

STUDENT GUIDELINES  
FOR THE  
BACHELOR OF SCIENCE IN NURSING  
Western New Mexico University  
2018



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## **MISSION / VISION**

### **Vision**

The School of Nursing prepares Registered Nurses as clinicians, educators, and nursing leaders to serve in the global community.

### **Mission**

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.

## **PROGRAM GOALS**

1. The graduate of the program will pursue a path of lifelong learning which incorporates evidence-based practices, quality improvement initiatives, and integration of advance technology.
2. The graduate of the program will exhibit professionalism through the delivery of expert and culturally competent care to individuals, families, groups, communities, and populations.
3. The graduate of the program will assume leadership roles in the workplace and community settings.

## **PROGRAM OBJECTIVES**

Graduates of the Bachelor of Science in Nursing program are prepared to:

1. Provide expert, culturally competent care to individuals, families and communities, with an emphasis on wellness, as part of an interdisciplinary team.
2. Assume management/leadership roles in their chosen work settings and communities.
3. Incorporate evidence-based findings into their care and management practices.
4. Role model ethical thinking and behavior, both in and out of the workplace.
5. Participate in workplace and/or community quality improvement initiatives.
6. Communicate effectively, using all available technology.
7. Advocate for policy changes in the workplace, community, state, and country that will address inadequacies and inequalities in health care delivery.
8. Develop therapeutic relationships with clients and families to affect desired health outcomes.

9. Demonstrate lifelong learning as evidenced by continuing education and maintenance of competency.

## **SCHOOL OF NURSING FACULTY AND ACCREDITATION**

**Associate Dean:** Dr. Scarbrough

**Professor:** Anita Gallardo, Leslie Shurts

**Assistant Professor:** Denson

**Accreditation:** The BSN program at WNMU is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle NW, Suite 530, Washington, DC 20036-1120.

### **RN TO BSN PROGRAM (No Minor Required)**

Western New Mexico University offers a RN to BSN completion program. Graduates of the BSN program will be prepared for positions in patient care, leadership, school health, and community health. (No minor is required).

#### **Program admission requirements:**

1. Graduate of an approved A.D.N. or Diploma program in nursing.
2. Active license as a Registered Nurse.
3. Cumulative GPA of 2.75.
4. Liability Insurance

### **Enrollment in Gerontological Nursing and Community Health Nursing**

Prior to enrollment in Gerontological Nursing and Community Health Nursing the following must be submitted:

Current CPR certification

Immunization records: Proof of immunity (vaccination or titer) to rubella (German Measles), rubeola (measles), and varicella (Chicken pox). Immunization, titer, or declination of Hepatitis B. Tdap immunization (documented within last ten years) must be submitted and up to date prior to entering the program. Students must submit proof of immunity or immunization to rubella. Students born after 1956 should have proof of a rubeola vaccination or immunity. In addition, all students must have evidence of a negative tuberculin skin test or chest x-ray within 6 months prior to admission and liability insurance.

**Program requirements:**

- Sufficient coursework must be taken through WNMU to satisfy the resident credit requirement.

**Transfer Credit:**

1. Graduates of A.D.N. programs can transfer lower division credits to WNMU.
2. Credit earned in a diploma program will be evaluated on an individual basis.
3. Only college courses with a grade of C or better will transfer.
4. There is no time limit on how long ago the nursing program was completed.

**Non-Resident Transfer Students:**

The following applies to all students regardless of their state of residency:

- All students are charged resident tuition rates during summer sessions
- All students enrolled in 1-6 credit hours (part-time students) during fall and spring semesters are charged resident tuition rates.

**Program Description:** The Bachelor of Science in Nursing (BSN) program at WNMU is divided into either eight or 16 week sessions depending on the course, for Spring and Fall semesters. Summer consists of two sessions.

Holidays and breaks follow the regular WNMU academic calendar. All nursing courses are completed online. There are service-learning components in many of the classes, and a practicum component in Community Health Nursing, which can be completed in the community where the student lives.

