold a risk of contact with body fluids. Blood-borne pathogen kits are available in the Allied Health Office and Nursing Simulation Laboratory.
12. Each student is responsible for keeping the practice area clean and equipment put away after use of the lab. This includes: disposal of sharps and trash, returning equipment to appropriate storage location, returning the bed area to a clean working environment (bed in lowest position, call bell secured to side rail, over-bed table at the end of the bed, and bed linens clean & neat).

Demonstration of Nursing Skills

The faculty believes it is essential for the student nurse to understand the rationales for procedures and to perform return demonstrations accurately. The student nurse is required to successfully perform a return demonstration for each assigned skill. The nursing student is expected to attend simulated lab teaching sessions and practice procedures in the Nursing Simulation Lab prior to the required return demonstration activity.

Confidentiality of Information

Skills labs/check-offs/simulations will be done to establish competency in the performance of various nursing skills inherent to the nursing profession. During your participation in the nursing lab, you will be asked to perform these necessary skills. You are expected to maintain and hold confidential all information regarding the skills lab/check-offs/simulations. Students are not allowed to disclose information to their peers regarding content in the lab, skills/check-offs/simulations/clinical, nor what transpired. Failure to maintain confidentiality may subject the individual to disciplinary actions. **This is treated as a HIPAA violation.**

If the student is unsuccessful in performing the skill demonstration, the student should study and practice the return demonstration of the skill before repeating the skill for faculty evaluation. The student must successfully demonstrate the skill before they will be allowed to perform the skill in the clinical setting. If the student is unsuccessful in performing the return demonstration of the same skill on three occasions, the student will earn a grade of 'F'' for the course and be unable to progress in the nursing program, regardless of the theory grade. The student will be considered clinically unsafe and not allowed to participate in the Nursing Simulation Lab or clinical setting.

NMJC Nursing Program
Simulation Policies

Definition of Simulation

Simulation is a teaching pedagogy that uses an array of structured activities that represent actual or potential situations. These activities recreate clinical situations with the goals of promoting, developing and enhancing knowledge, skills, attitudes, clinical judgement amongst the participants. (Adapted from www.sirc.nln.org and the INACSL Standards)

Simulation will be used to create a variety of healthcare experiences to enhance your learning in the role of a nurse, knowledge of specific patient situations, explore decision making, stimulate critical thinking and problem-solving skills, management of patient status as well as the development of teamwork and communication.
During your participation in the simulation lab, you will be a participant and an observer of patient care. As a participant in these activities, you are expected to maintain and hold confidential all information regarding the simulation itself except as necessary associated with professors and coursework. You are asked to maintain the confidentiality of the performance of individuals as well as the identity of those participating in simulation. Failure to keep confidentiality may subject the individual to disciplinary actions.
Failure to follow these rules is considered a HIPAA violation.
***All simulation activities will be recorded.**

This policy is in place to establish a guideline to provide confidentiality for all students participating in simulation.

Simulation Privacy Policy

Each simulation will be conducted with the highest priority for confidentiality. This confidentiality extends to students, faculty and staff. Students will sign a simulation confidentiality agreement at the beginning of the nursing program. This agreement will cover the simulation, debriefing and feedback of all simulations. An exception to this is when a student has been unprofessional or unsafe and the curriculum director and program director is notified.

Goal of the Policy
The first goal of the policy is to ensure that the simulation environment is psychologically safe for students to learn without other students in other simulation groups knowing how they performed. The second goal is for each student to receive the same simulation without prior knowledge of the simulation, debriefing and feedback after the simulation.

Simulation Feedback and Debriefing Policy

Each simulation will be debriefed and all students will be given appropriate feedback.
The NMJC Nursing Program utilizes the Simulation Template downloaded from http://sirc.nln.org with the permission of National League for Nursing and Laerdal Medical.

All students are expected to be on time and present for their Simulation. Failure to attend or being late to a simulation will result in having to make up the simulation hours. Refer to Clinical/Simulation Attendance Policy.

Uniform Policy for Students During Simulation

Because simulation simulates clinical situations, all students are expected to come in their clinical uniform, with all of the accessories that they may need for the clinical area including, but not limited to, name badge, stethoscope, pencil, watch, scissors, penlight and drug reference book. Hair must be off of collar. Tattoos must be covered. Failure to comply with the uniform policy may result in the student being sent home for the day with no possibility for make-up of the simulation. Other assignments may be made at the discretion of the faculty.

Simulation Student Professionalism Policy

This policy is in place to establish a broad professional behavior guideline for students participating in simulation. Each student will be responsible for their own behavior. Any behavior that is deemed to be unacceptable or inappropriate may result in the student being sent home for the day with no possibility for make-up of the simulation. Each student is expected to act responsibly and professionally as though they were in a clinical setting.

Behavior Covered Under This Policy

1. Students are expected to arrive on time for their simulation experience.
2. Students are expected to follow the dress code policy for simulation and the uniform policy for the NMJC Nursing Program.
3. Students are expected to be prepared for simulation. Proper preparation is required in order for the students to get the full simulation experience. Preparation for simulation may include an assignment that is due before the simulation, and readings that will help the student function and participate fully in the simulation. Students are expected to have the necessary tools for the simulation experience.
4. Cell phones are not allowed in simulation center or lab.
5. No food or drink is allowed.
6. No gum chewing is permitted.
7. All manikins must be treated like patients.
8. Use only pencil when in labs or sim center.
9. No horse play will be tolerated.
10. Civility is an expectation.

- Failure to comply with this policy may result in the student being sent home with no possibility of make-up. Discipline is at the discretion of the faculty and program director.

- The goal of this policy is to ensure that standards of professionalism and behavior are being met and are in alignment with that of the NMJC Nursing Program.

- Absence from any simulation experience will be treated the same as an absence from a clinical rotation (see Absence Policy).

NMJC Allied Health and Nursing RN Program Nursing Student Dress Code

Classroom Dress Code

The required student dress code for classroom and laboratory learning activities on campus includes:

1. Traditional scrub top and pants; or scrub dress:
    a. color or print with no see-through colors
    b. must not be tight fitting (no spandex, athletic wear, or "yoga" style scrubs)
    c. no low-cut tops or pants (tops to cover abdomen, no low-cut, mid-rise pants); t-shirt under top if abdomen, cleavage, chest hair or tattoos are visible
    d. closed toed shoes (no holes in tops of shoes, no sandals, no high-heeled shoes or boots)
2. NMJC student picture identification badge worn around neck on a lanyard or on badge reel clipped to scrub top above the waist.
3. Nursing student name tag (red-year 1; blue-year 2).

Students are expected to be in scrubs anytime that they are in the Allied Health Building.

Lab/Simulation/Clinical Rotation Dress Code - Uniform Regulations

The NMJC student nurse uniform should be worn with pride and dignity. The uniform is a symbol of NMJC and the nursing profession to the public. Most patients consider the personal appearance of the nurse an indicator of the quality of care the student nurse provides. The student is responsible for complying with uniform regulations.

The nursing faculty will enforce the regulations and may dismiss the student from a clinical setting; assign an incomplete grade for the laboratory section of the course; and/or withdraw the student from the nursing program for infractions of the uniform regulation. The first uniform infraction will result in a student receiving a Behavioral Write-Up, with stipulations to correct the deficiency. The student will also be required to write a professionalism paper. If a student does not abide by the uniform regulations and/or future incidence of a uniform infraction occurs, the student will be dismissed from clinical/lab/simulation and may receive an incomplete grade for the course and/or may be dismissed from the nursing program.

The Student Nurse Uniform Regulations include, but are not limited to:

The NMJC student nurse uniform MUST be worn during any class that has a lab/clinical component and during all lab, simulation, and clinical experiences. Henceforth, "clinical environment" refers to simulations, clinical sites, or any class with a lab component.

Year 1 (Levels 1 & 2)	**Year 2 (Levels 3 & 4)**
Approved NMJC:	Approved NMJC:
1. Red scrub shirt or scrub dress	1. Royal blue scrub shirt or scrub dress
2. Black scrub pant	2. Black scrub pant

3. Black T-shirt under scrub top; round-neck, no writing or design (optional)
4. NMJC patch sewn to left front of scrub shirt, one-inch below the clavicle and centered with the midclavicular line.

5. Closed-toed**, <u>primarily black</u>,** non-skid shoes with clean black socks or flesh-tone hose free of rips or holes
6. NMJC student identification badge and badge holder worn on the upper right chest area of top.
7. Watch with a second-hand (no Smart Watches)
8. Stethoscope
9. Blood pressure cuff
10. Penlight
11. Bandage scissors
12. Black ink pen and small notebook or notepad
13. May wear a black lab coat/jacket with the NMJC patch sewn to left front of coat/jacket, one-inch below the clavicle and centered with the mid-clavicular line.

