STUDENT GUIDELINES FOR THE ADN NURSING PROGRAM
Fall 2014
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ADN
PRE-LICENSE NURSING PROGRAM GUIDELINES

Students enrolled in the ADN Nursing Program at Western New Mexico University are responsible for their knowledge of and adherence to regulations printed in the Nursing Student Guidelines. The School of Nursing reserves the right to change any provisions or requirements when such action will serve the interest of the client, the ADN Nursing Program or its students.

MISSION STATEMENT

The mission of the Western New Mexico University - School of Nursing is to promote health and improve the quality of life for diverse populations by providing nursing education which instills the values of community, nursing scholarship, practice and community service.

PHILOSOPHY OF NURSING: ASSOCIATE DEGREE PROGRAM

Human beings are complex systems with evolving biological, cultural, spiritual, and psychosocial needs that can be viewed as a hierarchy. They act deliberately to meet their needs and the needs of others through family, community, and the health care system. Individuals have a right to optimum health and equal access to a health care delivery system that provides skilled assistance by culturally competent Registered Nurses. The patient’s view of health care needs will be incorporated in planning of care which continues across the lifespan.

Nursing, as an art and a science, is a caring, transcultural, humanistic, and scientific discipline with the central purpose of serving human beings worldwide. Understanding how and why cultures are alike or different with respect to beliefs about care, health, and illness provides insight into improving nursing care practices. Viewing cultural competence as a process makes it clear that it is not simply a collection of facts but a way of thinking and behaving. Cultural self-awareness is essential to this process. Individualized care is the essence of nursing and a distinct, dominant, central, and unifying focus. Caring is essential for well-being, health, healing, growth, survival, and facing handicaps or death. The nursing process is a scientific method of assessment, diagnosis, planning, implementing, evaluating and revising plans of care with the patient.
Nursing education is a formal program of study which takes place within the mainstream of higher education. The process of nursing education is organized to create a climate which encourages critical thinking, originality, creativity, and maximization of potential. The educational process for a diverse student population requires faculty to focus on the students’ unique cultures and learning styles. Faculty act as facilitators of learning as the student progresses from simple concepts and skills to more complex knowledge and skills. Cultural differences may have a significant impact on how students learn, communicate, and respond to the process of becoming part of a profession.

Adopted by the School of Nursing May 22, 2000
Revised May 15, 2001 Reviewed May 2005
Revised May, 2008, December 2008
Revised May 2013.

Revised May 2014
SCHOOL OF NURSING

Chair:    Heidrick
Faculty:  Professors:    Sherry Bassi, RN-BSN Program
            Associate Professors:  Chris Brickley, RN-BSN Program
                                    Joe Heidrick
                                    Charnelle Lee
                                    Sharon Nolasco
                                    Leslie Shurts
                                    James Vigil

            Assistant Professors: Mallory Brown
                                    Vicki Denson, RN-BSN Program
                                    Vicki Hawkins
                                    Peggy Humble
                                    Max Mitchell
                                    Rachel Owen
                                    Sasha Poole
                                    Krista Wood

Degrees: Bachelor of Science in Nursing (RN-BSN); Associate Degree in Nursing (ADN).

Western New Mexico University offers a RN to Bachelor of Science in Nursing completion program and a two-year nursing program leading to an Associate Degree in Nursing. Students who complete the ADN program are eligible to take the licensure examination for Registered Nurses.

Accreditations:
The Nurse Aide Training Program at Western New Mexico is approved by the New Mexico Department of Health, Division of Health Improvement, 2040 South Pacheco, 2nd Floor, Room 413, Santa Fe, NM 87505, telephone (575)476-9040.
The Associate Degree Nursing Program at Western New Mexico University is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, telephone (404)975-5000. The Associate Degree Nursing Program at WNMU is approved by the New Mexico Board of Nursing, 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone (575)841-8340.
The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone (202)887-8476.
ASSOCIATE DEGREE IN NURSING (ADN)

Western New Mexico University offers a program leading to an Associate Degree in Nursing. It is a limited enrollment program. All students interested in applying for admission must first be admitted to WNMU as specified in the Western New Mexico University catalog. Students may then contact the Department of Nursing to apply for admission to the program. All nursing students are advised by nursing faculty. All students admitted to the nursing program must have a minimum 2.75 grade point average based on supporting courses in the ADN curriculum. Students planning to apply for the program are encouraged to enroll in supporting courses if they are not accepted into the program. The number of supporting courses completed is also considered in the student selection process.

Students who have been convicted of a felony may not be eligible for licensure in New Mexico. Any individual who has a felony conviction should contact the New Mexico Board of Nursing prior to enrolling in the WNMU Nursing Program. If during the program, a student is unable to complete a clinical rotation because he/she is excluded from a facility for criminal record, he/she will not be able to complete the program.

Associate Degree in Nursing degree plan (72 CREDIT HOURS)

Students must complete all course work with a grade of C or better to progress through the program. Students planning to major in nursing must see a member of the nursing faculty for advisement and registration.

General Education and Supporting Course Requirements: Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 254/256</td>
<td>Anatomy &amp; Physiology I &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 255/257</td>
<td>Anatomy &amp; Physiology II &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 371/373</td>
<td>Microbiology &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121/123</td>
<td>Chemistry for Life &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition &amp; Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Or MATH 125</td>
<td>Math for Health Occupations (preferred)</td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 301</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>WELL 300</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credit hours: 31

Nursing Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101/103</td>
<td>Fundamentals of Nursing &amp; lab</td>
<td>6</td>
</tr>
<tr>
<td>NUR 150/152</td>
<td>Medical/Surgical Nursing</td>
<td>8</td>
</tr>
</tbody>
</table>
Students must complete all coursework with a grade of C or better to progress through the program. Students planning to major in nursing must see a member of the nursing faculty for advisement and registration. Students enrolled in this track must maintain licensure throughout the program as a Practical Nurse in New Mexico or a Multi-state Licensure Compact State.

**General Education and Supporting Course Requirements**  
**Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 254/256</td>
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<td>4</td>
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<td>4</td>
</tr>
<tr>
<td>BIOL 371/373</td>
<td>Microbiology &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121/123</td>
<td>Chemistry for Life &amp; lab</td>
<td>4</td>
</tr>
<tr>
<td>CMPS 111</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition &amp; Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Or MATH 125</td>
<td>Math for Health Occupations (preferred)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 301</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>WELL 300</td>
<td>Nutrition &amp; Diet Therapy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credit hours**  
**34**

**Nursing Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 160/162</td>
<td>Nursing Articulation &amp; lab</td>
<td>5</td>
</tr>
<tr>
<td>NUR 170</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 200/202</td>
<td>Maternal/Newborn Nursing &amp; lab</td>
<td>5</td>
</tr>
<tr>
<td>NUR 210/212</td>
<td>Pediatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 250</td>
<td>Health Care Issues and Trends</td>
<td>2</td>
</tr>
<tr>
<td>NUR 260/262</td>
<td>Mental Health Nursing &amp; Leadership &amp; lab</td>
<td>6</td>
</tr>
<tr>
<td>NUR 270/272</td>
<td>Advanced Medical Surgical Nursing &amp; lab</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total credit hours**  
**32**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 301</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
### ADN Curriculum Contact Hours

#### Supporting Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture/Lab</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 121</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Chemistry 123</td>
<td>Lab</td>
<td>1</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Biology 254</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Biology 256</td>
<td>Lab</td>
<td>1</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Biology 255</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Biology 257</td>
<td>Lab</td>
<td>1</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Biology 371</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Biology 373</td>
<td>Lab</td>
<td>1</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Wellness 300</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>English 101</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Psychology 102</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Psychology 301</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Math 111/125</td>
<td>Lecture</td>
<td>3</td>
<td>3</td>
<td>16</td>
</tr>
</tbody>
</table>

**Totals**  
- Nursing Courses: 57%  
- Supporting Courses: 43%

### Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture/Clinical</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 101</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 103</td>
<td>Clinical</td>
<td>3</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>Nursing 150</td>
<td>Lecture</td>
<td>4</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Nursing 153</td>
<td>Clinical</td>
<td>4</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Nursing 170</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 160(LP’N’s)</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 162(LP’N’s)</td>
<td>Clinical</td>
<td>2</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>Nursing 200</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 202</td>
<td>Clinical</td>
<td>2</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>Nursing 210</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 212</td>
<td>Clinical</td>
<td>2</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>Nursing 250</td>
<td>Lecture</td>
<td>2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Nursing 260</td>
<td>Lecture</td>
<td>4</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Nursing 262</td>
<td>Clinical</td>
<td>2</td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>Nursing 270</td>
<td>Lecture</td>
<td>3</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Nursing 272</td>
<td>Clinical</td>
<td>Preceptorship</td>
<td>3</td>
<td>135</td>
</tr>
</tbody>
</table>

**Totals**  
- Generic students: 41  
- 1254  
- 738  
- LPN students: 31  
- 789  
- 519
ADMISSION

1. The enrollment in the ADN program is limited to 24 students at the main campus and 16 at the Mimbres Valley Learning Center per year for a total of 40. Admission to the W.N.M.U. ADN Nursing Program must be secured after the student has been admitted to the University. Admission requirements for both the Associate Degree Nursing Program and W.N.M.U. can be found in the University catalog.

2. Students interested in entering the Nursing Program should apply for admission to the University and arrange for transcripts from other universities to be sent as soon as possible. Transcripts must be in the admissions office by no later than April 1 each year if the student expects credit to be given for classes taken at other institutions.

3. The selection process for the ADN Nursing Program begins by submitting an application to the Nursing Program before May 1\textsuperscript{st}. It is the responsibility of the student to notify the School of Nursing of any change of address or telephone number, or other information affecting the student’s application.

4. Students with applications on file with the School of Nursing will be sent a letter asking if they want to be considered for selection for the next fall class generally about March 1. The school must receive a response by May 1 for the student to be considered. Applications received between March 1 and May 1 will be reviewed for selection.

5. The nursing student selection will ordinarily be made by June 15 each year. Students selected for admission will be notified by certified letter. No information regarding selection will be given by telephone, nor will any information be posted.

6. Selection of students for admission to the program is based on grade point average, health care experience and number of supporting courses completed. Students interested in entering the Nursing Program should see an advisor in the school. Students must be sure all applicable transcripts and certifications are submitted.

7. Prerequisites to consideration for selection to the nursing program include:
   a. Minimum GPA of 2.75 to be calculated on supporting courses within the nursing curriculum.
   b. Completion of CS 111 or the high school equivalent.
   c. Current certification as a Nursing Assistant.
   d. Successful completion of a Kaplan admission test with a composite score of 55 or greater. The exam may be taken twice per year.
8. With the exception of NUR 100, 102, 106, and 107, nursing courses cannot be taken by students other than those who have been admitted to the program, but interested students can enroll in supporting courses. Students selected to enter the Nursing Program are generally those who have completed most of the supporting courses and have maintained a high grade point average.

9. The students selected for admission are those who received the highest number of points based on the system described in the selection criteria.