**Plan of Study:** Students beginning the program will be required to take Utilizing Resources and Critical Thinking in their first semester. These courses will provide the incoming RN to BSN student a foundation for success in the program. Recommended course load for students employed full time is six hours or less. Students who are employed full time and are considering taking a course load greater than the recommended six credits must obtain faculty approval.

**Retention** in the BSN program requires that students receive a minimum grade of “C” (70.0). Students must assume responsibility for monitoring their own progress throughout the semester. If the student is having difficulty, it is her/his responsibility to seek help from the nursing faculty or their advisor. Students must receive a passing grade in their practicum regardless of the didactic grade to continue in the program.

### **General Education and Other Course Requirements for this Major**

#### **General Education Supporting Coursework Credits**

BIOL 254/256 Anatomy & Physiology I & lab 4

BIOL 255/257 Anatomy & Physiology II & lab 4

MATH 321 Statistics 3

PSY 102 General Psychology 3

#### **Other Requirements**

50 credits of upper division courses are required (6 credits outside of major). At least 12 credit hours must come from Writing Intensive courses and 3 credits from Service Learning.

#### **Upper Division Nursing Core Courses**

NUR 325 Health Assessment 4

NUR 332 Nursing Research 3

NUR 336 Pathophysiology for Nurses 3

NUR 401 Gerontological Nursing 4  
NUR 406 Critical Thinking in Professional Nursing 3  
NUR 407 Leadership Roles 3  
NUR 408 Issues in Professional Nursing 3  
NUR 415 Health Care Policy I 2  
NUR 416 Health Care Policy II 2  
NUR 429 Utilizing Resources 3  
NUR 447 Community Health Theory 3  
NUR 481 Community Health Practicum 3  
Total Upper Division Core 36

### **Nursing Electives**

Minimum of 2 credit hours required. Options are listed below.

NUR 304 Integrating Complementary and  
Alternative Medicine into Nursing Practice 2  
NUR 432 Nursing Informatics 2  
NUR 470 Nursing Organization and Management 3

### **NURSING COURSE DESCRIPTIONS**

**Nursing 304 Integrating Complementary and Alternative Medicine into Nursing Practice**  
Historical uses, current uses and research literature will be analyzed as they pertain to Complementary and Alternative medicine (CAM) practices. Emphasis will be on integrating evidence-based practice into the nursing role. **Prerequisites: ENGL 102 and Admission to the RN to BSN Program. (2)**

**Nursing 325 Health Assessment** Holistic assessment techniques for clients of all ages; includes interviewing techniques to obtain history and cultural beliefs and preferences, and physical exam techniques; emphasis is on identification of abnormal findings and accurate documentation; includes practicum experience. Writing Intensive. **Prerequisites: ENGL 102 and Admission to the RN to BSN Program. (4)**

**Nursing 332 Nursing Research** Introduction to concepts and issues in nursing research. Emphasis in this course is on the research process, research designs, reading and critiquing research, and research utilization. Writing Intensive. **Prerequisites: ENGL 102, Math 321, and Admission to the RN to BSN program. (3)**

**Nursing 336 Pathophysiology for Nurses** The study of complex human disease processes, along with appropriate nursing assessments and care strategies. **Prerequisites: BIO 255/257, ENGL 102, and Admission to the RN to BSN program. (3)**

**Nursing 401 Gerontological Nursing** Course focus is on development of knowledge and skills necessary to provide 'best practice' care for older adults and their families. Includes a service-learning component. **Prerequisite: Admission to the RN to BSN program. (4)**

**Nursing 406 Critical Thinking in Professional Nursing** Strategies designed to enhance critical thinking and analysis skills of the professional nurse. The student will explore the relationship between theory, clinical judgment, and caring. Writing Intensive. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (3)**

**Nursing 407 Leadership Roles** Organization, management, leadership and change as they relate to healthcare systems/settings at the unit level. Emphasis on the growth of the professional role as manager of care; includes the critical examination into management and leadership roles, collaboration, impact of culture on institutional structure, development of teams and interdisciplinary approaches to care, budgeting and finance role development, change process and development of a professional philosophy, in addition to the ethical issues in management. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (3)**