- The student nurse uniform should be worn while going to and from the clinical sites, attending nursing class or lab/simulations, during participation in education related activities, and when the student represents the nursing profession or the college.
- The student nurse uniform may not be worn while working as an employee for any other facility.
- The student nurse must wear the appropriate size uniform (not revealing or too tight).
  - Uniform (top and/or bottom) must be loose for movement, not tight-fitting or body-hugging type uniform. Scrub shirt and pants or dress should fit generously enough to allow easy freedom of movement whether sitting, walking or doing activities with patients.
  - Uniform should be <u>*wrinkle-free*</u> and in good repair.
  - Shoes must be clean.
  - The uniform must be freshly laundered and free of stains, wrinkles, and odors.
  - Uniform must not be revealing. Uniform tops or shirts must not have deep scooped necks and must cover the midriff, no low-rise pants. **<u>Pants must rise to the waist, be securely fastened, and hemmed at the bottom so as not to drag on the floor</u>**.
  - Uniforms tops or shirts must have sleeves and not be low-cut or mid-rise.
- The student nurse must be clean and practice good personal hygiene. Cleanliness of body, teeth, fingernails, and hair is required.
  - The student must use a deodorant or antiperspirant.
  - Perfume and cologne should be used sparingly, if used at all.
  - Fingernails (**no artificial nails, shellac, acrylic dip, polish, etc.**) must be neatly groomed and visibly clean (according to the clinical site policy).
  - Hair must be clean, conservative style and **<u>natural</u>** color (no pink, green, red, blue hair). Hair that is shoulder length or longer must be pulled back and banded securely (long pony tails that can fall over the shoulder during lab, clinical, or simulation **<u>must be pinned up</u>**). No large, brightly colored or excessively ornate hair accessories should be worn.
  - Makeup should be conservative and look natural.
  - False eyelashes are **not** allowed due to infection control. ***Professionally*** applied eyelashes of natural length ***<u>may be allowed</u>*** at the discretion of the Director of Allied Health and Nursing. Students must schedule an appointment with the Director of Allied Health for eyelashes to be approved.
  - A beard, mustache, and/or sideburns must be neatly trimmed, no longer than ½ inch in length, and well groomed.
- Jewelry worn in the clinical setting must be simple in design, kept to a minimum and professionally appropriate. Wedding bands, watches, and simple necklaces are allowed.
  - **<u>One pair</u>** of inconspicuous earrings attached to the earlobe is allowed. Earrings may not extend past the earlobe. For safety purposes, hoop and dangle earrings may not be worn in a clinical area. If the ears are gauged, gauges must be flesh colored and solid.

- No other jewelry may be affixed to the face, tongue or other visible body parts (nose, tongue, eyebrow or tragus piercings are not allowed while in clinical uniform).
- **Permanent bracelets are NOT allowed.**

- Tattoos and body art must be covered while in clinical uniform, with the exception of tattoos on hands and wrists (due to infection control).
- Gum or chewing tobacco is not allowed while in clinical uniform and clinical areas.
- Sunglasses may not be worn inside the Allied Health Building or the clinical area.
- Smoking is discouraged. A ten-minute break is allowed after four hours of clinical, students will not be allowed extra time on breaks for smoking. The student must follow smoking policies and smoke only in designated areas of the clinical facilities. Many clinical facilities are now "No Smoking" facilities.
- The student is allowed one ten-minute break after four hours of clinical; the student must use this 10-minute time for all break needs. The student must inform the faculty and primary nurse before leaving the assigned area for a break. Extra breaks or extended break time will result in a Behavioral Write-Up. Failure to comply with policies may result in failure to progress in the nursing program. It is expected that students remain at the clinical agency/organization/facility for the entire time period assigned. Students should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests are granted at the discretion of the instructor and no student shall leave the clinical site without instructor notification and approval prior to leaving.
- The use of cell phones or any other electronic devices can be used in the classroom and/or lab with instructor permission but are not allowed in simulation. **Cell phones are strictly prohibited in the clinical setting.** If a student is found to have their phone on them during clinical, they will be sent home, written up and will be required to meet with the Nursing Administrative Committee. During this meeting any other consequences/disciplinary action that is deemed appropriate will be discussed. Clinical hours must be made-up and will be contingent upon availability of clinical sites. This could result in the student being dismissed from the program.
- Posting photos to social media in the classroom/clinical/lab/simulation setting is strictly prohibited. If a student is found to have posted photos/videos, they will be required to meet with the Nursing Administrative Committee. This could result in the student being dismissed from the nursing program (see social media policy). This includes ANY and ALL pictures in and outside of clinical facilities and the Allied Health Building.

******REPEATED INFRACTIONS OF THE NMJC DRESS CODE WILL RESULT IN A BEHAVIORAL WRITE-UP AND A PROFESSIONALISM PAPER.******

NMJC Nursing Program Clinical Rotation Policies

Employment Guidelines Related to Clinical Assignment

Students may not work within six hours prior to a clinical assignment. The student must be able to provide safe and competent patient care. The clinical instructor will determine if the student is sufficiently alert in order to demonstrate safe and accurate decision making and determine the student's ability to provide competent nursing care. The clinical instructor will dismiss the student from the clinical assignment if it is determined the student is mentally or physically impaired and unable to perform in the clinical setting. The student will receive a clinical absence, written counseling and must meet with the instructor to determine if a clinical make-up assignment is available.

Transportation to Clinical Sites

Transportation to and from clinical assignments is the responsibility of the student nurse. The student nurse must adhere to the parking regulations of the assigned clinical site. When possible, scheduling considerations will be made for nursing students participating in car pools. Students will be required to arrange transportation to out-of-state (Texas) and other distant clinical sites for assignments. The college does not have funding to assist students with their travel expenses, please plan ahead and prepare for the additional expenses for travel to clinical assignments.

Clinical Placement Policy

Students will not be assigned to a clinical area where they are currently employed. Exceptions to this policy will be addressed on a case-by-case basis. All attempts will be made to facilitate professional growth and learning in the education experience. The clinical assignments will be made in collaboration with faculty and clinical agencies.

Clinical Experiences

As an adult leaner, it is the student nurse's responsibility to take the initiative and action necessary for the learning process to be effective. The faculty functions as facilitator, teacher and role model to assist the student nurse in achieving his/her career goals. Experiences in clinical settings are an integral part of the nursing education process. Clinical experiences provide the student with the opportunity to apply theory and skills learned in class and the simulated laboratory. Also, the clinical laboratory provides the setting for the student nurse to demonstrate nursing skills with the goal of achieving competency in performance of nursing care. As the student nurse progresses through the nursing program, the level of proficiency of nursing interventions and skills are expected to develop to meet the course requirements.

Behavior in the Clinical Agency

Students are expected to conduct themselves in a professional manner when in the clinical area and all other public places when representing the NMJC Nursing Program. A student may be dismissed from the clinical setting for not meeting the standards of professional behavior and ethics. Action taken at the time of the incident will be at the discretion of the clinical instructor.

Since each nursing student represents the college, nursing program and nursing profession, the faculty believes the following are the behaviors deemed to be critical for all nursing students in each learning environment throughout the program. Students are expected to observe the following guidelines for conduct in the clinical agency and exhibit professional nursing behaviors including, but not limited to the following:

1. Adhere to the guidelines outlined by the clinical agency during orientation.
2. Dress appropriately at all times when representing the college and nursing program; adhering to the dress code for classroom, laboratory and clinical assignments.
3. Communicate using appropriate language, terms, and demonstrate respect of others including addressing them by proper name and title.
4. Demonstrate ethical behavior including maintaining confidentiality.
5. Resolve conflicts appropriately and follow appropriate lines of communication/chain of command.
6. Deliver safe, effective nursing care including using appropriate judgment when making decisions; properly using and caring for equipment; and using correct techniques and cautions when delivering care.
7. Be in the clinical agency only when supervised by an instructor, preceptor or designee.
8. Subject to all policies regarding drugs, alcohol, criminal background checks of the clinical agency.
9. Adhere to the polices and protocols of NMJC, the NMJC Nursing Program, affiliating agencies, the NM Nurse Practice Act and the legal mandates of society.

Student Clinical Objectives, Assignments and Evaluation

The student must be prepared for clinical experiences. Each course will identify specific requirements for clinical. As the student nurse prepares for clinical assignments, both specific and general objectives must be met.

The student will receive clinical assignments and learning objectives prior to the clinical rotation. The student nurse is expected to meet assigned clinical objectives by preparing prior to the experience. The following will serve as a guideline to assist the student in preparing for clinical activities:

1. Identify personal learning needs and goals.
2. Prepare to implement the learning and/or clinical objectives.
3. Organize and plan assignments to facilitate completion of objectives.
4. Seek appropriate learning experiences with faculty guidance.
5. Seek guidance and ask for assistance when unsure in any situation.
6. Complete patient assessment and determine patient's health care needs.
7. Identify nursing diagnoses and develop care plans or case studies.
8. Implement nursing interventions appropriate for developmental stage, gender, culture, environment and patient's health care needs.
9. Record nursing activities in a format consistent with the conceptual framework.
10. Analyze and evaluate patient goals and the student nurse's ability to provide appropriate nursing care based on the student nurse's stage of learning.