10. Student selection for the nursing program is done using a computer program that ranks applicants according to the selection criteria.

11. All courses must be completed with a grade of “C” or better for students planning to enter the Nursing Program.

12. Students who wish to major in nursing should contact the nursing office for advisement.

13. Students are admitted to the WNMU School of Nursing which is inclusive of the Silver City and Deming Campus. No guarantee is made as to clinical site preference accommodation. Students may be required to rotate among available clinical sites in different locations throughout the length of the program.
ADMISSION WITH ADVANCED STANDING (LPN TO RN PROGRAM)

Admission with Advanced Standing is an LPN to RN program, which is limited to students who hold a current license to practice as a Licensed Practical Nurse in New Mexico or a Multi-state Licensure Compact State. Students transferring from another nursing program may also qualify to enter with advanced standing.

The number of students who may be admitted with advanced standing is dependent on available space within the second year of the program. Students who apply for admission with advanced standing must have transfer credit for and/or have successfully completed the following courses with a grade of “C” or better:

- CMPS 111 Computer literacy
- ENG 101 Composition and Rhetoric
- Math 125 Math for Health Occupations (preferred) or Math 111 Intermediate Algebra
- PSY 102 General Psychology
- PSY 301 Developmental Psychology
- BIOL 254 Anatomy and Physiology I
- BIOL 255 Anatomy and Physiology II
- CHEM 121 Chemistry for Life
- BIOL 371 Microbiology
- WELL 300 Nutrition and Diet Therapy

Students must successfully complete a nationally recognized competency examination. The students can only receive credit by the competency examination for NUR101 Fundamentals of Nursing and NUR 150 Medical-Surgical Nursing. Students interested in credit by College-Level Examination (CLEP) must follow the procedure outlined in the University Catalog.

The student must complete Nursing 160/162, Nursing Articulation, with a grade of “C” or better and an average of 76.0 on exams and written work.
ADN NURSING STUDENT SELECTION CRITERIA

Prerequisites:
Minimum GPA of 2.75 (based on supporting courses below).
Computer Literacy: CS 111 or 1 semester high school computer science.
Certified Nurses’ Assistant (CNA) Certification must be current as of June 1.
Kaplan admission test with a score of 55 or greater. The exam may be taken twice per year.

Supporting Courses (completion with a grade of “C” or better after a maximum of 2 attempts):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Selection Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition &amp; Rhetoric I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 125* Math for Health Occupations or MATH 111 Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSY 102 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 301 Developmental Psychology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 254/256* Anatomy and Physiology I &amp; lab</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 255/257* Anatomy and Physiology II &amp; lab</td>
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</tr>
<tr>
<td>CHEM 121/123* Chemistry for Life &amp; lab</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 371/373* Microbiology &amp; lab</td>
<td>6</td>
</tr>
<tr>
<td>WELL 300* Nutrition and Diet Therapy</td>
<td>6</td>
</tr>
</tbody>
</table>

*indicates courses required to be repeated if greater than 7 years prior to entrance into the program

GPA:
Student G.P.A. (based on supporting courses above) is multiplied by a factor of three (3) and added to the selection formula. Students must maintain a minimum GPA of 2.75 to qualify for selection based on supporting courses.

Credit for Certified Health Care Experience (Maximum of 5 points)
(Proof of employment required for points beyond 1 year experience)

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>0-1 yr.</th>
<th>1-5 yrs.</th>
<th>5+ yrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Aide</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>EMT</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Paramedic</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Certified MA</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>OR Technician</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Dialysis Technician</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Medication Aide</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Military Corpsman</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Certified Monitor/EKG tech</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Certified Mental Health Tech</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
Points for supporting courses completed, GPA (as above), and health care work experience are used in the student selection process. Proof of employment is required if the student wishes health care experience points for more than one year experience each. Student selection will be completed by June 15th.
POLICY FOR TRANSFER STUDENTS

Students applying to transfer to the Nursing Program at Western New Mexico University from another academic program must be admitted to the University and submit official transcripts from the college/university they attended to the admissions office.

Transfer credit will be granted after a review of transcripts by the WNMU transcript evaluator and the School of Nursing Chairperson. A grade of “C” or better is required for transfer of credit. All information is due in the admissions office by no later than April 1 of each year.

Students wishing to transfer may be asked to submit a catalog, course description, or syllabus in effect at the time the course was taken as a condition to receiving transfer credit for such coursework.

- Students requesting transfer credit for nursing courses must have attended a state board of nursing approved school of nursing or an accredited college/university. They may be asked for a letter of recommendation from the director of their former program. Students requesting credit for clinical nursing courses will be asked to take a clinical challenge and/or written exam to demonstrate competency prior to being granted credit for nursing courses. All students transferring into the second year of the program must take NUR 160/162 Nursing Articulation.

Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the University catalog. Transfer students can only be admitted on a space-available basis.

Entry Requirements for all students (Required by August 1)

- Current CPR card (American Heart Association guidelines);
- Proof of immunity (vaccination or titer) to rubella (German Measles), rubeola (Measles), and varicella (Chicken Pox);
- Negative TB skin test (two-step Mantoux if no TB skin test in the past year) or chest X-ray;
- Background check;
- Hepatitis B immunization, Positive titer, or signed declination.
- Tdap immunization (documented within last ten years)
- Drug screen.
*Note: Flu vaccines and blood borne pathogen training will be required after admission and prior to clinicals.

Failure to submit the required documentation by August 1 will result in the forfeiture of the student’s admission to the program and an alternate will be selected.
GUIDELINES FOR STUDENTS IN THE ADN PROGRAM

Program Description:
The Associate Degree Nursing (ADN) program at Western New Mexico University is divided into four regular semesters and two summer sessions. Holidays and breaks will follow the regular Western New Mexico University academic calendar. Clinical coursework is held at the various clinical facilities in the Silver City or Deming area. Students are given schedules and locations for their clinical assignments when they begin each clinical course. Students are responsible for transportation to clinical facilities.

The nursing program is limited to 24 students per year at the main campus and 16 at the Deming Campus. Retention in the Nursing Program requires that students receive a minimum grade of “C” (76.0) and an average of 76.0 on both exams AND written work in all didactic courses and “Pass” in clinical courses. If the student does not pass either didactic or the clinical written work with the required 76%, the grade received will be the lower of the two grades, either the didactic grade only without the written work averaged, or the written work grade without the didactic averaged. Students must assume responsibility for monitoring their own progress throughout the semester. If the student is having difficulty, it is his/her responsibility to seek help from the nursing faculty and/or the academic support center. Conferences with students on clinical rotation will occur at least twice a semester to review progress. This time will provide an opportunity to evaluate skills and professional behaviors to identify areas that may need improvement. Clinical evaluations will be made on a pass/fail basis. Students must receive a passing grade in clinical to continue in the program regardless of didactic grades.

Responsibilities of the Student:
Students are required to pay all tuition and fees when they are due. Students having financial problems must see the Western New Mexico University Financial Aid Officer.

Disability Services at WNMU: Services for students with disabilities are provided through the Academic Support Center’s Disability Services Office in the Juan Chacon Building. Some examples of the assistance provided are: audio materials for the blind or dyslexic, note takers, readers, campus guides, audio recorders, a quiet testing area, and undergraduate academic tutors. In order to qualify for these services, documentation must be provided by qualified professionals on an annual basis. Disability Services forms are available in the Academic Support Center. The Disability Services Office, in conjunction
with the Academic Support Center, serves as Western New Mexico University's liaison for students with disabilities. The Academic Support Center's Disability Services Office can be contacted by phone at 575.538.6014 or e-mail at erlingj@wnmu.edu.

Students in the nursing program are expected to buy their own supplies including a watch, uniforms, shoes, scissors, penlight, protective eyewear, gait belt, and stethoscope.

Academic Integrity Policy and Procedures: Each student shall observe standards of honesty and integrity in academic work as defined in the WNMU catalog. Violations of academic integrity include “any behavior that misrepresents or falsifies a student’s knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain” (WNMU Faculty Handbook, 2008). Generally violations of the academic integrity include cheating and plagiarism. The entire policy is included in these guidelines on pages 30-33.

Students must be on time for all classes and clinicals. Persistent tardiness and/or absences will not be tolerated.

Students must turn in all assignments completed and on time and must be present for all exams. Missed exams must be rescheduled with course faculty within 24 hours and taken within one week. Students will be allowed to make up only one exam per course. Any other exams missed will be recorded as 50% of the score earned on the exam. (Refer to Exam Policy on pages 48-51.

Electronic Paper Submission: All written assignments will be submitted electronically through the Canvas learning management system unless notified by faculty. The standard naming format for all assignments will be: last name first initial underscore course number underscore assignment name.docx. (JonesA_NUR 260_Concept Paper.docx) First year students who do not submit assignments according to the naming format will receive a one-time warning each semester to re-submit following the format. Second year students who fail to follow the naming format will not have their assignments graded.

“Turnitin” Parameters: The nursing program utilizes “Turnitin” to help detect issues related to improper citations, duplicate submissions throughout the country, plagiarism and other issues involving the quality of written work. Faculty will utilize “turnitin” percentages to “flag” written assignments requiring further scrutiny and review for the issues identified above.

Late Papers: Five points will be deducted for each day an assignment is late. A student who anticipates a paper will be late may ask the instructor in writing for a written extension prior to the due date of the paper, which may or may not be
granted at the discretion of the faculty. Late papers may not be redone. Each course syllabus will identify specific parameters regarding submission of late papers.

All assigned and extra credit work must be turned in before the first day of finals week. Failure to submit required work will result in a grade of “Incomplete.” The student who receives an incomplete cannot progress to the next nursing course or semester until the incomplete is removed.

New Mexico Risk Management Division is providing public liability fund coverage for nursing students who are performing health care instructional activities.

Students are responsible for their own transportation and lodging for out of town clinical rotations. A lab fee has been instituted to partially cover the cost of travel to the New Mexico Behavioral Health Institute for the mental health inpatient experience.

Any fund raising activities undertaken by students related to any school coursework, etc. must be approved by the faculty advisor for the WNMU Chapter of the National Student Nurse Association and adhere to NSNA guidelines, WNMU rules and regulations.
**Attendance:**

The ADN program attendance policy requirements are based on the belief that students can profit from this program only if they attend regularly, actively participate in class/clinical learning activities, and are adequately prepared for learning experiences. The School of Nursing has established the following policy with regards to absences.

Classroom, skills lab, and clinical attendance is expected of all students. All absences are to be communicated directly by the student prior to class by contacting the instructor or the school secretary ahead of time. For absences that are not communicated in this manner, the student will be placed on probation and the faculty may initiate dismissal of the student if there is a second failure of notification.

**Tardy:** In didactic classes, a student will be considered tardy if the student arrives after content instruction has begun. On the fourth incident of tardiness and with all future tardiness, the student will be considered absent. In the clinical setting, students who arrive late but within fifteen minutes of the stated start time of clinical will be considered tardy. They will be allowed to stay and participate in clinical. On the fourth incident of tardiness and with all future tardiness, the student will be considered absent.