**Nursing 408 Issues in Professional Nursing** Theoretical presentation of issues and trends that impact the nursing profession. Emphasis is placed upon the analysis of current literature surrounding selected topics. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (3)**

**Nursing 415 Health Care Policy I** Evaluation of power, politics and health policy; exploration of professional nursing roles in health policy development; includes an advocacy component. **Prerequisites: ENGL 102, NUR 332, and Admission to the RN to BSN program. (2)**

**Nursing 416 Health Care Policy II** Evaluation of global health policy. Examination of common ethical dilemmas and legal issues encountered in professional nursing. **Prerequisites: ENGL 102, NUR 332, and Admission to the RN to BSN program. (2)**

**Nursing 429 Utilizing Resources** Builds an academic and technical foundation for RN students who will be completing their BSN coursework at a distance using online platforms. Emphasis on the development of a learning community that supports and facilitates the participation of all members of the course. Introduction to critical thinking, effective written discussions (WEB),



and access to library/data resources as they apply to changing nursing practice. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (3)**

**Nursing 432 Nursing Informatics** Use of information management and computers in a variety of health care applications, including hospital information system and patient record systems. The internet will be discussed as a source of health care information. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (2)**

**NUR 447. Community Health Theory.** Theoretical study of nursing care for communities and vulnerable populations. Covers principles of epidemiology, public health, environmental health, grant writing and community nursing roles. Writing Intensive. Prerequisites: ENGL 102, NUR 332, 405, and Admission to the RN to BSN program. (3)

**NUR 481. Community Health Practicum.** Clinical practicum supporting the study of nursing care for communities and vulnerable populations. Focuses on public health principles, performance of a community needs assessment and completion of a capstone project that addresses vulnerability of a specific population. **Prerequisites: RN Licensure, Liability Insurance, ENGL 102, and NUR 447. (3)**

**Nursing 470 Nursing Organization and Management** Classical and contemporary theories of organizational behavior in the health care setting on a macro level. Leadership theories and development of a personal philosophy of leadership in nursing. **Prerequisites: ENGL 102 and Admission to the RN to BSN program. (3)**

## **GUIDELINES FOR STUDENTS IN THE BSN PROGRAM**

### **Responsibilities of the Student**

Students are required to pay all tuition and fees when they are due. Students having financial problems must see the WNMU Financial Aid Officer.

Students requiring special needs accommodation should register at the special needs office.

Students in the nursing program are expected to buy their own supplies, including stethoscope and protective eyewear, as indicated by clinical setting. Students are also expected to purchase and maintain individual malpractice insurance while in the RN to BSN program.

The Western New Mexico University policies on academic honesty and student codes of conduct specified in the WNMU Catalog and WNMU Student guidelines apply to students in the nursing program. Students will be expected to abide by these policies and by all regulations established by the university. <http://www.wnmu.edu/old/duen/integ.shtml>

As the nursing courses are online, it is the responsibility of the student to familiarize themselves with all aspects of the online course. Students need to post assignments in appropriate places, and check and reply to email and discussion boards at least weekly. Students are responsible for knowing and following the course timeline, including all assignment due dates, and exam due dates. **All assignments, discussions and exams are due on Mountain Time. This is the time zone for New Mexico which is the location of the university.** If a student is not clear about the use of the online program, she/he should contact the instructor to make arrangements for tutoring in the use of online platforms.

Students must follow time guidelines for all assignments, and be on time for all clinical placements. Persistent tardiness and/or absences constitute grounds for course failure.

Failure to complete online exams during the time period allotted will result in a grade of zero for that exam. Exception will be made and a make-up exam will be offered if the student has a reasonable excuse for not taking the exam during the regular time period and has contacted the instructor in a timely manner. Illnesses will require a signed note from the student's health provider. Five points (or 5% of the grade) will be deducted for each day an assignment is late. Papers turned in 5 calendar days after the due date will be accorded a grade of "0". If extenuating circumstances are present, the student should contact her/his instructor for guidance.

All assigned and extra credit work must be turned in before the first day of finals week.

Students are responsible for their own transportation and lodging for out of town clinical rotations, practicum, or field trips.