Student Clinical Performance Evaluations

Clinical performance evaluations are completed by the nursing faculty to evaluate the student nurse's clinical performance. The student learning outcomes assessed in the clinical performance evaluation are the clinical competencies associated with the eight core components of nursing practice as defined by the National League for Nursing. The student learning outcomes are organized under the nursing program's major curriculum concepts of Communication, Critical Thinking and Problem-solving and Self/Community Awareness and the eight core components of nursing practice.

During clinical rotation(s), the nursing faculty will observe the student's performance to assess achievement of the required student learning outcomes. If the nursing faculty determines a student is not meeting specific clinical learning outcome(s), a formative evaluation will be performed and the observations discussed with the

student. The student will be informed of the unmet outcome(s) and the student and nursing faculty member will discuss strategies to assist the student in meeting the outcome(s).

A summative evaluation will be performed at the end of the clinical rotations for the course. The student is required to meet 100% of the clinical learning outcomes by the end of the clinical rotations for the course. If all student learning outcome(s) are not met in the summative evaluation, the student will fail the clinical portion of the course and earn a grade of "F" for the entire course and therefore, be unable to progress in the nursing program.

The student nurse is advised to carefully read the student learning outcomes listed in the clinical performance evaluation and ask for guidance from the faculty if he/she has questions or difficulty understanding the student learning outcomes.

Clinical Attendance, Absences and Tardiness
See Absence Policy in this Handbook.

Safe Clinical Nursing Practice

Safe nursing practice is an essential requirement in all courses. Safe nursing practice is defined as the application of scientific principles and nursing theory in performing nursing care. Care is provided in a reasonable and prudent manner providing for the welfare, protection, and well-being of the patient. Safe practice implies the student can demonstrate awareness of the potential effects of actions and decisions. Such actions and decisions shall not endanger the integrity of the patient. The student is required to demonstrate patterns of safe, professional clinical performance which follow the legal and ethical codes of nursing to promote the actual or potential well-being of self, peers, patients and others. The student must demonstrate accountability in preparation, documentation and continuity of care and show respect for the rights of individuals. Safe practice is an essential requirement for progression to the next course and or completion of a course. Safe practice will be judged by the nursing faculty.

Examples of safe clinical practice are:

(1) Practice within the legal limits of the state *Nurse Practice Act*.
(2) Practice within the framework of the *ANA's Code of Ethics*.
(3) Accept responsibility and accountability for own decisions and actions.
    (a) Accept responsibility for maintaining and applying knowledge previously learned;
    (b) Adhere to standards of care when administering nursing care, medications, and treatments;
    (c) Acknowledge limitations and seek instructor assistance when having difficulty or unsure of an assigned task.
    (d) Accept and use constructive criticism to improve clinical practice.
(4) At all times, communicate truthfully verbally and in writing.

Unsafe Clinical Nursing Practice (Incompetent Nursing Practice)

The student nurse must provide legal, ethical, safe and effective nursing care in compliance with the policies of the nursing program and in accordance to the standards of nursing practice, course/clinical objectives, requirements, and student scope of practice. Nursing course syllabi direct the student in meeting specific course objectives and practice skills for safe practice. The student will be responsible for demonstrating safe and competent nursing care under the direction of the nursing faculty and/or supervising nurse (preceptor). The nursing faculty is responsible for determining the student's application of safe and competent nursing care.

Noncompliance with the established policies, procedures, course objectives, clinical objectives, faculty instruction, supervising nurse direction or standard of practice; as well as, the student scope of practice, may constitute an unsafe act or behavior on the part of the student. An unsafe act and/or a display of unsafe behavior are defined as: a threat or potential threat to the physical, emotional, mental or environmental safety of the patient, a patient's family member, a faculty member, another student, and/or other health care provider. A student committing an unsafe act or behavior and/or engaging in 'incompetent' nursing care will be held accountable for their actions and disciplined accordingly. This behavior may result in dismissal from the nursing program following an investigation of the unsafe and/or incompetent incident.

The following are examples of **unsafe, incompetent nursing practice**, but is not limited to:

1. Unsatisfactory achievement of level or clinical objectives.
2. Placing self, patient, peers, families or others in physical or emotional jeopardy (hazard).
3. Failure to follow NMJC, facility (agency), or nursing program policies.
4. The student's practice fails to meet the needs of the patient from a biological, psychological, sociological and/or cultural standpoint.
    - Failure to carry out psychomotor/technical skills in a safe manner.
    - Failure to carry out communicative skills in a safe manner.
    - Act of omission in the care of patient.
    - Act of commission in the care of a patient.
    - Displays mental, physical and/or emotional behavior(s) which negatively affect others.
    - Does not come to clinical prepared to provide safe care.
    - Errors related to medication, including but not limited to lack of knowledge on key concepts in medication administration or knowledge of individual drugs, errors in preparing or administering medications or errors in calculation of dosage.
5. The student's practice lacks consistency in the responsible preparation, documentation, communication and promotion of continuity in the care of patients.
    - Attempts activities without adequate preparation or assistance.
    - Failure to demonstrate adequate preparation for the clinical experience as outlined in the syllabus or other course materials.
    - Performing a procedure without the required knowledge and skill competence, or without the guidance of qualified individual (i.e. instructor or designee).
    - Demonstrates inaccurate or incomplete verbal/written communication.
    - Failure to establish effective therapeutic relationships with patients, peers, faculty or other members of the health care team.
    - Willfully or unintentionally do physical and or mental harm (hazard).
    - Exhibiting careless or negligent behavior in connection with the care or interaction with a patient or others.
    - Refusing to assume the assigned and necessary care of a patient and/or failing to inform the instructor or designee immediately so that an alternative measure for care can be made.
    - Inability to establish effective communication with a patient(s) or their families.
    - Displaying or engaging in non-therapeutic verbal or non-verbal communication.
    - Ineffective or inappropriate communication with health team members, including faculty, staff members, and/or peers.
    - Dishonesty in communication with faculty, administrators, or other members of the team.
    - Acts in such a way to create significant anxiety and/or stress to others.

- Is verbally abusive and/or exhibits threatening, coercive, or violent behavior toward anyone.
- Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy and respect.
- Violates the boundaries of professional nurse-patient/family relationships, e.g., engages in romantic or sexual relationships.
- Is unable to maintain satisfactory relationships with others in the clinical or college setting.
- Failure to demonstrate sound clinical, professional or ethical judgment.

6. Failure to establish effective working relationships with classmates, faculty and/or health team members in the provision of patient care.
    - Not reporting off to the nurse in charge of your patient.
    - Failure to notify health team of pertinent changes in the patient's health.
    - Refusing to assume the assigned and necessary care of a patient and/or failing to inform the instructor or designee with urgency so that an alternative measure for care can be made.
7. The student fails to practice according to the American Nurses Association *Code of Ethics* and accepted standards of practice.
    - Does not maintain confidentiality.
    - Demonstrates dishonesty.
    - Ignores unethical behavior of other health workers.
    - Does not demonstrate respect for the preferences of the patient.
    - Does not advocate for the rights of the patient.
    - Misrepresents or falsifies actions or information.
    - **Using the name of a patient in written assignments.**
    - Discussing confidential information in inappropriate areas (elevators or hallways).
    - Discussing confidential information about a patient with third parties present (who do not have a clear and/or legitimate need to know).
    - Seeking information on patients when it is not necessary for your role as a student.
    - Leaving the clinical setting with any records of documents related to a patient (including any paperwork with identifying information regarding patients).
    - Falsifying patient records or fabricating patient experiences or nursing actions.
    - Failing to report errors or acts of omission in treatments, assessments, medications, clinical judgment, or other components of nursing practice.
8. Failure to assume the responsibilities of a student in the nursing program.
    - Is habitually absent (see Attendance Policy).
    - Inappropriate personal appearance or inappropriate behavior in the clinical setting.
    - Unethical or immoral behaviors (sexual, personal, emotional, behavioral).
    - Exhibits criminal behavior.
    - Is suspected of being under the influence of drugs and/or alcohol in class or clinical.
    - Dresses inappropriately and/or exhibits nonprofessional appearance/behavior.
    - Exhibits behavior that is offensive to others (sexist, racist, threatening, demeaning).
    - Needs repeated reminders of responsibilities consistent with the policies of the Nursing Program and/or clinical agency.
    - Failure to submit assignments on schedule (repeated late submissions) and/or not adhering to course guidelines.
    - Lacks effort directed toward self-improvement.
    - Is resistant or defensive regarding suggestions to improve.