Students who arrive between 15 and 30 minutes late for their clinical experience, will be considered tardy but will be allowed to stay and participate in clinical. Students who arrive more than 30 minutes late will be given an absence and will not be allowed to stay and participate in clinical.

**Absences:** The student with more than twelve (12) absences (calendar days) from any nursing didactic class, exam, or clinical/lab (cumulative during the two year program) will be dismissed from the nursing program. All absences are counted equally; there is no distinction between “excused” and non-excused.” This policy pertains to courses with clinical labs such as Fundamentals, Med/Surg I, Maternal/Newborn, Pediatrics, Mental Health, and Med/Surg II. NUR 170 Pharmacology and NUR 250 Health Care Issues and Trends have a separate attendance policy. Clinical absence policies may be specified in the course syllabus and are binding. **It is the student’s responsibility to complete the Student’s Petition for Makeup Form and submit it electronically to the instructor for each absence.** If the student is dismissed for attendance, he/she may apply for re-admission in the program the following year. Students dismissed for attendance prior to the drop date will be given the option of withdrawing.
Students who come to the clinical/lab area unprepared according to guidelines in each course syllabus will be asked to leave and will accrue one absence. All clinical/lab absences must be made up, but will not be subtracted from the total number of absences. Students who are absent from the clinical/lab setting must arrange to make up the missed work within two weeks. Students who fail to arrange make up clinical/lab experience within two weeks may be dismissed from the Nursing Program. If there is a second incidence of a student coming to the clinical/lab area unprepared according to course guidelines, that student will be dismissed from the program.

A health care provider’s clearance is required for illness or health conditions that may put the student or faculty, classmates, staff and patients at risk. Students must be able to lift 50 pounds and must be physically able to function in a 12-hour clinical setting. Any student who is absent from the clinical setting due to illness, surgery or injury which compromises the student’s ability to participate in clinical will be required to submit the School of Nursing Return to Clinical Duties Form completed and signed by their health care provider before returning to clinical.

Instructor Initiated Drop: An instructor initiated drop will occur in all nursing courses when a full two weeks worth of class has been missed in any one course. A student who receives an instructor initiated drop in one course will need to withdraw from any corequisite course(s).

Inclement Weather: The School of Nursing follows the University inclement weather policy. In the case of clinical rotations, the instructor will notify the students via Canvas.

Appearance:

The nursing student uniform consists of the following:

- White lab coat or scrub jacket
- Purple short sleeved scrub top with pockets and nursing student patch sewn on the left shoulder
- Matching purple scrub pants or skirt (skirt should be knee length or longer and if skirt is worn, socks or stockings are required)
- Shoes should be white or black with minimal colored trim and closed toes made of leather or impermeable material.
- University photo ID
- Stethoscope
- Bandage scissors
- Watch
- Protective eyewear
- Gait belt

Students are expected to follow the rules of good hygiene (including oral hygiene) and to be clean, odor-free, and well-groomed at all times. Hair must be neat and clean. Long hair
should be pulled back and arranged in a manner that does not interfere with patient care during clinical classes. Regarding facial hair, beards, mustaches, and sideburns may be no longer than one inch, neatly trimmed, and meet infection guidelines for personal protective equipment. No unnatural hair coloring such as pink, purple, or blue, no bandana, or other hair-covering is permitted. Fingernails are to be clean, short (not visible from the palm side of the hand), and without polish. Artificial nails are not permitted. While in uniform, undergarments will not be visible but will be worn. Fragrance may not be worn in class or clinical settings.

In the nursing laboratory and clinical settings, students are required to wear the complete student uniform. Students may wear a clean white lab coat with their uniform. A flat wedding band with no protrusions, watch, and one small, pierced earring per ear are the only acceptable articles of jewelry. Picture identification badges are to be worn at all times. It is considered unprofessional to wear the uniform any place other than the clinical setting. Eyebrow rings and other body piercing jewelry are not allowed. Chewing gum, tobacco of any kind, and foul language are not permitted in clinical or classroom setting. Students in violation of this policy will be asked to leave and will accrue an absence. Tattoos or “hickies” must be covered to the extent possible (including long sleeve shirts and/or turtle necks under scrubs). New tattoos are strongly discouraged related to infection risk. Students who present themselves to the clinical setting in violation of the dress code will be sent home to change, resulting in either an absence or a tardy. When picking up clinical assignments or attending any other scholarly function, students will wear the school uniform and identification badge. Worn, tattered or holes in jeans, leggings, sweat pants, shorts, or skirts above the knee, tight clothing, low cut tops and bare midriffs are not professional and cannot be worn in the classroom setting. Torn or wrinkled clothing is not appropriate.

Student Health:

Western New Mexico University has a student health program, which is included in the student fees. See the WNMU catalog for details. Supplemental health insurance is available through the student health center. **Any illness or injury incurred during participation in this program is not covered by the university risk management policy nor the facility employee health or workers compensation policy.** Students are encouraged to purchase personal medical insurance coverage before being placed in an affiliating clinical agency.

Students must be able to lift 50 pounds and must be physically able to function in a 12-hour clinical setting. Any student who is absent from the clinical setting due to illness, surgery or injury which compromises the student’s ability to participate in clinical will be required to submit the School of Nursing Return
to Clinical Duties Form completed and signed by their health care provider before returning to clinical.

Students are expected to schedule doctor or dentist appointments for themselves or family members at times that do not conflict with class, test and/or clinical times. Any accidents that occur while in the clinical setting must be reported immediately to the instructor.

Any student verbalizing suicidal/homicidal ideation will be referred for a mental health evaluation through the following mechanism:

The student will be escorted to the nearest emergency facility by campus police for evaluation. The student will be asked to sign a contract that (s)he will not harm self or others.

Students who exhibit signs of impairment during class or clinical time can be asked to submit to a drug or alcohol test at their own expense. Faculty may request another faculty member or facility staff to validate suspected impairment. Students who refuse to submit to testing will be sent home. Depending on the circumstances, this will result in a clinical absence at a minimum, and may result in dismissal from the program. See impaired student nurse policy on page 40.

Immunizations must be up to date prior to entering the nursing program. Students must submit proof of immunity or immunization to *Rubella,

*Varicella.

*Students born after 1956 must have proof of rubeola vaccination or proof of immunity.

Tdap immunization (documented within last ten years).

In addition, all students must have evidence of a

*Negative tuberculin skin test and/or a negative chest x-ray upon admission to the program. (2-Step Mantoux required if no Tuberculin skin test within the past year).

*Annual TB skin test will be done in accordance with clinical facility policy.

Students are encouraged to be immunized for Hepatitis B and annually for influenza.

Students may decline the Hepatitis B and Influenza vaccinations, however, declining these vaccines may affect your clinical eligibility and continuation in the program.

Students who do not submit the required documentation to Certified Background.com by August 1 may not continue in the program.
*Note: Clinical facility policy will supercede student nursing guidelines.

*CPR certification must be current according to American Heart Association standards.

**Policy On Needlesticks:**

Students sustaining a needle stick injury and/or percutaneous or mucous membrane exposure to blood and/or body fluids should:

1. Report the incident to the clinical instructor immediately.
2. Complete an Incident Report form for the facility and WNMU School of Nursing.
3. Report the incident to the infection control nurse at the facility.
4. If the patient agrees to be tested and the necessary doctor’s order is obtained, blood work will be drawn from the patient per facility policy.
5. The student will have laboratory work drawn according to the following protocol for WNMU:
   A. If the needle-stick is sustained during the hours that the student health care center is open, the student will call the student health center and arrange for the nurse practitioner on call to draw the necessary laboratory work (latest CDC guidelines) based on the risk from the source patient. Risk assessment will be determined by patient health history and/or actual or suspected disease diagnosis.
   B. If the student health center is not available the student will have to be seen in the emergency room closest to where the student is for laboratory work to be drawn at the student’s expense.
   C. Current CDC guidelines can be obtained by calling the warm line at 1-888-448-4911. This phone information is available to health care providers as needed.
   D. The student is responsible for setting up the follow up laboratory work that is needed with their private health care provider, the student health center, health department or the hospital in their area.
   E. Financial costs will be the responsibility of the student and not the university.
6. Laboratory tests will include screening for Hepatitis and HIV status, as well as other laboratory tests as needed based on the source patient risk that the student is exposed to.
7. Post-exposure-prophylaxis should be initiated for the student within 72 hours if the source patient is actively infected with HIV or is considered a high risk patient. This protocol should follow the latest CDC guidelines as well.
8. Post-exposure prophylaxis medications will be obtained for the student from the New Mexico Health Department.

9. Evaluation and management of exposure will follow the latest CDC guidelines for exposures which place students at risk of blood borne infection.

**Client Confidentiality**

The Health Insurance Portability and Accountability Act (HIPAA) through the Privacy Rule protects all individually identifiable health information. Nursing students will have access to protected information during clinical experiences and may discuss cases in confidential conferences with faculty and other students. They may not discuss this information with others outside of the activities of the nursing program and to do so is considered a breach of client confidentiality and constitutes grounds for dismissal from the program. Students will sign a Confidentiality Agreement which will remain in the student file for the duration of the program. Students will be asked to sign confidentiality agreements at clinical agencies.

**Social Networking Policy:**

Students, faculty and staff of the School of Nursing shall not post or contribute any content to any social networking, or other internet site, (including to Myspace, Facebook, Twitter, YouTube, texting, etc.) that reflects negatively on the school faculty, administrative staff, other students, classes, clinical sites, and their personnel, clients/patients, and/or visitors. Inappropriate material placed on these sites may be subject to Professional Behaviors policies. Individuals or groups within the School community are not permitted to present personal opinions in ways that imply endorsement by the School. Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy, HIPPA, and FERPA.

Elements of a defamation claim include:

1. Conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like "I think Nancy Nurse cheats on tests" could be considered factual depending upon the context);
2. The message is conveyed intentionally or inadvertently to someone other than the person(s) who is the subject of the message;
3. The message conveyed is understood by others to be about the person(s) who is the subject of the message;
4. The message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message;
5. The message conveyed ultimately harms the subject’s reputation.

In response to concerns or complaints or information provided by individuals, the School of Nursing faculty may look up profiles
on social networking sites and may use the information in formal proceedings. If School faculty or the Dean find the information to be in violation of this policy, it may lead to probation, suspension, or dismissal from the nursing program.

CODE OF CIVILITY
In order to promote a positive, professional atmosphere among students, faculty and staff, the following Code of Civility has been developed:

Respect: Treat all students, faculty, staff and property with respect and in a courteous and professional manner. This includes all communications, whether verbal or written. Let your actions reflect pride in yourself, your university, and your profession.

Kindness: A kind word and gentle voice go a long way. Refrain from using profanity, insulting slang remarks, or making disparaging comments. Consider another person’s feelings. Be nice.