### **Incomplete Grade**

The RN to BSN program follows the university's incomplete grade guidelines. It is the responsibility of the student to contact faculty to request a grade of "I" and develop a plan to complete coursework. Students may not request an incomplete if they are failing (F) a course.

### **Service Learning**

Service Learning at WNMU engages students in structured community service activities and guided reflection as a part of the academic curriculum. Service learning gives students real-world experiences to enhance their learning while helping to address community needs and foster civic engagement through volunteerism. The components of service learning at WNMU are: 1) intentional and meaningful connections to curriculum, 2) student reflection through thinking, talking and writing about experiences, 3) building and sustaining community partnerships, 4) assessment used to ensure that both learning outcomes and contributions to the community are meaningful. Students in the RN to BSN program are expected to follow service learning guidelines within the course syllabus.

## **Attendance**

Attendance is important and is tracked in online courses within the learning management system faculty tracking mechanisms. Absences from arranged practicum hours require that the community agency/preceptor be notified at least one hour prior to the absence. Any missed practicum hours must be rescheduled with the community preceptor.

## **Appearance**

Professional dress is expected for all community contacts during the BSN program. Chewing gum, tobacco and foul language are not permitted while engaged in public contact related to coursework.

## **Student Health**

WNMU 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 accidents that occur while in the practicum setting must be reported immediately to the instructor.

Abuse of drugs and/or alcohol is grounds for dismissal from the program. Students who appear to be impaired while engaged in public contact related to coursework can be asked to submit to a drug or alcohol test at their own expense. Students who refuse to submit to testing will be sent home by their community preceptor. The preceptor will notify the faculty of the incident.

Proof of immunity (vaccination or titer) to rubella (German Measles), rubeola (measles), and varicella (Chicken pox). Immunization, titer, or declination of Hepatitis B. Tdap immunization (documented within last ten years) must be submitted and up to date prior to entering the program. Students must submit proof of immunity or immunization to rubella. Students born after 1956 should have proof of a rubeola vaccination or immunity. In addition, all students must have evidence of a negative tuberculin skin test or chest x-ray within 6 months prior to admission.

CPR certification and TB skin test must be renewed on a yearly basis. Students are encouraged to be immunized for Hepatitis B and annually for influenza.

## **Needlestick Policy**

Students sustaining a needlestick injury and/or percutaneous or mucous membrane exposure to blood and bodily fluid should:

- Report the incident to the faculty immediately.
- Complete an Incident Report form for the facility and WNMU School of Nursing.

- Report the incident to the infection control nurse at the facility.
- If the patient agrees to be tested and the necessary provider's order is obtained, blood work can be drawn from the patient.
- If the patient refuses to have the necessary lab tests run, the student is to report to the Public Health Department for laboratory work.
- The student will have lab work drawn at the time of injury, with follow-up labs to be done according to the latest CDC guidelines. The student is responsible for setting up a schedule with the staff at the Health Department. Lab tests will include screening for hepatitis and HIV.

Evaluation and management of exposure will follow the latest CDC guidelines for exposures.

### **STUDENT RETENTION AND PROGRESSION**

- 1) Students enrolled in the BSN program must complete supporting coursework and upper division nursing courses with a "C" or better.
- 2) If a student fails an 8 week course taken the first half of the semester, the student may continue on for the remainder of the semester in whatever other courses they are presently enrolled in. Then with the following semester they **MUST** retake and pass the failed course before being allowed to continue on in the program.
- 3) A student who has failed two courses (either different or same course) will be ineligible for readmission to WNMU RN to BSN program.
- 4) The criteria for passing practicum components are included in the evaluation tool for each nursing course. Students will be evaluated at mid-course and again just prior to completion of the course.

### **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.

## **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 Chair find the information to be in violation of this policy, it may lead to probation, suspension, or dismissal from the nursing program.

## **APA STYLE GUIDELINES FOR NURSING PAPERS**

Nursing students should use the most current APA edition and guidelines for all written work unless specified in the guidelines for the paper.