- Appears unaware of her/his deficiencies and the need to improve.
- Does not accept constructive criticism or take responsibility for errors.
- Is abusive or critical during times of stress.
- Demonstrates arrogance.

The primary purpose of any course is to provide education for students. However, when direct patient care is involved in a learning activity, the safety and well-being of others are of paramount concern. Nursing clinical experiences are structured so that as a student progresses through the program, the student is expected to demonstrate increasing independence and competence in the provision of nursing care. Unsafe or potentially unsafe clinical nursing practices may occur when a faculty member and/or designee has reasonable cause to believe the student is incompetent, mentally incompetent, or incapable, unable to practice nursing with reasonable skill and safety. (Reference New Mexico Nurse Practice Act - incompetence) This may be a substantive incident, or repeated instances of questionable nursing practice which could jeopardize patient care. A faculty member will complete a formative evaluation on the student and initiate a Behavioral Write-Up. If the incident is considered critically unsafe the student may be dismissed from the nursing program.

Unsatisfactory Performance Procedure

A student who fails to meet clinical, simulation, professional, or program requirements and whose performance endangers or could potentially endanger the safety of a peer, health care team member, faculty member, or patient or whose behavior is determined to be unprofessional, incompetent, or not in compliance with Standards of Professional Practice will be removed from the situation. A formative evaluation will be completed and a success plan or Behavioral Write-Up will be initiated and evaluated by a committee of faculty members and the Director of Allied Health and Nursing. The student will receive a notice of the impending action and potential consequences. The student will be held accountable for their performance and every attempt will be made to guide the student to success. A student may be immediately dismissed from the nursing program if an unsafe or unprofessional behavior has the potential for harm or is life-threatening. A pattern of two or more unsafe, unsatisfactory clinical performance notices will result in the student failing the clinical portion of the course and as a result, receive a failing grade for the course.

A success plan and/or a Behavioral Write-Up and Formative Evaluation is the first step of the disciplinary process. The clinical/faculty member will determine a corrective plan and will complete a formative evaluation on the student. These will then be discussed with the student and course coordinator. The student will be given a designated time period to improve performance. The second performance notice will result in another formative evaluation regarding the unsatisfactory behavior. After the second occurrence, the student will be expected to meet with the Director of Allied Health and Nursing. This notice can result in immediate dismissal from the nursing program. Discipline may include any reasonable action the faculty/Director deems appropriate to correct the behavior, but if the violation is of a serious nature, it may necessitate immediate dismissal from the program.

The student who fails to practice within the boundaries of the *New Mexico Nurse Practice Act*, guidelines; or the objectives and directions contained in the course syllabus; or the policies of the Nursing Program (as contained in this Student Nurse Handbook or NMJC Student Handbook); and the rules and regulations of the health care agencies utilized as a clinical site for nursing courses may face immediate and/or permanent expulsion from the Nursing Program.

Physical and Emotional Hazards

The nursing faculty believes the student nurse must perform within the realm of safe practice during the extent of their nursing education. The realm of safe practice is necessary to protect the health and welfare of the patients, families, groups and/or communities by the student nurse.

A physical hazard is defined as any **action or inaction** on the part of the student nurse threatening another person's physical well-being. Pre-determined criteria for a physical hazard do not exist due to the vast number of possible scenarios. The critical elements vary with situations, as judged by the faculty.

An emotional hazard occurs when a student's behavior creates emotional distress while interacting with a patient(s) and/or other(s).

Commitment of a physical and/or emotional hazard demonstrates student nurse performance outside the realm of safe, competent student practice and professionalism. The nursing faculty will utilize professional judgment when identifying a student engaging in a physical and/or emotional hazardous practice. The student is held accountable to deliver nursing care and interactions between other persons' without causing an emotional and/or physical hazard. **A student will be held responsible for practicing under the standards of professional, competent nursing in *ALL* settings including classroom, lab, clinical, and simulation settings.** Any student who is determined to have engaged in an emotional and/or physically hazardous situation will be disciplined and/or dismissed from the nursing program following an investigation of the hazardous incident.

Activities Above the Student Nurse's Scope of Practice
Effective in All Clinical Agencies

General medication administration:

- Students **may not** administer ANY type of medication without looking up and understanding the action, side/adverse effects, indications, and potential complications.
- The student nurse **may not** administer any medication to a patient without direct supervision by a registered nurse.
- The student nurse **may not** administer **any** medications to newborns (0-3 months).
- The student nurse **may not** retrieve **any** medications from automated medication accounting system (i.e. PYXIS or ACCUDOSE).
- The student nurse **may not** accept or possess the narcotic keys, retrieve narcotics or witness/document wastage of narcotics.
- The student nurse **may not** administer narcotics without direct supervision by a registered nurse.
- The student nurse **may not** distribute samples of medications to patients.

Intravenous (IV) medication administration:

- The student nurse **may not** initiate IV therapy without direct supervision of a registered nurse.
- The student nurse **may not** initiate IV therapy for a child under 12 years of age (regardless of supervision).
- The student **nurse may** not practice starting IVs or initiate IV therapy on any individual who is not a registered patient of a clinical facility and/or does not have a legal order from a healthcare provider.
- The student nurse **may not** prepare or administer Intravenous Piggy-back (IVPB) medications without direct supervision by a registered nurse.

Intravenous push (IVP) medication administration:

- The student nurse **may not** prepare or administer **any** IV push (IVP) medications in the clinical facility setting **(regardless of whether they are supervised by a registered nurse).**

****It is the student nurse's responsibility to let facility nurses know that they are unable to perform any kind of IV push…even if the facility nurse says that it will be ok!!****

Venipuncture/IV Access:

- Student **may not** perform venipuncture or initiate IV access in a patient's foot or jugular vein in neck.

Central venous medication administration:

- The student nurse **may not** access or manage central intravenous lines (i.e. hang an IVPB medication, flush central line, change IV bag, or draw blood from central line).
- The student nurse **may not** insert or remove central intravenous lines, arterial lines, or peripherally inserted central catheter (PICC) lines.

Administration of critical intravenous medications:

- The student nurse **may not** prepare or administer IV infusions of critical care drugs. The following list includes, but is not limited to, examples of critical care drugs.

  Oxytocin (Pitocin), Amiodarone, Magnesium Sulfate, Ritodrine (Yutopar), Terbutaline (Brethine), Xylocaine (Lidocaine), Dopamine (Intropin), Norepinephrine (Levophed), Nipride (Nitroprusside), Nitroglycerin (Nitrostat, Tridil), IV insulin

  - The student **may not** titrate or adjust IV pumps administering these medications.
  - The student is expected to **observe** the registered nurse in managing these critical medications.

Intravenous Pumps:

- The student nurse **may not** change a non-critical intravenous pump without direct supervision by a registered nurse.
- The student **may not** administer, titrate, or adjust patient-controlled analgesia (PCA) pumps.

Blood Administration:

- The student nurse **may not** retrieve or administer blood products. The student nurse may observe the process of blood retrieval and administration but may not sign or document on blood retrieval or administration related to forms or records.

Chest Tubes:

- The student nurse **may not** remove chest tubes.
- The student nurse **may not** monitor chest tubes without direct supervision by a registered nurse.

Wound Drains:

- The student nurse **may not** remove wound drains without direct supervision of a registered nurse.

Suture Removal:

- The student nurse **may not** remove **subcutaneous** sutures or fragments. (May remove skin staples or skin sutures/stitches with direct supervision of a registered nurse.)

Patient Monitoring Devices:

- The student nurse **may not** insert or remove any type of internal monitoring devices such as internal fetal scalp monitors.
- The student nurse **may not** replace electrocardiographic (ECG/EKG) or telemetry leads without direct supervision by a registered nurse.
- The student nurse **may not** insert, operate, or remove hemodynamic monitoring equipment
- The student nurse **may not** operate or remove pacemakers including external pacemakers.

Operating Room:

- The student nurse **may not** function as primary circulating nurse or scrub nurse in the operating room.

Charge of a Nursing Unit:

- The student nurse **may not** take charge of a nursing unit.

Progression of Labor:

- The student nurse **may not** perform examinations related to the progression of labor (vaginal, rectal, internal monitoring).

Nasogastric Tubes:

- The student nurse **may not** insert Dobhoff Tubes.

Patient Disimpactions:

- The student nurse **may not** perform digital removal of fecal impactions.

Healthcare Provider Orders:

- The student nurse **may not** take verbal or telephone orders from a healthcare provider.
- The student nurse **may not** transcribe health care provider orders.

Patient Report:

- The student nurse **may not** take report on a patient transferring from another area or unit without direct supervision by a registered nurse.

Consent Forms:

- The student nurse **may not** witness consent forms.

Patient Testing and Reports:

- The student nurse **may not** instruct patients in preparation for special testing without direct supervision by a registered nurse (for example; stress test, x-rays, sigmoidoscopies).
- The student nurse **may not** report the results of medical tests to patients.