Truth: Exhibit honesty and integrity in your dealings with fellow students, faculty, and staff members. Don’t lie, don’t cheat, and don’t steal.

Responsibility: Take responsibility for your actions. This includes gracefully accepting the consequences of your behavior.

Cooperation: Exhibit a cooperative manner when dealing with students, faculty and staff so we may all work towards our common goals and mission.

Acceptance: Accept differences in others, as they accept differences in you. This includes diversity in opinions, beliefs, ideas, and everything else that makes us unique individuals.

Professionalism: Always conduct yourself in a manner that will bring pride to your profession, to the School of Nursing, to Western New Mexico University, and most importantly, to yourself.
POLICY FOR CRIMINAL BACKGROUND CHECKS

The School of Nursing policy follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health. This program was established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended) to ensure to the highest degree possible the prevention of abuse, neglect, or financial exploitation of care recipients and the law further stipulates that persons convicted of certain crimes may not work with care recipients. Fingerprints are submitted to the New Mexico Department of Health for clearance.

Following selection for the nursing program, the student will complete a Background Affidavit, Authorization for Release of Information and Criminal History Data Sheet. Students must have the data sheet and a photo ID (driver’s license or Passport) when they are fingerprinted. Students will be fingerprinted by either School of Nursing personnel or Campus Police Department personnel. Fingerprints will be submitted to the New Mexico Department Health. The criminal background clearance will be returned to the School of Nursing.

In addition to the above, The School of Nursing utilizes the services of Certified Background to provide additional checks required by some clinical agencies. Students will log onto the Certified Background website at www.certifiedbackground.com and complete the appropriate information for the school. Some facilities also require a drug screen. Students will be given a drug screen form which they will take to a local testing site for the screen. Results will be reported to Certified Background. Student immunization and CPR data will also be recorded at Certified Background using their Immunization Tracker. The services of Certified Background are at the student’s expense.

Disqualifying Convictions
The following felony convictions disqualify an applicant for entry into the Associate Degree Nursing Program at Western New Mexico University.

1. Homicide.
2. Trafficking in controlled substances.
3. Kidnapping, false imprisonment, aggravated assault or aggravated battery.
4. Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure, or other related sexual offenses.
5. Crimes involving adult abuse, neglect or financial exploitation.
6. Crimes involving child abuse or neglect.

School of Nursing Reconsideration
The applicant whose New Mexico or nationwide criminal history reflects a disqualifying conviction may request an administrative reconsideration from the NM Department of Health.
Procedure for requesting reconsideration
1. An applicant given notice of a disqualifying conviction must submit a written request for reconsideration within thirty (30) days as determined by the postmark from the date of notice issued by the School of Nursing.
2. If the applicant wishes to submit and have considered additional documentation, that additional documentation must be included with the request for reconsideration. Documentation submitted may include any of the following:
   a. Credible and reliable evidence of the actual disposition of any arrest for which the nationwide criminal history record was incomplete.
   b. The person’s age at the time of each disqualifying conviction.
   c. Any mitigating circumstances when the offense was committed.
   d. Any court imposed sentence or punishment and, if completed, when completed.
   e. Any rehabilitation since the offense.
   f. The person’s full employment history since the disqualifying conviction.
   g. Other matters as the person may wish to submit.

Reconsideration Proceeding
The reconsideration hearing is intended to be an informal review of written documentation. It will be conducted by a quorum of nursing faculty. The nursing faculty may accept the student into the Associate Degree Nursing Program based upon the completed request for reconsideration and all supporting documents submitted. Consensus of the faculty will be required for acceptance into the program.

The following factors may be considered:
1. Total number of disqualifying convictions
2. Time elapsed since the last disqualifying conviction and/or since completion of all penalties.
3. Circumstances of crime including whether violence was involved.
4. Activities evidencing rehabilitation, including but not limited to substance abuse and other rehabilitation programs.
5. Whether conviction was expunged by the court or whether an unconditional pardon was granted.
6. False or misleading statement(s) about any conviction in the signed declaration.
7. Evidence that the applicant poses no risk of harm to the health and safety of care recipients, students, or faculty.
8. Age of applicant at time of disqualifying conviction.

Grounds for Reconsideration Clearance
The School of Nursing may accept the applicant into the Associate Degree Nursing Program where the request for reconsideration and accompanying documentation clearly
demonstrates that the applicant has satisfied one of the following three grounds for a clearance determination:

1. **Inaccuracy:** The nationwide criminal history record inaccurately reflects a disqualifying conviction.

2. **No Risk of Harm:** Entry of the student with a disqualifying conviction into the Associate Degree Nursing Program presents no risk of harm to care recipients, students or faculty.

3. **No Bearing on Fitness:** The disqualifying conviction does not directly bear upon the student’s fitness for performance within the Nursing Student Guidelines.

The findings of the faculty with regards to reconsideration are binding and may not be appealed further.
POLICY and PROCEDURES FOR NURSING STUDENT SUSPECTED OF IMPAIRMENT

Policy:
Although Western New Mexico University (WNMU) enforces a policy regarding substance and alcohol use, the special needs of the School of Nursing programs require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in nursing coursework. Due to the nature of the course of study, students enrolled in such nursing courses must not be under the influence of any substance (regardless of whether the use of the substance is legal or illegal), which impairs or is likely to impair their clinical judgment while in the classroom, patient care, clinical, practical or laboratory setting. This policy demonstrates the School of Nursing’s commitment to safeguard the health of the students and the public and provides a safe place for students to learn.

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

The purpose of this policy is to:
1. Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the classroom, clinical, practical or laboratory setting.
2. Inform students of their responsibility to conform to all state and federal laws and regulations and WNMU policies, rules, and regulations regarding alcohol, drugs or controlled substances.
3. Provide substance abuse guidelines for all nursing faculty regarding problem recognition and implementation of this policy.
4. Balance the need to safeguard the public with the student’s rights.

Definitions:
1. Legal Drugs: Legal drugs include over the counter and prescribed medications for the specific individual. The
School of Nursing prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.

2. Illegal Drugs: Illegal drugs include those controlled substances (certain drugs or substances that are subject to or have potential for abuse or physiological dependence) under federal or state law that are not authorized for sale, possession or use/abuse (in confirmed, detectable levels), and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase or transfer of illegal drugs is prohibited. The WNMU Student Handbook further elaborates on this policy.

3. Impairment: A chemically impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in the physical and/or behavioral characteristics which affect the individual’s ability to meet standards of performance, behavior and/or safety in classroom, clinical, practical or laboratory course settings.

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

**Factors Suggesting Impairment:**
Current students while in the classroom, patient care area, clinical, practical or laboratory setting may be asked to submit to a drug test, if cause or reasonable suspicion of substance use exists. Factors which COULD establish cause/reasonable suspicion include, but are not limited to:
- Unsteady gait
- Unusual sleepiness or drowsiness
- Slurred speech or change in the student’s usual speech pattern
- Blood shot eyes
- Unusually disheveled appearance
- Aggressive tone
- Physical aggression
- Odor of alcohol or marijuana
- Residual odor peculiar to some chemical or controlled substances
- Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
- Personality changes or disorientation
- Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment.
- Repeated failure to follow instructions, policies, or procedures
- Violation of clinical, practical or laboratory facility or WNMU or School of Nursing safety policies
- Involvement in an accident or near-accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Discovery of or presence of drugs/drug paraphernalia in student’s possession
- Alcohol in a student’s possession
- Theft or absence of narcotics from the student’s clinical or practical site

**Substance Use Testing Procedures:**

1. The student will be removed from the classroom or clinical laboratory without delay and will be informed by the faculty that he/she is suspected of being impaired. He/she will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by WNMU. The student will not be able to return to class or clinical laboratory until the Chair of the School of Nursing and Vice President of Student Affairs or identified designees deem it appropriate. The student remains responsible for all course or program requirements during such period.

2. Students suspected of impairment will be sent for a 10+ alcohol forensic urine drug screen with split specimen and proper chain of custody by a laboratory that is certified for DHHS/DOT testing. The requirements regarding custody and certification apply to a retest. A facility that is licensed in compliance with the law will be used for the testing.

3. The student will be given a drug screening Referral Form and will take the Drug Screening Referral Form to the testing site immediately. The student must report to the testing site within one hour from the time the Drug Screening Referral Form is completed. The student shall provide the instructor with the student’s current phone number.
4. The student shall take their student picture identification card and driver’s license with them to the testing facility.

5. The student may not drive him/herself to the testing facility. The student may have someone else give him/her a ride to arrive at the lab site within one hour, or the instructor will arrange transportation to the lab through Campus Police or Corre Caminos. The student will need to find his/her own transportation from the testing facility to their home.

6. The School of Nursing will pay for drug/alcohol screening whether the results are positive or negative. The student shall be informed of the test result as well as the School of Nursing. If the test result is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory or another certified laboratory. Results of the test and the contents of the Student Documentation Form shall remain confidential and may be released only to the faculty of the School of Nursing, Dean of the College of Health and Human Services, and Vice President of Student Affairs and those with a legitimate need to know.

Consequences:
1. If the test results are NEGATIVE, the student will meet with the instructor and the Chair of the School of Nursing within two working days, not including Saturday or Sunday, of the receipt of the test results. During this meeting with the instructor and the Chair, the student will have an opportunity to present information regarding the matter. Behavioral issues that prompted the drug/alcohol screen will be discussed and a decision will be made whether disciplinary action will be taken. If disciplinary action is indicated, the matter will be referred to the Vice President of Student Affairs. The outcome of the decision (whether or not disciplinary action is needed) will be sent to the Chair of the School of Nursing.

2. If the drug or alcohol screen is POSITIVE, the following actions will occur:
   - The student will be notified by the Chair of the School of Nursing or identified designee of the results of the test and will be dismissed from the program.
   - All documentation will be sent to the Vice President of Student Affairs office for further action.
• The student shall contact the Vice President of Student Affairs office by the next working day after being notified of the test results.
• The student may request a retest of the split specimen at their own expense at another certified laboratory as described above.

3. If a student ADMITS to being impaired by drugs or alcohol, they will be removed from the classroom, clinical, practical, or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.

4. If a student FAILS TO REPORT to the testing site within the time required or refuses to have a drug screen completed, such failure or refusal shall be treated as for a positive drug screen. All documentation will be forwarded to the Vice President of Student Affairs office for further action.

5. Students testing positive for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.

6. In the event that a student is dismissed from the School of Nursing and/or WNMU and the student thereafter requests and is allowed to return to the Nursing Program, the following steps will be required prior to re-entry.
   • All WNMU and School of Nursing requirements associated with the dismissal must be met.
   • The student must provide a clean drug and alcohol screen prior to re-entry.
   • The student must submit to random urine screens as long as the student remains enrolled in the Nursing Program. A positive test will result in immediate dismissal and referred to the Vice President of Student Affairs office for further action with a recommendation from the School of Nursing for permanent dismissal from the Nursing Program.

7. Conviction of a criminal drug statute while enrolled in the Nursing Program will result in referral to the WNMU Vice President of Student Affairs office for possible further action.