### **PLAGIARISM**

The nursing student does not present the work of another (student or author) as if it were his or her own work. This can extend to ideas as well as written words. Quotation marks should be used to indicate the exact words of another. *Each time* you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text. Bear in mind that plagiarism is academic dishonesty and students can be dismissed from the program for it. Student work can be assessed by the faculty for plagiarism by using the learning management system “Turnitin”.

If a student struggles with writing skills (APA and the concept of plagiarism) and this results in a poor grade (C or less) and does not have significant improvement with the next assignment after faculty comments: The student will be directed to obtain tutoring through the university’s tutoring program, Smarthinking. A contract will be signed to such agreement which indicates the student provides proof throughout the following semester of accessing and submitting written work to tutor. If the student does not agree to obtain tutoring, progression through the RN to BSN program will cease until student can demonstrate adequate writing skills (i.e. APA format).

### **GRADING SCALE**

A 90 – 100

B 89 - 80

C 79 - 70

D 69 - 60

F 59 and below

Again, it is necessary to obtain a grade of “C” or better to remain in all core and supporting courses, maintain progress and remain in the BSN program. The School of Nursing will not round off any score.

### **Guidelines for letter grades:**

**A**

All work is turned in on time.

Demonstrates exemplary evidence of critical thinking

Detailed discussions that include clear examples/explanation.

Little or no problem with grammar, spelling and/or organization.

Excellent use of APA format where appropriate

## **B**

All work is turned in on time.

Oral and written work is above average for undergraduate school.

Demonstrates above average evidence of critical thinking

Minor problems are noted with grammar, spelling and/or organization.

APA format used correctly the majority of the time (where appropriate).

## **C**

Demonstrates minimal evidence of critical thinking

Major problems noted with grammar, spelling, and/or organization.

Inconsistent use of APA format.

## **D**

Lacks evidence of critical thinking (unacceptable)

Poor editing of written work or lack of preparation for oral presentations.

Poor and inconsistent use of APA format.

**Much of the coursework in the BSN program is written. It is highly recommended that students use the WNMU Smarthinking to have their papers reviewed and receive assistance with improving their writing skills.**

## **TRANSFER POLICY**

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 Admissions Officer and the School of Nursing Chair. A grade of "C" or better is required for transfer of credit.

Students wishing to transfer may be asked to submit a catalog or course description 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.

Any student wishing to transfer to WNMU should review the academic regulations regarding transfer credit in the University catalog.

## **DISMISSAL POLICY**

In addition to those conditions described elsewhere in these guidelines, any of the following or a combination of the following are grounds for dismissal from the BSN program: Performance in the clinical agency which could jeopardize the client including:

- **Physical Hazard:** Any action or inaction on the part of the student, which threatens the patient's physical well-being. The critical elements for concluding that the student has caused a physical hazard will depend on the situation as judged by the instructor, in conjunction with the clinical preceptor (when one is involved), and the instructor'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.
- **Emotional Hazard:** Any action on the part of the student, which threatens the patient'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, in conjunction with the clinical preceptor, which create emotional distress to the student's patients. Documentation is the responsibility of the instructor.
- **Failure to maintain client confidentiality:** Students must comply with Health Insurance Portability and Accountability Act (HIPAA) standards within each clinical facility. These standards for security, privacy and confidentiality apply to paper documents, electronic documents, information systems and verbal communications. Students will be cited and summarily dismissed from the program for failure to maintain client confidentiality. Violations may include, but are not limited to:

Username/Password/Log-on sharing

Accessing a record of a patient and/or verbally communicating information about a patient without a legitimate reason.

Releasing, disclosing or sending patient data without proper permission or authorization.

Releasing data for personal gain.

Destroying or falsely altering data intentionally



Releasing data with the intent to alter any personal or associated outcome, or to harm any individual or the organization.

Inappropriate use of systems resources with knowledge and intent to cause corruption of data or network systems.

Accessing his/ her own medical records information or those of relative and taking inappropriate actions as a result of this access.

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)

**Unacceptable behavior including:** Behavior that is contrary to the philosophy of the University, the nursing program and/or the clinical agency. This includes any of the above listed behaviors, exceeding the proper scope of practice, cheating, plagiarism, academic dishonesty, and failure to maintain ethical standards, legal standards and client confidentiality.