Patient Teaching:

- The student nurse **may not** perform health teaching to a patient without direct supervision by a registered nurse.

Patient Valuables:

- The student nurse **may not** assume responsibility for a patient's valuables.

Patient Restraint/Containment:

- The student nurse **may not** participate in a patient containment process (i.e. management of a combative or out-of-control patient or application of behavioral restraints).
- The student nurse **may not** apply or monitor medical/non-behavioral restraints without direct supervision of a registered nurse.

Patient Transport:

- The student nurse **may not** transport any patient without the nurse present (i.e. not a family member that is a doctor or a nurse).

Clinical Laboratory/Clinical Rotation Incidents Policies

The faculty understands a student will not intentionally make an error (or cause a clinical incident) when providing patient care. The faculty realizes the student nurse is human and may make mistakes. Clinical faculty members are always available to assist and supervise the activities of the nursing student. For protection of the patient, clinical institution, and student nurse, specific procedures will be implemented when a student nurse makes a clinical error (incident), it is the student nurse's responsibility to report it immediately to the clinical faculty. Faculty will assist the student nurse with the completion and filing of the appropriate occurrence report for the specific clinical institution.

In a situation where a student makes a medication error or sustains a needle stick or other injury, a NMJC Nursing Program Clinical Incident Report will be completed by the student and clinical faculty (See NMJC Nursing Clinical Incident Report). The clinical instructor will initiate a plan for success or Behavioral write-up and a Formative Evaluation for any clinical incident(s) and/or occurrence(s). The student is required to meet with the clinical instructor to discuss the occurrence(s) and determine the stipulations of corrective action applicable to the incident. The student will abide by the stated corrective actions. If a student has received an assignment and/or corrective action by the clinical faculty and does not complete the assignment/corrective action prior to the last day of the course, the student will receive an 'F' "failure" grade for the course.

Needle Stick Injury

Health care workers who use or may be exposed to needles are at an increased risk of needle stick injury. Such injuries can lead to serious or fatal infections with blood-borne pathogens; such as hepatitis B virus, hepatitis C virus, or human immunodeficiency virus (HIV) (refer to: http://www.cdc.gov/niosh website for National Occupational Safety and Health). If a student receives a needle stick injury, in the Nursing Simulation Laboratory or a clinical site, a NMJC Nursing Program Clinical Incident Report should be completed within 24 hours of the needle stick injury. The report should be completed by the student and clinical/lab faculty and reported to the Director of Allied Health and Nursing. If the needle stick injury occurs at a clinical institution, some clinical institutions require the student nurse have HIV and Hepatitis B blood tests following the incident. The student nurse will be responsible for the cost of the laboratory tests. NMJC assumes no responsibility for costs incurred as a result of any student error or incident. The student should follow the current Center for Disease Control (CDC) recommendations for a needle stick injury and/or contact health care provider for further information.

Medication Administration Error

The faculty believes strongly in the need for accuracy in performing nursing tasks. Accuracy is especially crucial in the area of medication administration. The following policy has been developed for use with medication errors.

I. **Definitions**

a. Medication-any substance, including intravenous solutions and oxygen, administered by physician's orders as treatment for a physical or emotional condition.

b. Actual Medication Administration Error-occurs when the student violates any step in the medication administration procedure.

c. Potential Medication Administration Error-occurs when the student violates any step in the medication administration procedure and/or when the student is provided the opportunity to "make a decision" in the medication administration process, and the decision is wrong. An example of such a decision opportunity is when a clinical faculty member asks, "Are you ready to administer the medication(s) to the patient?" If the medication(s) were administered utilizing the student's decision, an error would occur, but clinical faculty prevents the student from making the medication error. ***A potential medication administration error results in the same consequences for the student as an actual medication administration error.***

Based on the clinical faculty evaluation of the error, both actual and potential medication errors may be categorized as Class I or II errors. Examples of each class are included below; however, the list is not exhaustive.

d. Class I Medication Administration Error:

1. Violation of one or more of the ten rights of medication administration:
    a. Right Patient
    b. Right Medication
    c. Right Dose
    d. Right Route
    e. Right Time
    f. Right Documentation
    g. Right to Refuse
    h. Right Education
    i. Right Assessment
    j. Right Evaluation
2. Failure to perform any of the three medication checks:
    a. First check: When retrieving medication from medication dispensing system.

b. Second check: When preparing to administer medication.
c. Final check: At the bedside before medication is given.

e. Class II Medication Administration Error:
   1. Administration of a medication before the physician's order is noted.
   2. Failure to know, check or verify (if possible) the patient's allergies.
   3. Failure to ascertain medication information prior to administration (action, compatibility, nursing implications, injection sites, etc.).
   4. Accepting or being found to be in the possession of the narcotic key at a clinical facility.
   5. Administration of a medication with an expired order date.

A NMJC Nursing Program Clinical Incident Report must be completed by the clinical faculty and the student following the medication administration error. Documentation in the student's Pathway to Success Plan will identify the specifics of the error and the consequences of the medication error with a specific date for corrective action to be taken by the student. Other disciplinary action will be imposed on the student as a result of the incident (See below for Disciplinary Action associated with a medication administration error). The Clinical Incident Report and the associated documentation in the student's Pathway to Success Plan will become a part of the student-advisor record, to be considered in the assessment of the student's clinical performance and the Student Clinical Evaluation Tool.

After the incident report has been filed, the clinical faculty has the option of dismissing the student from the assignment or reassigning the student. The student nurse may not implement the procedure of error until the following criteria are met:

1. The student must review with a faculty member the correct method for performance of the procedure.
2. The student must submit a two page, legible handwritten or typed report to the clinical faculty. The report will explain the circumstances of the error, including how the medication error occurred, what patient damage occurred as the result of the error, or what potential damage could have occurred and how the student plans to prevent the error from recurring in the future.
3. If the student is placed on probation (see below: student probation), the student must perform the procedure of error only under the direct supervision of clinical faculty when in the clinical setting.
4. Failure to complete the assigned steps or meet the probation stipulations will result in the student being prohibited from attending clinical and requires a student-nursing faculty meeting. The student will receive an absence as a result of being withheld from clinical. The student must meet with the clinical faculty and the Director of Allied Health and Nursing to determine the student's status in the nursing program; in regards to the student not meeting the expectations of the assignment in the agreement (counseling form).

The student may receive a nursing course grade of 'F', regardless of the theory grade if the Director of Allied Health and Nursing and the clinical faculty determine the student did not meet the stipulation associated with the medication error. If the student disagrees with the decision, the student may file a formal written complaint according to the formal complaint procedures for NMJC (see *NMJC Student Handbook*).

II. **Disciplinary Action**

Both potential and actual medication errors will be evaluated and appropriate action taken based on the severity and pattern of the error(s). Potential and actual medication error(s) are also considered a physical hazard and incompetent, unsafe practice.

a. **Class I or II medication error may result in any of the following:**

1. Withdrawal of medication administration privileges for a specified time, to be determined by the faculty member.
2. Dismissal from the clinical practice area.
3. Student Clinical Probation-Contract, to specify the stipulation associated with the disciplinary action.
4. Assigning a grade 'F' for the nursing course, regardless of the theory grade.

b. **Student Probation**

1. If a student nurse is placed on probation due to a medication error, the involved faculty member will notify the student in writing. Probation requirements will be determined by the faculty and influenced by the nature, severity, and pattern of occurrence(s). A contract will be presented to the student identifying the specific requirements of probation.

Blood-borne Pathogens – Universal Precautions

Blood-borne pathogens are pathogen microorganisms that are present in human blood and can cause disease in humans. The student must be knowledgeable about universal precautions with blood and body fluids. In the practice of nursing, a student is at risk for an occupational exposure. The student will come in contact with and be exposed to blood, body fluids, contaminated articles and other potentially infectious materials. It is the student's responsibility to be aware of safety precautions and utilize safe practice techniques. The following descriptions refer to contamination, exposure and potential infected materials:

Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
Contaminated Laundry: laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
Contaminated Sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
Occupational Exposure: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of any duties.
Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, and abrasions.

Other Potentially Infectious Materials:

1. The following human body fluids: semen, vaginal secretion, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV-containing cell or tissue cultures, organ cultures, and HIV-or animals infected with HIV or HBV

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of duties.

Universal precautions: the concept that all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV (hepatitis B virus) and other blood-borne pathogens. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.