8. Students who appeal any of the above decisions will remain on suspension pending outcome of the appeal. Guidelines for the student appeal process may be found in the WNMU Student Handbook and Nursing Student Guidelines (pages 29-33).
STUDENT RETENTION AND PROGRESSION

Students admitted to the Nursing Program must complete all supporting courses and nursing courses with a grade of “C” or better to remain in the program.

Students who wish to remain in the Nursing Program must complete supporting coursework in which they are concurrently enrolled with a grade of “C” or better in order to progress to the next course.

Clinical grades are issued on a pass/fail basis. The criteria for passing clinical are included in the clinical evaluation tool in each nursing course syllabus. To receive a passing clinical grade the nursing student must receive a passing rating on all requirements in the tool. The rating criteria are:

**Pass:** clinical performance is safe and demonstrates skills and synthesis of learning consistent with the objectives for the level of the course.

**Fail:** clinical performance is unsafe or demonstrates inability to perform skills consistent with the objectives for the level of the course.

Students will be evaluated at mid-course and again just prior to completion of the course. Students marginally passing or potentially failing will be placed on probationary status. Conditions of probationary status will be detailed in a Learning Contract with the student. Refer to Probationary Status, page 64 of these guidelines.

Students are expected to come to the clinical area prepared to care for their assigned patient(s) according to guidelines in each course syllabus. Students who are not prepared to apply nursing process in caring for their patients will be asked to leave the clinical area. The first time the student is asked to leave the clinical area due to lack of preparation, he/she will receive an absence. For a second occurrence of lack of preparation for clinical, the student will be dismissed from the program.

Nursing faculty are available during regular clinical and office hours to assist students when necessary. It is imperative that students remember that faculty are concerned about patient safety and cannot allow a student who is unprepared to provide care for patients.

Students who distract faculty or other students with disruptive behavior during class are in violation of the Code of Conduct for students at WNMU. These students will be asked to leave the room. The student may return to the classroom after meeting with and receiving the approval of the instructor and School Chair. Continued disruption may result in suspension or permanent dismissal from the Nursing Program or from WNMU. (See WNMU catalog) Cell phones are to be turned off in the classroom and testing areas. Students can be contacted in an emergency through
the main School of Nursing office (575-538-6960). For Deming students, contact can be made through the Mimbres Valley Learning Center (575-546-6556).

Nursing students should contact the School of Nursing regarding the need for or scheduling of academic support. Lecture capture is available.

Video tapes, or internet assignments may be assigned as required for a course. Students are expected to complete such assignments as a part of the course. These are neither optional nor extra credit assignments unless listed as such by the course syllabus.

Written assignments will be returned by faculty members during pre-arranged times. Grades will be posted on Canvas and will not be given out over the phone. It is the responsibility of each student to pick up his/her work.

Because the student needs to develop mastery of didactic material to insure success on the NCLEX-RN licensure exam, the student must attain an average of 76.0 on exams and written work in the didactic portion of each nursing course to progress in nursing.

Note: If the student passes both didactic and clinical written work with a score of 76% or better, the final grade earned for the semester will be a weighted average of the written and didactic work.

If the student does not pass either didactic or the clinical written work with the required 76%, the grade received will be the lower of the two grades. Either the didactic grade only without the written work averaged, or the written work grade without the didactic averaged. The student will not be able to continue in the nursing program if this occurs.
GRADING SCALE

A  90.0 - 100
B  80.0 - 89.99
C  76.0 - 79.99  PASS
    79.99 & Below  FAIL
D  70 - 75.99
F  69.99 & Below

NOTE: The School of Nursing will not round off (or up) any score.
EXAM POLICY

1. Proctored exams are given at designated times.
2. Exams will be taken at the posted times only unless the student has an emergency and with the course instructor’s permission. Students MUST notify the instructor prior to the exam if they will be unable to take the exam at the designated time. The Petition for Makeup form must be completed and submitted electronically to the instructor within 24 hours.
3. Students are given feedback at the end of an exam. Students caught copying questions will receive a grade of zero on the exam. They must be proctored while reviewing coaching reports.
4. Students may have a blank piece of paper, pencil or pen, and a calculator at the computer while testing. All paper notes will be turned into the instructor at the end of the exam. No electronic notes of any kind will be allowed. Testing programs have pop-up calculators and calculators may be provided by the school. There will be no sharing of calculators. Graphing and/or programmable calculators, cell phones, blackberries, i-phones, and other PDA or smartphone devices will not be permitted at the computer terminal.
5. Students will not talk to one another about the exam until all testing has been completed. Discussing exams can be construed as a violation of the Academic Integrity Policy.
6. Students will not leave the room during testing without faculty permission.
7. Students may not congregate in the hall adjacent to the testing area.
8. Printed copies of exams and/or coaching reports may not be removed from the School of Nursing. To do so constitutes grounds for a grade of zero on the exam and dismissal from the program.
9. Missed exams must be rescheduled with course faculty within 24 hours and taken within one week. Students will be allowed to make up only two exams per course. Any other exams missed will be recorded as no greater than 50% on the exam.

Exam Review Policy:

Exams for all nursing courses will be taken on computer, which provides the student with immediate feedback including rationales. Each student may make an appointment with a faculty
member to review examinations. A student may challenge any exam question by submitting the question, the answer you believe is correct, and references supporting your rationale within twenty four hours of the exam. The faculty will review the information and respond within ten days. Examinations or coaching reports cannot be removed from the School of Nursing. A student who removes an examination from the nursing area and/or copies exam questions will be dismissed from the program. Exams and coaching reports will not be available for review at the end of the semester.

**MEDICATION CALCULATION EXAMS**

Failure to pass the medication calculation exam according to the guidelines below will result in the student withdrawing from that nursing course and receiving a W for the course grade. Failure to pass the medication calculation exam twice in the same course will result in dismissal from the program.

**NUR 101 Fundamentals** - Students must pass a medication calculation exam with a score of 90% or better before being allowed to pass medications. Students will be given three opportunities to pass the examination. Successful completion of this exam is required to remain in the program.

**NUR 150 Medical/Surgical Nursing 1** - Students must pass a medication calculation exam with a score of 90% or better before being allowed to pass medications. This exam will cover calculations involved in oral, injectable and parenteral routes of administration. Students will be given three opportunities to pass the examination. Successful completion of this exam is required to remain in the program.

**NUR 160 Nursing Articulation** - Students must pass a medication calculation exam with a score of 90% or better before being allowed to pass medications. This exam will cover calculations involved in oral, injectable and parenteral routes of administration. Students will be given three opportunities to pass the examination. Successful completion of this exam is required to remain in the program.

**Third Semester: NUR 200/210 Maternal/Newborn/Pediatric Nursing** - Students must pass a medication calculation exam demonstrating proficiency with maternal, newborn, and pediatric dosages. Students must score 90% or better on this exam before being allowed to pass medications. Students will have two opportunities to pass the exam. Successful completion of this exam is required to remain in the program.
Fourth Semester: Advanced Medical/Surgical Nursing II - Students must complete a medication calculation exam with a score of 95% or better to pass this course. Students will have two opportunities to pass this exam. Successful completion of this exam is required to remain in the program.
Kaplan Integrated Testing Program

The School of Nursing has been administering nationally standardized exams in all ADN courses since 2000. Faculties utilize the data as end of course and end of program evaluation tools for both student learning and curriculum. Beginning Fall of 2009, the school adopted standardized exams through the Kaplan and Lippincott Williams & Wilkins Integrated Testing Program. The program is comprised of a series of online tests and remediation resources “designed to evaluate and repair the nursing knowledge students have in an undergraduate program leading to RN licensure.” During the semester, there will be student success activities, case studies, and focused review tests available to the student. At the end of each course, a standardized test will be given as well as a faculty generated final exam. Each student will have an opportunity to review the standardized test topics and rationales. The Kaplan Integrated Exam will stand alone in calculating the final score for the course. The points awarded for the Kaplan exam WILL NOT be applied to the exam or written work calculations but will be calculated into the final course grade. Any student who does not complete the requirement will fail the course and not progress in the nursing program.

Test Scores: 0 to 5 points First Year Students
70 percent correct or higher score: 5 points
60 to 69 percent correct: 4 points
50 to 59 percent correct: 3 points
Below 50 percent correct: 2 points

Test Scores: 0 to 5 points Second Year students
75 percent correct or higher score: 5 points
70 to 74 percent correct: 4 points
60 to 70 percent correct: 3 points
50 to 59 percent correct: 2 points
Below 50 percent correct: 1 point

Use of remediation explanations for standardized tests: 2 points
Access all explanations for a minimum of 60 seconds each: 2 points

Remediation is available 24 hours a day, seven days a week, in multiple formats so students can correct knowledge deficits and must be completed within 48 hours of the Kaplan standardized exam. Remediation is required of all students scoring less than 60 percent. All students will have their own log-in to the user friendly Kaplan web site with access to Student Success, Integrated testing, Test Results, Focused Review Tests, and NCLEX-RN Prep windows. Each student also receives a copy of Kaplan’s Basics Book.

The Kaplan Integrated Testing program is paired with a live 4-day Kaplan NCLEX-RN Review at the conclusion of the program. A
portion of the cost of this entire program is included in the course fees.

*Kaplan Exit Exam:* A Kaplan Exit exam will be given during the final weeks of the fourth semester and a minimum 60% score must be attained within 3 tries before all of the student’s information is released to the state board of nursing for licensure application. If a student fails to achieve a 60% by the third attempt, they will be required to take a remediation course. After the remediation course is taken, the student will need to take and pass he exit exam with a score of 60% or greater. This will be the last attempt allowed. If the student has failed to achieve a 60% score, he/she will be advised to re-enter the nursing program at the level determined by the faculty as a whole.

**WNMU ACADEMIC INTEGRITY POLICY**

Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Students may be penalized for violations of the Academic Integrity policy (AIP).

Academic integrity standards are established to provide a systematic process for engagement between faculty, students and administration. Further, consequences are established to remedy violations of academic integrity. Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Adherence to the standards is considered a serious matter. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result in penalties including dismissal from the university. Violations include any behavior that misrepresents or falsifies a student's knowledge, skills or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

**I. Definitions:**

*Cheating* includes, but is not limited to, using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of others to misrepresent the student's knowledge, skills or ability.
Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

II. Procedures for Addressing Academic Integrity Violations by Faculty and Students

A. Faculty Members
If a faculty member suspects a student has violated academic integrity, the faculty member should handle the matter in the manner specified below.

