

**SOUTHEAST NEW MEXICO COLLEGE
NURSING PROGRAM**



PROGRAM HANDBOOK

Academic Year 2024-2025

DISCLAIMER STATEMENT

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

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

Policies and procedures specific to the Nursing Program are outlined in the Program Handbook. Students are also responsible for knowing information contained in their syllabi regarding course specific policies and procedures. Changes and updated communication is provided to students via the learning management system, *Canvas* and/or through their SENMC e-mail.

SENMC nursing program licensure examination pass rates, and completion rates are available upon request in the nursing office and at <https://senmc.edu/academic-departments/nursing.html>

All resources utilized by the program (i.e. text, software, etc.) are considered archival if they are older than five (5) years.

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PROGRAM OVERVIEW

1.1 DESCRIPTION

The nursing curriculum of Southeast New Mexico College offers a career mobility format which prepares students for beginning nursing practice in a variety of health care settings. The nursing program is approved by the New Mexico State Board of Nursing; and in addition, the associate degree program at Southeast New Mexico College has been accredited by the Accreditation Commission for Education in Nursing (ACEN) since 1990.

Two exit options are available to the student. Upon completion of the first option, the student earns a certificate in Practical Nursing and is eligible to write the National Council Licensure Exam which leads to licensure as a Practical Nurse. In the second option, the student earns an Associate Degree in Nursing and is eligible to write the National Council Licensure Exam which leads to licensure as a registered nurse.

Nursing offers mobility, flexibility, and numerous opportunities throughout the United States. The graduate of either program is provided with a sound basis for entry into practice at the appropriate level. Some examples of opportunities available in nursing are acute care hospitals, physician's offices, clinics, long term care settings, health departments, home health care agencies, and hospice care units.

ACCREDITATION

The associate degree program at Southeast New Mexico College is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

ACEN

3390 Peachtree Road, NE, Suite 1400

Atlanta, GA 30326

Telephone: 404-975-5000

Fax: 404-975-5020

<http://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree program completed in February, 2019, with recommended continuing accreditation. The next evaluation will be scheduled for Spring 2027.

View the public information disclosed by the ACEN regarding this program at:

[Search Programs \(acenursing.org\)](http://www.acenursing.org/)

LEGAL LIMITATIONS OF LICENSURE

State laws regulate the practice of nursing. Questions concerning licensure in a specific state should be directed to the state's Board of Nursing.

The New Mexico State Board of Nursing address and phone number are as follows:

New Mexico State Board of Nursing

6301 Indian School NE Suite 710

Albuquerque, NM 87110

Phone: (505) 841-8340

Fax: (505) 841-8347

Web Site: <https://bon.nm.gov/>

1.2 VISION, MISSION AND VALUES

College Vision: Building bridges to a better life through education.

College Mission: The mission of SENMC is to provide educational programs, training, and services that best serve our diverse students, communities, and industry.

Nursing Program Mission: Our mission is to prepare graduate nurses who are life-long learners and as members of an interdisciplinary health care team, use clinical judgment to provide caring, safe, evidence-based, client-centered care to promote quality of life.

Core Values: Southeast New Mexico College is committed to and demonstrates:

- **P--**Persistence
- **R--** Resilience, respect, and resourcefulness
- **I--**Inclusion and integrity
- **D--**Diversity
- **E--**Excellence

1.3 PROGRAM FACULTY AND STAFF

Director:

Dianne Hardin, MSN, RN
Office: 465

Professor of Nursing
Telephone: 575-234-9305

Full-Time Faculty:

Gina Zuniga, MSN, RN, CNE
Office: 455

Professor of Nursing
Telephone: 575-234-9458

Jessica Johnson, MSN, RN
Office: 452

Assistant Instructor of Nursing
Telephone: 575-234-9307

Audrie Rayroux, BSN, RN
Office: 451

Instructor of Nursing
Telephone: 575-234-9379

Kina Chavez, BSN, RN
Office: 453

Instructor of Nursing
Telephone: 575-234-9309

Arlene Nieto, BSN, RN
Office: 457

Instructor of Nursing
Telephone: 575-234-9312

Rebecca Jones, BSN, RN
Office: 451

Instructor of Nursing
Telephone: 575-234-9288

Laurie Galvan, MSN, RN
Office: 456

Assistant Instructor of Nursing
Telephone: 575-234-9313

Annabel Sanchez

Administrative Assistant
Telephone: 575-234-9308

Adjunct Faculty:

Anna Ongaga, BSN, RN
Lacey Perkins, RN

Adjunct Clinical Instructor
Adjunct Clinical Instructor

President:

Dr. Kevin Beardmore, Ed.D. Telephone: 575-234-9210

Vice President Academic Affairs:

Dr. Effrosyni Seitaridou Telephone: 575-234-9215

Vice President for Student Services:

Ms. Juanita Garcia Telephone: 575-234-9220

Vice President for Business & Finance:

Dr. Karla Volpi, PhD. Telephone: 575-234-9216

1.4 PROGRAM LEARNING OUTCOMES

1.4.1 PRACTICAL NURSING OUTCOMES

The graduate of the practical nursing certificate program will be able to:

1. Under the direction of the Registered Nurse, function as a member of the interdisciplinary team to provide safe, quality care to diverse clients.
2. Collaborate effectively through verbal, nonverbal and technological means with individuals, families and the interdisciplinary team.
3. Adhere to standards of practice within legal, ethical, and regulatory frameworks for the licensed practical nurse.
4. Demonstrate behavior that reflects the values and ethics of the licensed practical nurse.

1.4.2 ASSOCIATE DEGREE LEARNING OUTCOMES

The associate degree graduate will be able to:

1. Utilize the nursing process, clinical judgment, evidenced based information and knowledge from the arts and sciences to provide safe client centered care.
2. Coordinate and collaborate effectively through verbal, nonverbal, and technological means with individuals, families and the interdisciplinary team.
3. Integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
4. Apply the principles of delegation, management and leadership in providing client centered care.
5. Participate in activities that promote professional development and personal growth.

1.5 CURRICULUM PLANS

See Appendix B for curriculum plan and estimate of costs for the Practical Nursing Certificate Program. See Appendix C for the curriculum plan and estimate of costs for the Associate Degree in Nursing Program.

COVID-19 Statement

COVID-19 has been circulating among humans for more than four years, and during that time we have learned much about the virus and how it is transmitted. This knowledge allows us to better understand how to protect ourselves and our community.

Transmission of COVID-19 happens primarily person-to-person, through droplets that are created when people talk, cough, sneeze, or engage in similar activities that cause particles from the lungs to be expelled through the nose and mouth.

It is important to know that people who are infected with COVID-19 are contagious **before** they show symptoms, and some people **never show symptoms at all**. Because of this, the best advice is to treat everyone, even yourself, as if they are contagious with COVID-19. The simple precautions below can help reduce the chances of infection.

- Maintain distance of at least 6 feet between yourself and others to limit the chance of breathing any droplets that contain COVID-19.
- Avoid touching people, including shaking hands, hugging, and other forms of contact.
- Wear a face covering as instructed or required provide a barrier to COVID-19 transmission.
- Wash your hands frequently following WHO guidelines to kill viruses on your hands.
- Avoid touching your face. Your hands touch many surfaces and can pick up viruses. Touching your face provides a route through which the virus can infect you.

Special precautions are required for students and faculty in clinical and other programs (such as nursing and allied health programs). These precautions are unique to each program and are guided by the program's accreditation or governing authority, as well as medical and public health guidance. The college will provide oversight of these arrangements as appropriate.

SENMC Nursing Program

COVID-19 vaccinations are required by most clinical sites. It is strongly recommended that you complete the series of vaccines and booster (if indicated). Any pharmacy can provide the vaccines free of charge. If the clinical site requires students to be vaccinated, we must follow their policy. Exemptions are not guaranteed to be accepted. Clinical is required to complete the program and there are no guarantees for make-up or alternate sites, therefore, by not choosing to be vaccinated, you might be risking the ability to complete the program. Masks are required at all clinical sites and may be required for classroom and labs if indicated.