Personal Protective Equipment: specialized clothing or equipment worn for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a

hazard are not considered to be protective equipment. Examples of appropriate personal protective equipment includes but is not limited to, gloves, gowns, laboratory coats, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membrane under normal conditions of use and for the duration of time which the protective equipment will be used. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. (reference OSHA web site at: http://www.osha-slc.gov/SLTC/bloodbornepathogens/index.html)

Student Portfolio

- A student portfolio is a collection of the student's work completed throughout the program.
- The portfolio documents the student's abilities to progress from simple to complex concepts in nursing knowledge, skills, and attitudes, effectively communicate, think critically and problem-solve, and demonstrate awareness of self and community.
- The faculty advisor maintains all graded papers in a folder (portfolio), and/or on the learning management system, throughout the semester.
- The portfolio should include all written assignments the student has completed during the semester, e.g. care maps, journals, assignments, projects, etc.
- The portfolio folder becomes a part of the student's personal file and evidence of the student's progress in the nursing program.

Progression Policy

Withdrawals and Failures Defined

- **Withdrawal:** When the student chooses to drop enrollment in a required nursing course (voluntary). The nursing program does not take the grade at the time of withdrawal into consideration. A withdrawal is handled in the same manner as a course failure if not done before the official withdrawal date set forth by NMJC.
- **Course Failure**: When the student achieves a grade of less than 77% in a NRSN course in the program, a grade of less than 90%, 95%, or 100% (depending on level) on the dosage calculations exam retake (one retake in Levels 1, 2, & 3; and two retakes in Level 4), fails on a third attempt skills check-off, or has a clinical failure.
- **Program Failure**: When the student fails and/or withdraws (before or after the official withdrawal date) from any course or courses in the level; regardless of the grades in the co-requisite courses for that level.

NMJC Nursing Program Course Failure and Withdrawal

A course failure is further defined as the following:

1. a grade below the passing rate of 77% on first computation of the course grade which includes the unit exams (proctored ATI exams are considered unit exams and will be part of the first computation) and final exam, and/or on the second computation of the grade which includes the unit exams, final exam, and all other assignments for that course.
2. a clinical failure.
3. a grade of less than 90% in Level 1, 95% in Levels 2 & 3, or 100% in Level 4 on the dosage calculations exam retake. One retake allowed in Levels 1, 2, & 3, and two retakes allowed in Level 4.

4. failure of a third attempt skills check-off in any course.
5. withdrawal from a NRSN course for any reason after the official withdrawal date.

Students who fail any single course or multiple courses, in any level, will fail that level in the program, regardless of grades in other co-requisite courses for that level.

- **Students with one program failure may not progress in the nursing program and may reapply for readmission in the <u>immediate</u> next fall or spring semester only. The entire level (all courses) must be repeated. See re-entry requirements below.**
- **Students with two program failures may not progress in the nursing program and may reapply after ***<u>two years</u>*. The student will be required to reapply and go through the ranking process with other applicants beginning the program at <u>Level 1</u>.**

Please Note*: If the student wishes to withdraw, they must first complete an exit interview form with the Curriculum Coordinator and/or the Director of Allied Health and Nursing. Only Curriculum Coordinators/Director are able to withdraw a student from a course. Students cannot go to the registrar and withdraw themselves.*

Re-entry into a Level in the NMJC Nursing Program

Application for re-entry will only be allowed for those students who:

1. have failed or voluntarily withdrawn from the program *<u>one time</u>*.
2. have failed or voluntarily withdrawn from the program in the fall or spring semester immediately preceding the desired re-entry semester.
3. were not dismissed from the program for unprofessional behavior, unsafe clinical practice, or academic dishonesty.

To be considered for re-entry into a level in the program, you must have a 2.75 overall GPA. You will notify the Director of Allied Health and Nursing. An application packet will be provided and must be submitted by the deadline set by the Director. Incomplete applications for re-entry will not be accepted. Once your application has been accepted as complete, you will be scheduled for the following:

- **Dosage Calculation Exam-Material that will be covered on this exam will come from the semester that was failed as well as all previous semesters. Students must pass the dosage exam with the required percentage for that level. Students should utilize their Calculate with Confidence text to study for this exam.**
- **ATI Proctored exam to evaluate proficiency level. See chart below for scoring requirements:**

Level of Re-Entry	Proficiency Level
Level 2 (required to take Level 1 ATI Exam)	Achieve Level 2 Proficiency
Level 3 (required to take Level 2 ATI Exam)	Achieve Level 2 Proficiency
Level 4 (required to take Level 3 ATI Exam)	Achieve Level 2 Proficiency

Please note: re-entry into the program is on a ***<u>space available basis</u>*** and may be granted on a conditional basis at the discretion of the Director and Nursing Faculty based on previous performance in the program. All

re-entry students are subject to all fees associated with clinical requirements for the program, including urine drug screen/s and additional background check and fingerprinting.

Nursing coursework expires two years from the date the highest course was completed.
Auditing nursing (NRSN) courses is not permitted.

New Mexico Junior College
Expectations of Student Conduct

Nursing students are accountable for following the New Mexico Junior College's Code of Conduct. The following principles are part of the collective expectation of students in the NMJC learning community:

- **Civility:** Members of a learning community interact with others in a courteous and polite manner. Members of the community respect the values, opinions, and/or feelings of others.
- **Ethical behavior:** The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
- **Morality:** Members of a learning community commit to ideals of appropriate human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.
- **Respect:** Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct him or herself in a manner worthy of that regard. That regard is gained by decent and appropriate behavior.

For more detailed information regarding NMJC student conduct expectations, please refer the *NMJC Student Handbook.*

NMJC Allied Health and Nursing RN Program Behavioral Requirements

In preparing to assume the professional nursing role, students are expected to assume the responsibility for their learning, to support the ethics and goals of the nursing profession, and value honesty in the fulfillment of academic and professional endeavors. The faculty recognizes its responsibilities to the public and nursing profession in the matters of integrity, honesty, clinical competence, and professional conduct. We reserve the right to retain only those students, who, in the judgment of the faculty, Coordinators, Retention Specialist and Director, satisfy requirements of integrity, honesty, clinical competence, and professional conduct.

Integrity

Integrity is the ability to make wise choices in dilemmas and is demonstrated by actions over time that consistently reflect a commitment to personal and societal moral standards. "True Integrity is doing something right, even when no one is looking". Integrity is a steadfast adherence to the strict moral and ethical codes of professionalism and conduct of the nurse. The student must be of sound moral and ethical character. The student nurse must build the foundation of professional nursing practice on personal and professional values. Integrity applies to behaviors in classroom and clinical settings, evaluation and non-evaluation situations, and in all endeavors. It promotes a spirit of community conducive to mutual trust and responsibility among students, faculty, and staff. Students and faculty share the responsibility for development, implementation, and evaluation of the profession of nursing. The nursing faculty recognizes integrity as the cornerstone for clinical practice, leadership, and learning. Integrity encompasses a commitment to people (staff, student, families, groups, and community), consistency in word and action, adherence to the professional nursing code of ethics,

and professional nursing standards of practice.

Honesty

Each student is expected to maintain the highest standards of honesty in academic and professional matters. The college reserves the right to take disciplinary action, up to and including non-progression against any student who is found to have engaged in academic dishonesty or otherwise fails to meet these standards. ***Any*** infraction of academic dishonesty in ***any*** class may result in an automatic failure of the course. Academic dishonesty includes, but is not limited to: cheating on quizzes, tests, or assignments; claiming credit for work not done or done by others (this includes self-plagiarism); unauthorized constructing, copying, pasting, accessing, electronically transmitting, or reviewing of exams, whether intentional or unintentional; asking questions of other students or reviewing other students' work during or after an exam; nondisclosure or misrepresentation in filling out application or other college records; written or verbal reproduction of content from computer program or clinical information; and unprofessional behaviors in the classroom, clinical lab or clinical rotation setting. ***Strict honesty in the nursing profession is crucial***. It is expected that the student nurse practice honesty in all academic and clinical settings.

Classroom Conduct

The professor is responsible for evaluating student behavior in the classroom. Through enrollment in the nursing program, the student is assumed to have entered into an agreement with NMJC and the professor(s) to attend class regularly and to behave in an appropriate manner at all times.

The student nurse is expected to behave appropriately during classroom, clinical laboratory and clinical rotation settings. Misconduct will not be tolerated. A nursing student engaging in disruptive behavior and/or an act of misconduct will be immediately dismissed from the classroom, clinical lab, or clinical rotation setting and will be counted absent for that session. The student must make an appointment with the involved professor(s) and the Director of Allied Health and Nursing to discuss the behavior. At the discretion of the professor(s) and the Director of Allied Health and Nursing, the student may return to the next session or may be required to meet with the Dean of Applied Sciences and Technology and Vice President for Instruction for further discussion of the behavior. It is the student's responsibility to follow the policies and demonstrate appropriate, professional behavior.

The student is expected to be attentive in the classroom, clinical laboratory, and clinical rotation setting. Inattentive behavior is defined as, but not limited to, excessive talking, sleeping, the ***appearance*** of sleeping and any other behavior that disrupts class activities. Inattentive behavior may result in disciplinary action.