1. Communicate with the Student
   The faculty member must communicate or provide documentation of attempting to communicate with the student who has allegedly violated academic integrity to discuss the matter within ten (10) working days following discovery of the violation during the semester or if at the end of the semester, ten (10) working days after the start of the new regular semester following the semester in which the alleged violation occurs.

   a. If the faculty member finds the student did not violate academic integrity, the matter is closed and the allegations are dismissed.

   b. If the faculty member finds the student violated academic integrity, the faculty member must file a report within ten (10) working days after communicating with the student to the dean/chair of his/her department, to the dean/chair of the student’s academic department or the Academic Support Center (ASC) if undeclared, and to the Vice President for Academic Affairs. The report will describe the nature of the violation and the action taken.
c. If the faculty member finds the student guilty of violating academic integrity and chooses to handle the matter directly with the student, the possible sanctions include, but are not limited to, failure/grade penalty on the test, and failure/grade penalty in the course.

d. If the faculty member is unable to communicate with the student because the alleged violation occurs at the end of the semester, a grade of NR will be reported on the Academic Integrity Report and page 1 of the report will be forwarded to the Registrar’s Office.

e. If the student fails to respond within 30 days, the faculty member may assign a grade at his/her discretion.

2. Referring the Violation to the Academic Integrity Committee

If after communicating with the student, the faculty member believes the student has violated academic integrity, he/she may choose to refer the matter to the Academic Integrity Committee for a hearing by the Committee. The referral must be made within ten (10) working days after meeting with the student during the semester or if at the end of the semester, ten (10) working days after the start of the new regular semester following the semester in which the alleged violation occurs. The faculty member must report the alleged violation to the dean/chair of his/her respective department, to the dean/chair of the student’s academic department or the ASC if undeclared, and to the chair of the Academic Integrity Committee.

B. Students Accused of a Violation

If a student is accused of violating academic integrity, he/she must communicate with the faculty member making the accusation.

1. Communicate with Faculty Member

The student must communicate with the faculty member who has suspected him/her of violating academic integrity to discuss the matter within ten (10) working days following discovery of the violation during the semester or if at the end of the semester, ten (10) working days after the start of the new semester following the semester in which the alleged violation occurs. If the matter is not resolved with the faculty member to the student’s satisfaction, the student may refer the matter.

2. Referring the Issue to the Dean/Chair of the Department
If after communicating with the faculty member, the student feels the matter is not resolved to his/her satisfaction, he/she may refer the issue to the dean/chair of the department where the alleged offense occurs and to the dean/chair of the student’s academic department or the Academic Support Center if undeclared within ten (10) working days of communicating with the faculty member. The dean/chair of the department must convene a meeting of the student and the faculty member within ten (10) working days of the referral.

3. Referring the Issue to the Academic Integrity Committee
If no resolution of the matter is reached, the student may refer the matter to the Academic Integrity Committee. The student must submit a report requesting a hearing within ten (10) working days after the meeting with the dean/chair of the department and the faculty member.

III. Academic Integrity Committee
The Academic Integrity Committee shall be a standing Faculty Senate committee which replaces all previously established committees for the resolution and disposition of violations of academic integrity non-residential issues (Academic Integrity Panel). The Discipline Committee will not hear issues on Academic Integrity.

A. Composition
The Academic Integrity Committee is composed of three faculty members and three alternates on a two-year departmental rotating basis. Committee members will be nominated by academic departments to serve on the Committee. Three student members and three alternates appointed by the ASWNMU and one staff member who has taught a college level course and one staff alternate who has taught a college level course will be appointed by the Staff Senate at the beginning of the academic year. The Committee shall elect a chair, vice-chair and secretary. In the event that a quorum of the regular members cannot be obtained for a pending matter, and the chair determines that a hearing must occur before a quorum can be obtained, alternates identified above may serve.

B. Duties
The duties of the Academic Integrity Committee shall include but not be limited to the following tasks:
1. Hear cases brought before the committee after following the above procedures

2. Make recommendations based on substantial evidence presented

3. Be governed by rules consistent with due process procedures and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents.
4. The chair of the Academic Integrity Committee will be responsible for notifying the faculty member and the student in writing, (by letter or WNMU email) and by phone of the date, time and place at which the Committee will hold a hearing. In addition, the chair is responsible for conducting the hearing or rescheduling a hearing as outlined in III.C. 3 (page 31).

5. The vice-chair is responsible for notifying the members of the Academic Integrity Committee (faculty, students and staff) of the date, time and place at which the Committee will hold a hearing. The vice-chair may also conduct a hearing in the absence of the chair and will fulfill the duties of the chair in that case. If this occurs, a faculty alternate will serve on the committee as the third faculty member.

6. The secretary is responsible for preparing a written report of the hearing which includes the decision of the Committee, having the chair or vice-chair sign the report and forwarding copies of the report to the Vice President for Academic Affairs, the faculty member, the dean/chair of the faculty member’s department, the dean/chair of the student’s academic department or the Academic Support Center if undeclared, the student and the Registrar.

C. Hearings

1. Procedures
   If the above procedures have not been followed, a hearing will not be conducted.

2. Notice to the Faculty Member and the Student: Within ten (10) working days after an alleged violation of academic integrity has been referred to the Academic Integrity Committee, the chair of the Committee will notify the faculty member and the student, in writing (by letter or WNMU email), and by phone, the basis for the alleged violation, and the date, time, and place at which the Committee will hold a hearing.

3. Date of Hearing
   The hearing should not take place until at least ten (10) working days after the notification is sent. If the hearing falls during a University holiday, break in the semesters,
during the summer months, or when a quorum of the Academic Integrity Committee is not available, the chair has the responsibility to schedule the hearing within the earliest reasonable timeframe.

4. Who May Attend
Members of the Academic Integrity Committee, the student and the faculty member must attend the hearing. Witnesses and the dean/chair of the department of the faculty member may attend the hearing. The student has the right to have someone with him/her who may only speak at the pleasure of the committee, but can also informally consult with the student.

5. Failure to Appear
If the faculty member or the student fails to appear at the hearing on the date, time, and place specified in the notice, the Academic Integrity Committee may hear testimony and evidence and reach a decision on the basis of that evidence. If either party is unable to appear on the date specified in the notice, he/she should notify the chair for the reasons that prevent attendance. If the chair determines that good cause exists for not attending on the scheduled date, a new date for the hearing will be set no later than 30 days within the semester that the alleged violation occurs or if at the end of a semester, 30 days after the start of the new semester following the semester in which the alleged violation occurred.

6. Reports
The Secretary of the Academic Integrity Committee shall prepare a written report of the hearing which includes the decision of the committee. The chair or the vice-chair of the Committee will sign the report before it is sent to the Vice President for Academic Affairs, the dean/chair of the faculty member’s department, dean/chair of the student’s academic department or the Academic Support Center if undeclared, the faculty member and the student. A copy of the report will also be placed in the student’s official file in the Registrar’s Office.

III. Appeal of Decision from Academic Integrity Committee

A. If the student or the faculty member does not accept the decision of the Academic Integrity Committee, he/she may appeal the decision in writing to the Vice President for
Academic Affairs within ten (10) working days after receiving the report from the Academic Integrity Committee.

B. The Vice President for Academic Affairs shall review the record of the hearing and the evidence supporting the appeal and shall determine whether the decision of the Academic Integrity Committee was arbitrary or shall affirm the decision.

C. If the Vice President for Academic Affairs finds the decision to be arbitrary, he/she may reverse the decision. In all cases, the decision of the Vice President for Academic Affairs is final.

IV. Consequences

A. A first finding of a violation of academic integrity will result in an Academic Integrity Warning.

B. A second finding of a violation of academic integrity will result in an Academic Integrity Probation.

C. A third finding of a violation of academic integrity will result in an Academic Integrity Suspension. Students may reapply for admission after one year.
APA STYLE GUIDELINES FOR NURSING PAPERS

Nursing students should use these guidelines for all written work unless specified otherwise in the guidelines for the paper. See also WNMU Academic Integrity Policy. Students are also encouraged to use the WNMU Writing Center for assistance.

Plagiarism:
Plagiarism includes, but is not limited to, the intentional or unintentional representation of another’s work as one’s own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information or submitting the same work for more than one course/instructor without the permission of the current course instructor.

APA General Guidelines:
- Papers should be double-spaced, typed and “clean” with 1-inch margins. Do not justify. Left align.
- References (including a bibliography) must be cited and listed using APA style.
- Headings, introductions, and conclusions are to be used for organization.
- Correct grammar, punctuation, and spelling are important.
- Use unbiased language – watch ethnic and gender labels.
- Use abbreviations sparingly.
- Pages should be numbered and include the student’s name in the header on each page.
- Please include a cover page following APA guidelines. Also please include your course number, the date, and your instructor’s name.
- To simplify the process, use the MS Word APA online template.

Grammar:
- A verb must agree in number (i.e., singular or plural) with its subject.
- Each pronoun should refer clearly to its antecedent noun and should agree with the antecedent in number and gender. A pronoun must agree in number (i.e., singular or plural) and in gender (i.e., masculine, feminine, or neuter) with the noun it replaces.
- An adjective or an adverb, whether a single word or phrase, must clearly refer to the word it modifies.
• Elements in a series should be parallel in form (e.g., all verbs in the series ending in “ing”).

**Headings:**
• For one level of headings, use only centered uppercase and lowercase heading.
• For two levels of headings, the first level is the same as the single level heading and the second level is flush left, underlined italicized, uppercase and lowercase. Introductions do not carry a heading labeling it as the introduction.

**Seriation:**
To show seriation within a paragraph or sentence, use lowercase letters in parentheses as in this example. Participants considered (a) some alternative courses of action, (b) the factors influencing the decision, and (c) the probability of success.

**Margins:**
• Leave uniform margins of at least 1 inch at the top, bottom, right, and left of every page.
• Papers must be typed in 12-point font using Times New Roman, Courier or Arial font.
• Do not full justify. Instead, use the flush-left style, and leave the right margin uneven or ragged.
• Do not hyphenate words.

**Citation of Sources in Text:**
Whether paraphrasing or quoting an author directly, the source must be credited. The APA style uses the author-date method of citation, that is, the surname of the author (do not include first names, initials, or suffixes such as Jr.) and the year of publication are inserted in the text at the appropriate point. Examples follow:

**Single Author:**
• Jones (2008) stated that
• The average age of onset is 15 years old (Jones, 2008).

**Two Authors:**
Join the names in a multiple-author citation in running text by the word and. In parenthetical material, join the names by an ampersand (&).
• As Jones and Smith (2009) demonstrated
• From this study (Jones & Smith, 2009)
Three or More Authors:
Cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” and the year.
- First Citation in Text – Smith, Jones, and Little (2010)
- Second Citation in Text – Smith et al. (2010)

Quotations:
Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (“”). Display quotations of 40 or more words in a double spaced block with no quotation marks. Do not single space. Indent five to seven spaces from the left margin without the usual opening paragraph indent. For a direct quotation in the text, give the author, year, and page number in parentheses. When paraphrasing, a page number is not required.
- Smith (2011) stated, “. . .” (p. 9).

Please note: A professional paper is not a series of quotations and quotations should not constitute more than 20% of any paper.

Reference List:
List only sources that were used in the preparation of the paper.

References are listed alphabetically by surname of the first author.

Agreement:
References cited in the text must appear in the reference list. Each reference on the reference list must have been cited in the text. Text citation and reference list entries must be identical in spelling and year.