If you are not vaccinated, an approved exemption (forms available in the nursing office) will be required prior to attending clinicals. It is the students' responsibility to provide this information to the nursing director and administrative assistant.

GENERAL ACADEMIC POLICIES

2.1 ACADEMIC MISCONDUCT/ACADEMIC DISHONESTY

ACADEMIC INTEGRITY STATEMENT (*rules about cheating, plagiarism, or sharing work*)

Students must comply with the Student Academic Code of Conduct of SENMC. Cheating, assisting to cheat, and plagiarism may result in a failing grade in the course and further disciplinary sanctions as described in Section F, in the Student Code of Conduct Administrative Rules and Procedures at: [SENMC Policies](#)

CHEATING AND PLAGIARISM POLICY

SENMC takes cheating and plagiarism seriously and may affect your academic status. Please refer to the [SENMC Policies](#) for details.

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
2. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, other material as one's own work when such work has been prepared by another person or copied from another person;
3. Unauthorized possession of examinations, reserve library materials, laboratory materials, assistive technology or other course-related materials;
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;
5. Nondisclosure or misrepresentation in filling out applications or other records in, or for, academic departments or colleges.
6. Fabricating or altering information or data and presenting it as legitimate. These offenses could result in failure of the course.

2.2 CHANNELS OF COMMUNICATION

1. Individual student problems must be discussed first with the instructor of the class in which the student is registered.
2. If the problem concerns the clinical experience of the student, the clinical instructor(s) must be consulted first.
3. If further assistance is needed, the student and instructor(s) will meet with the Director of the Nursing Program.

2.3 NON-DISCRIMINATION POLICY

SENMC is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational program or activities and employment, as required by applicable laws and regulations. Please see the *SENMC Catalog* as well as the [SENMC Policies](#) for additional information.

2.4 STUDENTS WITH DISABILITIES

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) cover issues relating to disability and accommodations. If a student has questions or needs a compromise in the classroom (all medical information is treated confidentially), contact:

Raven Anderson, Academic Success Coach | randerson@senmc.edu or by visiting the Learning Assistance Center, room 263C, 2nd floor).

Phone: 575-234-9321

email: accessibilityservices@senmc.edu

SENMC website: <https://my.senmc.edu>

SENMC policy prohibits discrimination based on age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation, and protected veterans' status. Furthermore, Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation.

For more information on discrimination issues, Title IX, or SENMC's complaint process, contact the SENMC College Title IX Deputy Coordinator for all non-employment and employment-related inquiries and complaints concerning discriminatory actions and sexual harassment against students campus.

Juanita Garcia, Title IX Deputy Coordinator

Phone: 575.234.9220

Email: jgarcia@senmc.edu

Inquiries about the laws and compliance may also be directed to the Office for Civil Rights, United States Department of Education.

Phone: 800-421-3481

email: ocr@ed.gov

U.S. Department of Education

2.5 SUGGESTIONS AND COMPLAINTS

Suggestion: A suggestion is defined as an informal, constructive recommendation made to the nursing program at times of evaluations (written or verbal) which will assist the program to improve upon instruction curriculum, teaching, policies, etc. Students are encouraged to provide suggestions either verbally to the program faculty or director or in written form.

Complaints: A complaint is defined as an expression of dissatisfaction about something or someone and is the cause or subject of protest. It is a formal allegation against a party or institution usually expressed in a written, signed statement.

1. **Formal** – a formal complaint is defined as a written, signed, and dated, formalized grievance following the Southeast New Mexico College policies and procedures outlined in the [SENMC Policies](#)

2. **Informal** – an informal complaint is defined as a complaint which can be resolved on an informal basis through mediation, a letter to the professor, a telephone call, or some other resolution amenable to the student and institution.

2.6 GRIEVANCES

Students who wish to formally appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the SENMC Student Handbook. It is recommended the student exhaust informal procedures before enacting the formal appeal process. This begins with discussing the issue/concern with the individual faculty member.