Offensive or inappropriate language, such as cursing, is not allowed in the classroom, building, or clinical setting. Any student using inappropriate language will be removed from the classroom, clinical laboratory, or clinical rotation setting and counseled by the Director of Allied Health and Nursing and disciplinary action may result.

Professional Conduct Expectations of the Student Nurse

The student nurse must demonstrate professional conduct in nursing practice. The following behaviors demonstrate professionalism in nursing:

1. Place the patient's welfare first:
   - Be accessible and prompt in answering patient's request.
   - Prioritize activities to reflect patients' needs.
   - Keep patients well-informed.
   - Be responsive and reliable when needs are identified by patients, staff, or faculty.

2. Make a commitment to nursing and to the nursing program policies:
   - Be present and willing to learn.
   - Comply voluntarily with rules and policies of the nursing program.
   - Demonstrate enthusiasm for clinical.
   - Be neat and clean in appearance.
   - Be pleasant and respectful to staff, peers, and faculty.
   - Give appropriate information to other nurses.
   - Complete charts and records.
3. Be cooperative:
   - Resolve conflict in a respectful manner.
   - Take constructive criticism graciously and utilize criticism to make positive changes.
   - Accept the roles of others.
   - Handle stress and frustration in a respectful manner.
   - Exhibit intellectual and personal integrity.
   - Readily admit mistakes and oversights.
   - Be honest in communications with peers, staff, and faculty.
   - Observe legal, ethical, and safe techniques even when not being supervised.
   - Accept responsibility for errors and take appropriate corrective actions.
   - Make statements based on fact.
   - **Do your own work.**
   - Do not represent anyone else's work as your own.
   - Be respectful of faculty, staff, peers, families, and patients.

(Adapted from: *A Nuts-and-Bolts Approach to Teaching Nursing, V*. Schoolcraft)

Professional Standards and Accountability

The dimensions of professionalism include: how you look, how you speak, and how you treat others. The student nurse must follow the policies for dress and present a clean, neatly dressed professional appearance in the classroom, clinical laboratory, and clinical rotation setting. The student nurse must be aware of the language he/she is using to communicate with others and treat others with respect.

The NMJC Nursing Program faculty considers professional behavior to be an essential standard for the student nurse. The student nurse must adhere to and uphold the standards of nursing practice as written in the following guidelines:

American Nurses' Association Code of Ethics for Nurses
Core Components and Competencies for Graduates of Associate Degree Nursing Programs
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

All nursing students share the responsibility of observing a code of ethics, adhering to professional behaviors, and maintaining patient confidentiality. The nursing code of ethics requires truthfulness, honesty, and integrity in all human activities including immediate reporting of any and all suspected or actual patient abuse, dishonesty, unprofessional, or unethical behaviors.

Professional Conduct

The student nurse must demonstrate professional conduct. The student nurse is expected to be accountable for his/her own actions and aware of the guidelines that relate to professional conduct. The student nurse must adhere to the following guidelines for professional conduct:

1) The student is legally responsible for his/her personal and professional behaviors within course related experiences (classroom, clinical lab, and clinical rotations) including verbal, non-verbal, and written communication, as well as any injuries or illness sustained by the student as a result of the experiences.
2) Students will assume responsibility for individual judgments and actions. It is expected that the student will seek consultation and clarification regarding professional actions in which there is uncertainty. It is expected that the student will continue to maintain competency in practice by assuming responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise and exercise informed judgment and use of individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
3) The student will respect and uphold the rights of the patient by providing services with respect for human dignity and the uniqueness of the patient unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
4) The student will protect the patient against incompetent, unethical, or illegal practice; participate in the profession's efforts to establish and maintain conditions of practice that are conducive to the highest quality of nursing care, and collaborate with members of the health profession and others promoting community and national efforts to meet the health care needs of the public.
5) Students will respect and uphold the rights of faculty as professionals; treat faculty members as persons of worth and dignity; and respect the faculty member's professional judgment.

Unprofessional Conduct as Defined by the New Mexico Nurse Practice Act

The following definition of unprofessional conduct applies to licensed nurses in New Mexico according to the NM Nurse Practice Act (NMNPA). The definition includes, but is not limited to, the following:

1. Dissemination of a patient/patient's health information and/or treatment plan acquired during the course of employment to individuals not entitled to such information and where such information is protected by law and/or hospital/agency policy from disclosure.
2. Falsifying or altering patient records or personal records for the purpose of reflecting incorrect or incomplete information.
3. Misappropriation of money, drugs or property.
4. Obtaining or attempting to obtain any fee for patient services for one's self or for another through fraud, misrepresentation, or deceit.
5. Aiding, abetting, assisting or hiring an individual to violate the nursing practice act or duly promulgated rules of the board of nursing.
6. Obtaining and/or attempting to obtain, possessing, administering or furnishing prescription drugs to any person, including but not limited to one's self, except as directed by a person authorized by law to prescribe.
7. Failure to follow established procedure and documentation regarding controlled substances.
8. Failure to make or keep accurate, intelligible entries in records as required by law, policy and standards for the practice of nursing.
9. Obtaining or attempting to obtain a license to practice nursing for one's self or for another through fraud, deceit, misrepresentation or any other act of dishonesty in any phase of the licensure by examination or endorsement process, or re-licensure process.
10. Practicing nursing in New Mexico without a valid, current NM licensure or permit, or aiding, abetting or

assisting another to practice nursing without a valid, current NM license.

11. Failure to report a nurse(s) who is suspected of violating the NM Nursing Practice Act and/or rules.
12. Intentionally engaging in sexual contact with and/or toward a patient in a manner that is commonly recognized as outside the scope of the individual nurse's practice.
13. Abandoning a patient(s) when the abandonment results or may result in potential or actual harm or danger to the patient(s).
14. Engaging in the practice of nursing when judgment or physical ability is impaired by alcohol or drugs or controlled substances.
15. Committing acts which constitutes grounds for disciplinary action where the convictions arise from employment as a nurse, where the intemperance, addiction, incompetence or unfitness has manifested itself during the course of employment as a nurse in a fashion which is contrary to the provision of good health care.
16. Mental incompetence manifested during the course of employment as a nurse in a fashion which is contrary to the provision of good health care.
17. Failure to follow state and federal laws, policies and procedures for the prescription and distribution of dangerous drugs including controlled substances.
18. Practice which is above the scope of licensure.
19. Delegation of medication administration, evaluation and nursing judgment to non-licensed persons.
20. Verbally and/or physically abusing a patient(s).
21. Failure to maintain appropriate professional boundaries which may cause harm to the patient.

A student nurse engaging in any student-applicable unprofessional conduct as defined by the New Mexico Nurse Practice Act will be counseled by the Director of Allied Health and Nursing and disciplinary action may be taken.

Dishonesty

Dishonesty involves acts of deception and illustrates a lack of commitment to truth-telling. Dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common types of dishonesty are cheating and plagiarism. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means including but not limited to nursing text book exam/test banks, or such items purchased under the guise of being a "study guide". Clinical dishonesty is the fabrication of data or information that has no factual basis. Examples can be incomplete assessment data, falsifying records, making clinical decisions based on inaccurate data or observation which can cause harm to the patient. These actions do not promote patient safety. Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements (such as copying a peer's work and submitting it as one's own work). *Submitting a student's own work from a previous course is not allowed, as it is considered self-plagiarism.* **It is the student's responsibility to know what constitutes academic dishonesty**. If a student is unclear about a specific situation, discuss it with a nursing faculty member. *If a student is aware that academic dishonesty is occurring and does not report it, that will also be considered academic dishonesty*.

Through the practice of academic dishonesty, the future success of a nurse and the safety of future patients may be threatened by a substandard knowledge base. Professional behavior is required of the student nurse and the graduate nurse.

Academic dishonesty will result in disciplinary action and possible dismissal from the nursing program. Dishonesty in the clinical setting will result in failure of the course and failure to progress in the nursing program.

****A student who is dismissed for dishonesty cannot reapply for admission to the NMJC Nursing Program.****

Cheating

Acts of cheating create questions of fairness in which non-cheating students may be put at a disadvantage when competing for grades, scholarships and awards. Students that engage in dishonesty will be disciplined according to the college policy. The following are examples of cheating (this is not an inclusive list):

1. Copying, in part or in whole, from someone else's work.
2. Submitting work presented previously in another course (self-plagiarism), or by another person.
3. Altering or interfering with grading.
4. Using or consulting, during an examination, any sources of materials not authorized by the nursing faculty.
5. Doing class assignments for someone else.
6. Collaborating with other students on assignments when collaboration is not allowed or permitted by the rules. **Group work is ONLY permitted when specified by the faculty that is teaching the course or content.**
7. Fabricating data.
8. Committing acts which defraud or misrepresent an assignment.
9. Obtaining or attempting to obtain and/or possession of nursing text book test/exam banks (even if it is sold or obtained under the guise of a "study guide" or "study material", etc.).