The reference list must be double-spaced and entries should have a hanging indent.

Use Arabic rather than Roman numerals for volume numbers of books or journals.

Italicize the name of the book or of the periodical and volume number if any.
Formats:
Periodical

Books and Nonperiodicals

Book chapter or part of nonperiodical

Online periodical

Online Document


APA Grading Rubric

Elements of APA constitute no more than 10% of the grade for a given assignment:

| 1. Satisfactory spelling, punctuation, sentence structure, and grammar (consistent audience, labels, plural/single, past/present tense, active/passive voice). | 3% |
| 2. Correctly cites quotes and paraphrased material. (Concise Rules, Ch 8)** | 2% |
| 3. Title page, header, page #’s correctly formatted. (Page 1 is title page) | 1% |
| 4. 1” margins all around and paragraphs indented 1/2 inch or 5 spaces. | .5% |
| 5. Font 12 point, Times New Roman or Arial, all lines double-spaced only. | .5% |
| 6. Abbreviations, acronyms, numbers, and percentages are formatted according to APA rules (Concise Rules, Ch 3 & 4)** | 1% |
| 7. Reference page is formatted per APA rules. (Concise Rules, Ch 9)** | 2% |

DISMISSAL POLICY

In addition to those conditions described elsewhere in these guidelines, the student will be dismissed from the nursing program for any of the following or a combination of the following.

I. **Failure to maintain academic standards:**

1. Failure to achieve a grade of “C” in all supporting coursework.

2. Failure to achieve an average of 76.0 on all written work in the didactic component of each nursing course at the end of the semester.

3. Failure to achieve an overall course grade of “76.0” or above.

4. Failure to earn a “Pass” in all nursing lab courses.

5. Failure to satisfactorily complete (pass) all required skills in the skills lab and calculation exams.

6. Failure to prepare for clinical on two occasions.

7. Failure to maintain attendance as outlined in the attendance policy.

II. **Performance in the clinical agency which could jeopardize the client including:**

1. **Physical Hazard:** Any action or inaction on the part of the student which threatens the patient’s physical well-being, including deviation from standards of care or failure to follow procedures as previously instructed. The critical elements for concluding that the student has caused a physical hazard will depend on the situation as judged by the instructor/preceptor and the instructor/Preceptor’s evaluation of the student’s behavior. The instructor is alert for behavior in the student which violates principles of safety, and/or lack of student preparation. Documentation is the responsibility of the instructor.

2. **Emotional Hazard:** Any action on the part of the student which threatens the patient’s and/or family’s emotional well-being. There are no pre-determined criteria listed under this area because they are entirely dependent upon the student, the patient, and the situation. The instructor will evaluate student behaviors, which create emotional distress to the student’s client(s). Documentation is the responsibility of the instructor.
3. **Failure to maintain client confidentiality**: Students must comply with HIPAA (Health Insurance Portability and Accountability Act) standards within each clinical facility. The standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communication. Students will be cited and summarily dismissed from the program for failure to maintain client confidentiality. Violations include, but are not limited to:

   a. Username/Password/Log-on sharing.
   b. Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason.
   c. Releasing, disclosing or sending patient data inappropriately or without proper permission or authorization including social networking sites (see social networking policy).
   d. Releasing data for personal gain.
   e. Destroying or falsely altering data intentionally.
   f. Releasing data with the intent to alter any personal or associated outcome, or to harm any individual or the organization.
   g. Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.
   h. Accessing his or her personal medical records information or those of a relative and/or taking inappropriate actions as a result of this access.
   i. Removal of patient data from the facility upon which the patient’s identifying data is displayed (without blacking out or otherwise covering the identifying data).
   j. Photographing or recording a client without appropriate consent.

III. **Unacceptable behavior including**:

1. Behavior that is contrary to the philosophy of the University, the nursing program and/or the clinical agency or instructor’s directives. This includes any of the above listed behaviors, exceeding the proper scope of practice, cheating, plagiarism, academic dishonesty as defined in the WNMU Academic Integrity Policy, insubordination, and failure to maintain ethical standards, legal standards and client confidentiality.
2. Copying exam questions, removing test copies or coaching reports, or inappropriate access to testing material.
3. Violation of codes of conduct specified in these guidelines, WNMU catalog, or WNMU Student Handbook.
4. Use of alcohol and/or drugs during class or clinical as outlined in the “impaired student policy”
3. Three or more scores of “zero” on the Professional Behaviors Assessment or an overall score at the end of each semester of less than 60 points for first semester, 70 points for second semester, and 78 points for second year students on the Professional Behaviors Assessment.
6. Recording, electronic or otherwise, of faculty-student interaction without written consent of both parties.

If a student violates one of the above areas of concern, he/she will receive an “F” for the course and will be dropped from the program. Appeal of such action shall be provided under the Student Academic Complaints in the WNMU Student Guidelines. Students may not remain in the program pending appeal for any of the above reasons.

Students who are dismissed from the program for unacceptable behavior or jeopardizing the client will not be considered for readmission.

Scope of Discipline:

In addition to dismissal, nursing students may be subject to grade reduction, suspension or expulsion from WNMU or other forms of discipline as deemed appropriate by the School of Nursing Chair or WNMU Administration in accordance with WNMU Student Guidelines.

Appeal from Dismissal:

A nursing student dismissed or recommended for dismissal may appeal such action under the Student Academic Complaints Procedure as outlined in the WNMU Student Handbook on page 29.

Probationary Status:

Nursing faculty have the option of placing a student on Probationary Status whenever there is a concern that a student is demonstrating behaviors or attitudes not in keeping with the Professional Behaviors Checklist or the course Clinical Evaluation Tool. Probationary status is assigned when there is documentation that indicates a student is deficient in areas of clinical practice and yet, with close supervision on the part of faculty and/or preceptors may show improvement in those deficient areas. School of Nursing faculty and the Chair reserve the right to bypass Probationary Status whenever a student’s behavior, nursing actions or attitudes demonstrate a direct violation of student guidelines or result in unsafe nursing care. The duration of Probationary Status will be determined by the faculty.
While on probation, any two weekly ratings of “Unsatisfactory” on the student’s Weekly Evaluation form will result in the student’s dismissal from the ADN program. Any two separate ratings of “Needs Improvement” on the student’s Weekly Evaluation form may result in the student’s dismissal from the ADN program.

**Readmission to the ADN Nursing Program:**

A student may be readmitted to the nursing program according to the following criteria.

A first semester student who withdraws from or fails Nursing 101 Fundamentals of Nursing must reapply for admission to the program. Readmission is based on the regular nursing student admissions policy. The student may be readmitted to the first semester one time only.

A student who withdraws from or fails a nursing didactic or clinical course during the second, third or fourth semester may be readmitted on a space-available basis. The student is allowed one readmission per semester not to exceed a maximum of two (2) total program readmissions. If the number of students requesting readmission to second, third, or fourth semester is greater than the number of available positions, faculty will then determine selection for returning students based on previous learning contracts, professional behavior, GPA, entrance exam, and a proctored essay. Returning students will be required to take and pass the final exam for the semester prior to the semester of withdrawal or failure.

A student who has failed NUR 150 and has been out of school for more than 2 years must successfully repeat NUR 101. Students who fail second year courses must successfully complete NUR 160/162 prior to returning.

For the student who must withdraw for extenuating circumstances, the faculty reserves the right to permit one more admission if the student is passing academically at the time of withdrawal.

The student who has been dismissed twice from the ADN nursing program for academic standing or attendance issues and is ineligible for readmission according to the above standards may apply for readmission to the program following a five year interval from their last admission. All selection criteria must be met for re-admission.
STUDENT APPEAL PROCESS

Student academic complaints involving:
A. Assignment of Grades (after verification of grade with registrar’s office).

B. Professional conduct of the instructor.

C. Allegations of Discrimination

1. Student shall state complaint in writing to the instructor within 30 university working days of receiving the grade notification or experiencing the disputed conduct. Copies of the complaint shall be sent to the ASWNMU President, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate. The instructor shall, within 10 days of receiving the complaint, investigate the matter and advise the student in writing as to the instructor’s response and decision. Copies shall be sent to the ASWNMU President, the Vice President for Student Affairs, Vice President for Academic Affairs, and Affirmative Action Officer, if appropriate.

2. Should the matter not be resolved by step 1, the same procedure shall be repeated by the student within 10 days of receiving the instructor’s response. The response should be given in writing to the School of Nursing Chair. Copies shall be sent to each of the people stated above. The school chair shall within 10 days after receiving the complaint investigate the matter and advise all parties involved in writing as to the findings and decision. The investigation may include interviews of the student, the instructor, other students in the course, other instructors who have taught the course, and a review and comparison of pertinent papers and examinations. The School of Nursing Chair shall preserve confidentiality of the complainant and the nature of the complaint.

3. Should the matter not be resolved via steps 1 and 2, the student shall within 10 days of receiving the school chair’s response, submit a written request for a hearing to the Student Appeals Committee Chairperson, copies provided to the Vice President for Student Affairs, Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.

4. The Student Appeals Committee shall conduct a hearing to review the complaint. The Committee will present a recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs will be considered the final action of this Student Complaint Process. Copies of the decision will
be sent to all parties.

**NOTE:** This policy is the same as the policy in the WNMU Student Handbook. If there are discrepancies, the WNMU Student Handbook will be followed.
ACTIVITIES ABOVE THE STUDENT SCOPE OF PRACTICE
DURING ANY CLINICAL EXPERIENCE in the ADN CURRICULUM

Definition: Scope of Practice is determined by the clinical objectives for the clinical experience. Performance of patient care or activities outside of the student assignment without instructor permission or beyond the scope of the objectives for the clinical experience will be considered to be functioning outside the scope of practice as a student. In addition, the following are activities in which ADN nursing students may not engage during clinical. Conduct of this nature may result in dismissal from the program. There may be additional activities above the student scope of practice specified in the individual course syllabus.

1. Preparation or initiation of IV administration of critical care drugs including but not limited to the following:
   - Lidocaine
   - Dopamine
   - Dobutamine
   - Bretylium
   - Levophed
   - Adenocard
   - Amiodarone
   - Nitroglycerine
   - Nipride
   - Cardizem
   - Thrombolytics
   - Anesthetic agents including medications given for conscious sedation
   - Chemotherapy agents
   - Paralytic agents
   - Or other dysrhythmics or vasopressors
   (if questions arise, contact your instructor)
   These medications may be monitored by the student.

2. Oxytocin, Magnesium Sulfate, and Terbutaline may be given under the direct supervision of faculty or preceptor. These medications may be monitored. Additional specific medications may be listed in course syllabi.

3. Signing of any of the following documents:
   - consent forms
   - advanced directives
   - wills
   - power of attorney
   - court related documents

4. Signing out, initiating administration, or crosschecking blood products. Students may monitor administration of blood products under direct supervision of a registered nurse once the transfusion has begun.
5. Unsupervised narcotic sign-out (any licensed faculty or staff is considered as supervisor). Students may not carry narcotic keys. All narcotic sign-outs must be co-signed by the instructor or supervising nurse.