- Violation of codes of conduct specified in these guidelines, the WNMU catalog or student handbook.

If a student violates one of the above areas of concern, he/she will receive an "F" for the course or will be dropped from the course. Appeal of such action shall be provided under the Student Academic Complaints in the WNMU Student Guidelines. Students who are dismissed from the program for jeopardizing the client or for unacceptable behavior 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 Guidelines.

## **STUDENT ACADEMIC COMPLAINTS PROCEDURE**

### **Complaints Involving:**

- Assignment of Grades (after verification of grade with registrar's office)
- Professional Conduct
- Allegations of Discrimination

1. Students shall state complaint in writing to the instructor within 30 university working days of receiving the grade 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, the Vice President for Academic Affairs, and the 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 5 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 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 to the degree possible under the circumstances.

3. Should the matter not be resolved via steps 1 and 2, the student shall within 5 days of receiving the School of Nursing Chair's response, submit a written request for a hearing to the Student Appeals Committee Chairperson. Copies shall be provided to the Vice President for Student Affairs, Vice President for Academic Affairs, and the Affirmative Action Officer, if appropriate.

4. The chairperson of the Appeals Committee will notify all parties in writing of the date, time and place of the hearing, giving the student and the professor at least 24 hours notice and the opportunity to request an alternate meeting date. The procedure to be followed during the hearing should be established by the members of the Appeals Committee in accordance with due process procedures and explained in writing to both parties in advance of the hearing. It should be the responsibility of the Vice President for Student Affairs to provide copies of all the correspondence to the members of the Appeals Committee.

The recommendations of the Appeals Committee will be the final action of the Student Academic Complaint process. Copies of this recommendation will be sent to all the parties involved.

**NOTE:** This policy is the same as the policy in the WNMU Student Guidelines.

**Scope of Practice** – Students in the BSN program will function within the scope of practice outlined by the NM State Practice Act.

## **PROGRAM EVALUATION**

I. Faculty members will meet each semester to review all courses required of nursing students. Data from student evaluations will be reviewed.

II. Course evaluation forms submitted by students will be available to Nursing faculty. A summary of student comments and suggestions are utilized to revise course content. Changes in course sequence, teaching methods, required courses and prerequisite courses will be discussed by faculty in May of each year. Data needed for the meeting will be presented by the Chair. Information on the evaluation process will be submitted to the Vice President for Academic Affairs.

A. Students will be asked to submit information on clinical/practicum learning. This information will be used to evaluate and revise plans for clinical/practicum experience.

B. Information on library and audiovisual resources will provide data for future acquisition of materials. The Chair will set a meeting for collaboration between library personnel and nursing faculty.

C. Review of course evaluation forms will be done at the end of each semester and/or summer session. Specific course revisions will be implemented before the course is presented again.

D. The director of the program will be responsible for collecting and summarizing the data necessary for curriculum revision. All revisions will be submitted to university committees and the Board of Nursing.

### **STUDENT CLINICAL ERROR 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 mistakes can and do occur.

In order to ensure client safety and as a result of an increasingly litigious society, the faculty has 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 error occurs.

When a student or licensed personnel recognizes that an error has been made, it is the student's responsibility to report the error immediately to the BSN nursing faculty, community agency and to follow liability insurance and community agency protocol. An incident report will be filled out and filed with the community agency according to agency policy.

Failure to complete the steps outlined within 10 class days will result in suspension of the student from the community setting, and may result in dismissal from the program.

## **RELEASE AND WAIVER**

I hereby grant to Western New Mexico University, its successors, licensees, affiliates, agents, and assignees, the right to photograph me and to make audio and video recordings of me, and to use such photographs and recordings in University publications, including the University's website.

Signature:

Please print name:

Date:

### **Licensure as a Registered Nurse**

The BSN student will maintain a current RN license while enrolled in the BSN program.

\_\_\_\_\_ **I have read the Student Guidelines for the BSN Nursing Program and agree to abide by these guidelines.**

Student Signature

Date

This statement will be filed in the student's permanent record.