Acts of cheating will result in disciplinary action and include failure to progress in the nursing program.

Plagiarism

Plagiarism represents a lack of commitment to honesty. Plagiarism is defined in the Merriam-Webster's Dictionary as: "to steal and pass off the idea or words of another, as one's own; use another's production without crediting the source; present as new and original an idea or product derived from an existing source". Submitting the work of another as one's own without proper acknowledgment is plagiarism. Any student, who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, computer programs, and other referenced works, or from the themes, reports, or the writings of a fellow student, is guilty of plagiarism. In nursing, copying of another's care plans, drug references, case studies, ATI remediations or other required program documents without proper citation is an act of plagiarism. All copied works or direct quotations must be given proper citation. Documentation in a patient record utilizing the assessment and/or evaluation of another nurse or student is considered plagiarism. Student assignments containing plagiarized work will earn a zero grade for the assignment and be held accountable for unprofessional behavior and result in disciplinary action.

The following acts represent acts of plagiarism (but not inclusive):

1. Incorporating the ideas, words, sentences, paragraphs, or part of another person's writings, without giving appropriate credit, and representing the product as your own work.
2. Representing another person's artistic/scholarly works (such as drawings, computer programs, papers,

writings) as your own.
3. Submitting a paper purchased, borrowed, or copied from research or a paper service or another person.
4. Submitting a student's own work used originally in the current or previous course.
5. Failure to appropriately cite your work in APA format.

NMJC Nursing Program
Pathway to Success Plans and Disciplinary Action

Pathway to Success Plans (PSP)

Faculty's primary goal is to assist students in being successful in their journey as a student nurse. ***All students*** will meet with their faculty advisor at the beginning of each semester to discuss goals and strategies that may help them to achieve success (Pathway to Success Plan). If a student fails an exam, their Pathway to Success Plan (PSP) will be forwarded to the Retention Specialist for follow-up. The Retention Specialist will meet with students at specific intervals during the semester to discuss their progress.

When a serious infraction of policy, procedure, standard of practice, professional standard, confidentiality, or dishonest behavior occurs, the involved student(s) will be disciplined and may fail to progress in the nursing program. A committee of nursing faculty members and the Director of Allied Health and Nursing **(Nursing Administrative Committee)** will review any immediate (critical) infractions to determine the student's status in the nursing program. The committee will recommend:

1. compliance with Pathway to Success Plan;
2. immediate disciplinary action resulting in failure to progress in the nursing program and associated co-requisite courses with the option to re-apply to the nursing program; or
3. immediate disciplinary action resulting in failure to progress in the nursing program and associated co-requisite courses with without an option for re-entry into the nursing program.

The student will be notified of the committee decision and it is the student's responsibility to abide by the Committee's decision.

Behavioral Write-ups

A Behavioral Write-Up will be initiated for ANY and ALL unprofessional behavior. These behaviors include, but are not limited to, the following:

a. Not turning in an assignment
b. Class Attendance (3rd absence=Behavioral Write-Up; a subsequent absence will warrant a meeting with the Nursing Administrative Committee)
c. Conflict with peers or faculty
d. Dress code violations
e. Plagiarism (includes self-plagiarism)
f. Cheating of any kind (includes discussing exam questions, check-off and simulation scenarios)
g. Violation of Social Media/Technology policies.

Failing to meet with faculty or Retention Specialist as part of the stipulations of a Pathway to Success Plan or Behavioral Write-Up is considered non-compliance. Examples of non-compliance include but are not limited to: scheduling an appointment and not showing up and scheduling an appointment and arriving late.

NMJC Allied Health and Nursing RN Program Issues, Concern, and Complaint Process

A nursing student with an issue, concern, or complaint should **first** discuss the issue, concern, or complaint with the **involved professor or the student's nursing advisor,** when appropriate. If not resolved at this level, the student should next discuss the issue, concern, or complaint with the **Curriculum Coordinator** for the appropriate level. If not resolved by the Curriculum Coordinator, the student should bring the matter to the **Director of Allied Health and Nursing**. If the issue, concern, or complaint is not resolved by the Director of Allied Health and Nursing, the student may follow the NMJC procedure to submit a formal written complaint.

NMJC Formal Complaint Process

The ***NMJC Student Handbook*** contains the correct method for making a formal, written complaint. A student who wishes to make a formal written complaint is encouraged to follow the NMJC Student Complaint Process (see NMJC Handbook).

NMJC Nursing Program Technology and Social Media Policies

Technology

Using instructional technology in the classroom is important for students as they will be engaging with technology in many ways during their practice. Students need to be comfortable with using technology in a professional way to provide quality, evidence-based practice. As with the classroom, using technology in the nursing laboratory is essential to the development of the student nurse. Students must be able to navigate the many challenges of being a professional nurse with technology as part of the workflow. Use of technology in the clinical setting is important to the quality and safe care of clients. Students must develop knowledge, skills and attitudes essential to using technology in the healthcare setting. An important part of the students' development includes understanding management of technology to include security, patient confidentiality, and helping clients navigate large volumes of information. Student nurses are required to abide by the following technology polices:

Technology in Class Policy

1. Students must turn all devices to silent while in class.
2. Students will not take calls or view any type of message that is not directly associated with the learning activity and objectives of the current lesson.
3. No software will be open on any phone, tablet or computer that is not directly associated with the current lesson.

4. HIPAA is still in force even in the classroom setting and applies to the use of any technology in the classroom.
5. All login information and passwords are to be kept secure per college policy.
6. Unless otherwise approved by the Director of Allied Health and Nursing, ***no pictures are allowed*** in the classroom.

Technology in Lab Policy

1. Students should turn all devices to silent while in simulation/lab unless otherwise directed.
2. Students will not take calls or view any types of message that is not directly associated with the learning activity and objectives of the current simulation/lab activity.
3. No software will be open on any phone, tablet or computer that is not directly associated with the current lesson. This applies to student's own personal technology as well.
4. HIPAA is fully in force with all laboratory and simulation activities.
5. All login information and passwords are to be kept secure per college policy.
6. Any data collected with any assessment of competency may not be shared with any other student. ***Sharing data from a laboratory or simulation assessment or experience without express written consent of the instructor will be considered academic dishonesty/violation of HIPAA and the appropriate steps will be taken.***
7. Unless otherwise approved by the Director of Allied Health and Nursing, ***no pictures are allowed*** in the lab/simulation center.

Technology in Clinical

1. All agency polices on the use of technology of any kind supersede this policy.
2. **Cell Phones are strictly prohibited in the clinical setting.** If a student is found to have their phone on them during clinical (in any clinical facility), they will be sent home and will be required to meet with the Nursing Administrative Committee. Clinical hours must be made-up and will be contingent upon availability of clinical sites. This could result in the student being dismissed from the program.
3. No photography, video, audio recordings **of any kind** are allowed in the clinical setting **for any reason**. **THERE IS NEVER A TIME WHEN IT IS OK FOR PICTURES TO BE TAKEN IN OR AT A CLINICAL FACILITY!!!**

*****Clinical setting is defined as any place that students are practicing skills or caring for patients (e.g. lab, clinical, simulation).*****

Social Media

While social media allows colleges to reach many audiences including faculty, staff and students, use of social media by NMJC nursing students presents special concerns for privacy and confidentiality.
Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook/Instagram/Snap Chat/Tik Tok), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used, students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity.

Social Media Usage Policy

1. Students must adhere to all college code of conduct requirements online as well as in-person. Any activity online, even if social media is not involved, will be subject to the code of conduct.
2. HIPAA and all patient privacy standards fully apply in the online environment to include social media. Never may a client be discussed or mentioned in any way, in any electronic form to include social media.
    - NMJC nursing students are prohibited from disclosing through social media the following:
        - Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
        - Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA)
        - Confidential Personnel Information
        - Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions; the School, its employees and students;
        - Copyrighted or intellectual property belonging to the college.
        - Comments that express or imply sponsorship or endorsement by the nursing program or college, unless you are officially authorized to act in this capacity for this purpose on behalf of the nursing program or college.
3. Students must consider that at any time clinical agencies and the agents of the college and/or nursing program may review their social media activity to help make decisions about clinical and school participation and progression.
4. If a student identifies themselves as such online (e.g., list affiliation with NMJC nursing program in their Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the NMJC Nursing Program or NMJC.

5. *Students should **NEVER**, under **ANY** circumstance take a picture of themselves or others in a clinical facility (this includes in front of the clinical site, bathroom selfies, pictures in the elevator, cafeteria, etc.).*
   Cell phones are strictly prohibited in all clinical facilities

Students are not allowed to take pictures in the Allied Health & Nursing classrooms, testing center, labs, simulation center or student common area without approval from the Director.

Students in violation of this policy may be considered as having violated the nursing program code of conduct. Students violating this policy may face disciplinary action up to and including failure to progress in the nursing program.