6. Operation of hemodynamic monitoring equipment (observation only).

7. Removal of central lines and/or arterial lines may be done under direct supervision of a WNMU instructor with prior experience in the procedure.

8. Removal of wound drains, staples, or subcutaneous sutures may be done only under direct supervision of instructor or supervising RN.


10. Assuming responsibility for patient’s valuables.

11. Examinations related to progression of labor (vaginal and/or rectal, as well as internal monitoring) or assisting with obstetrical anesthesia procedures.

12. Performing as primary circulating or scrub nurse.

13. No medication administration without direct supervision for newborns or pediatric patients under the age of 12.

14. No IV starts on newborns or pediatric patients under the age of 5. For patients ages 5-12, students may start IV’s with direct supervision of a Registered Nurse or instructor.

15. Accept responsibility for charge of a unit.

16. All medication administration in agencies other than the hospital or nursing homes will be done under the direct supervision of faculty or supervising RN/LPN or physician.

17. Take verbal or telephone orders from a health care provider except under direct supervision of faculty or preceptor.

18. Independent application of restraints.

19. Arterial blood sampling. Venous blood draws are allowed under direct RN/LPN/Physician supervision.
ADN Program Outcomes

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 inter-professional 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.
Students are encouraged to participate in governance activities related to their nursing program. To that end, faculty meeting agendas include student representative participation in bringing student concerns forward to faculty and taking program information back to their fellow students.
SCHOOL OF NURSING

PROFESSIONAL BEHAVIORS ASSESSMENT

STUDENT ___________________________ COURSE ________ SEMESTER/YR _______

Purpose: This assessment provides students with ongoing feedback on their professional behaviors. Each instructor for every professional course will base the ratings on observations of student performance in class, laboratory and clinical situations.

Rating Scale:
0 Unsatisfactory Does not demonstrate required level or blatantly violates the behavior
1 Needs Improvement Beginning development of behaviors but needs improvement in the quality or quantity of behavior
2 Acceptable Behavior Usually demonstrates required behavior. Behaviors which are not demonstrated because there has been no opportunity to utilize them will be scored as acceptable.
3 Exemplary Behavior Consistently demonstrates required behavior.

<table>
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<tr>
<th>PROFESSIONAL DEVELOPMENT SKILL</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>COMMENTS</th>
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<tr>
<td>Punctuality</td>
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<tr>
<td>1. Arrives at class on time</td>
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<td>2. Turns in assignments on time</td>
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<td>Participation/Attendance</td>
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<tr>
<td>3. Attends all classes/lab/clinical</td>
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<td>4. Verbally participates without prompting</td>
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<td>5. Attends to instructor and asks appropriate questions</td>
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<td>6. Notifies instructor ahead of time of known absences</td>
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<td>Attitudes/Self Control</td>
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<td>7. Is respectful to clients, instructors, and peers</td>
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<td>8. Controls expression of emotions maturely</td>
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<td>9.</td>
<td>Resolves conflicts assertively</td>
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<td>10.</td>
<td>Exhibits flexibility in unexpected situations</td>
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<td>11.</td>
<td>Does not engage in inappropriate contact with or toward a client</td>
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**Communication Skills**

| 12. | Expresses self clearly, effectively, and appropriately individually and in groups |   |   |         |
| 13. | Listens to peers and instructors |   |   |         |
| 14. | Gives constructive feedback in a timely and appropriate manner |   |   |         |

**Cooperation With Others**

| 15. | Works cooperatively and productively in teams, small groups and 1:1 |   |   |         |

**Cleanliness**

| 16. | Practices good hygiene: hair, body, breath, and attire |   |   |         |

**Response to Supervision**

| 17. | Accepts constructive feedback without becoming defensive |   |   |         |
| 18. | Follow directions without complaining |   |   |         |
| 19. | Requests supervision/feedback only when needed |   |   |         |
| 20. | Modifies behavior positively in response to feedback |   |   |         |
| 21. | Seeks supervision for new/necessary skills |   |   |         |

**Initiative/Motivation**

| 22. | Seeks out learning experiences/resources |   |   |         |
| 23. | Does more than is expected/required |   |   |         |

**Problem Solving/Critical Thinking Skills**

<p>| 24. | Independently solves problems to develop effective solutions |   |   |         |
| 25. | Develops innovative, creative solutions to |   |   |         |</p>
<table>
<thead>
<tr>
<th>Problems</th>
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<th>Comments</th>
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<tr>
<td>26. Generalizes information from one situation to another</td>
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<td><strong>Responsibility</strong></td>
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<td>27. Complies with program/course expectations and guidelines</td>
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<td>28. Maintains safe environment in class/lab</td>
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<td>29. Does not exceed scope of practice</td>
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<td>30. Accepts responsibility for own actions</td>
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<td>31. Organizes and prioritizes tasks appropriately</td>
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<td>32. Is prepared for projects, presentations and clinical experiences</td>
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<td><strong>Honesty/Integrity</strong></td>
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<td>33. Admits to and corrects mistakes</td>
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<td>34. Reports incidents to instructor promptly</td>
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<td>35. Maintains confidentiality of peers, patients/others</td>
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<td>36. Recognizes and uses knowledge of strengths and weaknesses</td>
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<td>37. Demonstrates functional level of confidence</td>
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<td>38. Adheres to nurse practice act + facility policies</td>
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<tr>
<td>39. Reports knowledge of nurse violating nurse practice act</td>
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**Subtotals**

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<th>Total Score</th>
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**Passing Score**: an overall score at the end of each semester of more than 60 points for first semester, 70 points for second semester, and 78 points for second year students on the Professional Behaviors Assessment.

**Failing Score**: three or more scores of “zero” on the Professional Behaviors Assessment or an overall score at the end of the semester of less than 60 points for first semester, 70 points for second semester, and 78 points for second year students on the Professional Behaviors Assessment.
Student Comments:

Faculty Comments:

*Student
Signature: ____________________________ Date: ____________

Faculty
Signature: ____________________________ Date: ____________

*Student
Signature: ____________________________ Date: ____________

Faculty
Signature: ____________________________ Date: ____________

*The student’s signature verifies that the evaluation was seen. It does not signify agreement with the evaluation.
STUDENT CLINICAL INCIDENT POLICY

The faculty recognizes that no student will intentionally make an error when providing patient care. They also realize that students are human and that incidents can and do occur. Clinical instructors are always available to help and supervise students.

In order to insure client safety and as a result of an increasingly litigious society, the faculty have determined that in order to protect the patient, the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a clinical incident occurs.

A clinical incident form is required when a student makes an error or witnesses an incident during clinical rotation. An incident form is completed when a student discovers or witnesses an event which is out of the normal routine and relates to patients, visitors or other staff members. Incidents include but are not limited to injuries, falls, medication administration variances, needlestick injuries, behaviors, etc.

When a student or licensed personnel recognizes that an incident has occurred, it is the student’s responsibility to report the incident immediately to the clinical instructor. An incident report will be filled out and filed with the clinical agency according to agency policy and a Clinical Incident Form provided by the School of Nursing will be filled out and filed in the student’s file in the W.N.M.U. School of Nursing.

Once the incident report has been filed, the clinical instructor has the option of relieving the student from duty or reassigning the student. The student may not carry out the procedure in which an incident occurred until the following criteria are met:

1. The student must review the correct way to do the procedure.
2. The student must then make an appointment in the nursing lab to give a return demonstration of the procedure to a faculty member.
3. The student must submit a short paper to the clinical instructor on how the incident occurred, the damage that occurred, potential damage that could occur, and how the student will prevent the incident from happening in the future.
4. The student will make an appointment with the clinical instructor to discuss the return demonstration and the paper.

When the student has completed the above assignments, the instructor will have the student perform the procedure in the clinical area under the direct supervision of the clinical instructor when the opportunity arises. Failure to complete the steps outlined within five class days will result in suspension of the student from the clinical setting, and may result in dismissal from the program.
Western New Mexico University
School of Nursing
INCIDENT REPORT FORM

Date of Incident:___________________ Time:______________________

Initials of Patient:________________ Location:_______________

Describe the incident:________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

To whom it was reported:_______________________________________

Follow-up action: ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________    ______________________________
Student Signature          Faculty Signature

Original to be filed in student’s academic file.
Western New Mexico University School of Nursing
Petition for Make-Up
Test, Clinical or Class Assignment

Name:_________________________ Date Submitted:_____________

Class:_________________________ Faculty:_______________________

Instructions:  Student is to complete items 1-4 within ONE week. Place the petition in the faculty member’s box in the School of Nursing office. Items 5-6 will be completed by faculty. The original petition will be filed in the student’s academic file. After faculty decisions have been documented, a copy of the completed petition will be placed in the student mail folder. Supporting documentation should be attached to this form. The original will be placed in the student’s academic file.

1. Date of absence________

2. Explain nature and circumstances of this absence.

3. What did you miss?  (test, assignment, class, clinical)

4. Proposed make-up or corrective plan of action.  MUST BE COMPLETED

Do not write below this line, for faculty use only.

5. Faculty Decision

5. Date deficiency corrected

Additional faculty comments:
Western New Mexico University School of Nursing
Documentation of Additional Clinical Time
(Hours in the Bank)

Name:_______________________________ Date Submitted:___________

Class:__________________________ Faculty:__________________________

Instructions: Student is to complete items 1-4. Submit the documentation to the faculty member. Faculty will approve the additional clinical time as “hours in the bank.” Additional clinical hours are for one course only and are not cumulative. Original documentation will be filed in the student’s academic file. A copy of the completed form will be placed in the student mail folder.

1. Date of additional clinical time_____________________________

2. Location

3. Clinical Activity

4. Time spent in the activity

Verification:

Name:_______________________________ Agency:__________________________

________________________________________________________________

Faculty comments:

Approved_____ Disapproved_____ 
Faculty____________________________
LICENSURE AS A REGISTERED NURSE

Completion of the Associate Degree Nursing Program at Western New Mexico University does not confer licensure as a Registered Nurse. Licensure requirements and procedures are established by the New Mexico Board of Nursing. Felony convictions involving substance abuse, immoral behavior and/or behavior harmful to the public or other grounds specified by Board of Nursing Rules and Regulations may influence licensure. Students who have been convicted of a felony should contact the New Mexico Board of Nursing regarding licensure prior to entering the Nursing Program.

Students who are not citizens of the United States should also contact the New Mexico Board of Nursing regarding licensure before beginning the Nursing Program. Questions about eligibility for licensure should be discussed with nursing faculty before applying for admission to the program.

I have read and understand the above statements.

Initials

Agreement to follow Nursing Student Guidelines

I have read and understand the Student Guidelines for the Nursing Program and agree to abide by these guidelines. I further agree to abide by the additional guidelines stipulated in course syllabi.

Student Signature

Date

This statement will be filed with the student’s permanent record.