Southeast New Mexico College (SENMC) is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a [Complaint Form](#) must be completed. After you complete the complaint form, it is reviewed by the Office of Student Services and forwarded to the appropriate administrative official based on the subject matter.

Depending on the subject matter, students will be required to file an academic or non-academic grievance in accordance with SENMC policy and the SENMC Student Code of Conduct. [Student Complaints and Grievances \(senmc.edu\)](#)

The VPSS Office will monitor the activity and maintain the student complaint log. The student complaint log will contain the following information:

1. Requirement that the students with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution.
2. A time frame within which the institution will investigate and respond to the complaint.
3. Assurance that the representative of the institution investigating or addressing the complaint will serve as an impartial representative and is not directly involved in the subject matter to which the complaint is related.
4. Assurance that no adverse action will be taken against the complainant for registering the complaint
5. Identification of the higher education department as the agency to be contacted in cases where a complaint cannot be resolved and include the mailing address, website, and phone number for the department.

2.7 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Students at SENMC are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA affords students certain rights with respect to their education records (see *SENMC Catalog* for the FERPA student rights). The Nursing Program maintains records of all communication from the Nursing faculty to the student, such as (but not limited to):

- Counseling forms for academic and nonacademic occurrences related to the student's performance in the Nursing Program
- Clinical clearance documentation including drug screening, background check information and shot records
- Samples of graded student work from each level

- Admission applications for students admitted into the program
- Advising records including star audits, substitution waiver forms, add/drop slips and withdrawal slips

SENMC follows the policy relative to the release of student information. The following directory information on students will be released without a signed authorization from the student: name, address, and telephone number, date of birth, level of education, academic major and degree received. It is the responsibility of the student to inform the Admissions and Records Office that any or all of the above information shall not be released. This request shall be filed in writing with the Admissions and Records Office. The FERPA prohibits the disclosure of any information of the student regarding social security number, class schedules, grades, etc., to any person, unless the person has a written release signed by the student. (Note: Including the parents of an adult student). Please see the [SENMC Policies](#) for additional information.

2.8 SCHEDULE MODIFICATION

Information in the class calendar is accurate at press time. If, or when changes are made (cancellations, adds, time-date changes, etc.), the changes will be available via *Canvas* postings, verbal announcements, etc. Students are urged to check *Canvas* frequently for changes provided to students

2.9 TECHNOLOGIC REQUIREMENTS FOR ALL NURSING COURSES POLICY

Microsoft Word (.doc, docx, or .rtf) is the required word processing format for written assignments submitted through *Canvas*. Basic computer literacy skills are recommended for program entry. Each student will need e-mail and internet access. Several of the nursing courses have web enhancements. In addition, program notices will be sent via *Canvas*. It is the student's responsibility to check *Canvas* daily. The nursing student resource room located inside the nursing lab, has computers for nursing student use. In addition, the Library has designated computers for use by Nursing Students with all the required software and several supportive programs. Support for students utilizing *Canvas*, including how to log in and navigate within *Canvas* is available through the Learning Technology Center.

2.10 STUDENT SERVICES

Please see the *senmc.edu website* for additional information on the following: Financial Aid; Withdrawing or Change in Class Schedule; Other Services, *as listed*.

2.10.1 Business Office

Student accounts, financial aid disbursements, mailboxes for faculty and staff, and student IDs are handled in the business office. A deferred payment plan is available for most students to help with payment of tuition and fees.

Location: Room 108, main building

Office Hours: Monday through Thursday, 8:00 a.m.-6:00 p.m. and Friday, 8:00 a.m.-12:00 p.m.

Contact: Vice President of Business and Finance, 234-9200

2.10.2 COUNSELING AND STUDENT DEVELOPMENT CENTER

Academic advising, recruitment, career and job placement services, special needs services, student development, and distance education are available through the Counseling and Student Development Center located on campus. In addition, the CSDC assists in the identification and interventions to assist students who are at risk as recognized through Navigate system.

2.10.3 FINANCIAL AID

The nursing faculty at SENMC, realize nursing education is more costly due to medical equipment, clinical travel and placement, etc. Please refer to the section on estimated costs of the Licensed Practical Nurse and Associate Degree Nursing options. To assist with these increased costs, nursing students are eligible for additional degree specific scholarships; The office of student financial aid and scholarships provides student entrance and exit counseling. SENMC scholarship applications and the Free Application for Federal Student Aid (FAFSA) may be picked up in the Financial Aid Office or by going online. For additional financial assistance and information, and university financial aid policies, please contact the Financial Aid office.

2.11 HEALTH CARE COST

A student may become ill, injured, or exposed to infectious or communicable diseases while engaged in clinical or laboratory practice activities. Illness, injury, or exposure to disease may require, but may not be limited to: counseling, prophylactic intervention, diagnostic procedures, and /or follow-up treatment. ***IMPORTANT: SENMC, the nursing program and affiliated clinical agencies are not liable for health care costs associated with the student's illness or injury resulting from clinical or laboratory practice.***

2.12 SMOKING

Students may not smoke in the classroom, skills laboratory, or at any time during clinical or lab assignments. This includes electronic and/or e-cigarettes.

Smoking of tobacco products is prohibited in all SENMC buildings within 25 feet of entrances or exits as well as in SENMC official vehicles. This includes the following:

- All enclosed building and facilities including classrooms, offices, food service venues and lavatories.
- Within 25 feet of building entrances and exits and fresh air intake grills unless it is a specially designated smoking area.
- Partially or fully enclosed walkways, corridors, and elevators.
- Vehicles owned, leased or rented by SENMC.
- Within 50 feet of any area where flammable materials are handled or stored or where other significant fire hazard may exist.
- Indoor college or program sponsored or designated events.

Students emitting a strong odor of smoke, whether in the classroom or in the clinical/lab setting may be sent home to change clothing/uniform.

2.13 EMERGENCY TELEPHONE CALLS, PHONE CALLS, MESSAGES, AND CELL PHONES

A family member needing to contact you in an emergency may call the nursing office at 575-234-9300. All cell phones must be turned off or in the vibration mode during class, clinical, and lab. Any ring tones occurring during these times will result in the owner/student being dismissed from the class until the next break occurs.

It is imperative the Nursing Office and the Office of Student Services be kept advised of any changes in the nursing student's address, e-mail, and/or telephone number. Failure to do so may prolong the student's receipt of grades, transcripts, or communication.

2.14 PURCHASING TEXTBOOKS AND SUPPLIES

A textbook list and how to purchase flyer will be included in your acceptance packet. The textbooks will be available for purchase through the vendor at a discounted price, or available for purchase at the SENMC bookstore. The textbooks will all be e-books with the option to buy a hardcopy book at a discounted price. All books and required resources will be in a bundle pack with a single ISBN. The bookstore will also offer a student line of credit to help you; If financial aid is used for books, you will have to purchase your books through the bookstore.

Students who wish to charge books and supplies may do so when authorized. Departments handling a program will issue authorization slips:

- Business Office – DVR/Employer/Schools
- Counseling & Student Development Center – WIA/AMP
- Financial Aid Office – Student financial aid (grants, loans, & scholarships)

2.15 INCLEMENT WEATHER

If a decision to close campus or delay start is made due to inclement weather, the university will notify the SENMC email system and the notification will be made early in the morning. The information will be broadcast on all regional television and radio stations.

2.16 EMERGENCY EVACUATION PLAN

If a situation develops in your classroom or work area that would require evacuation to ensure the safety of others, immediately pull the fire alarm. Dispatch a responsible individual to call Emergency Services of Carlsbad by dialing 9-911 from an office or classroom phone or personal cell phone.

If the fire alarm is activated for any emergency situation, it is the responsibility of each instructor to assure that their class reaches safety and to keep the class clear of the building until the Carlsbad Police and Fire Departments determine it is safe to return to the building. The same holds true for staff that may have students in their work areas when the alarm is sounded. The fire alarms for the buildings work independently of each other, so the alarm will only sound in the building that you are in.

To ensure the safety of students, please follow these steps:

1. Turn off gas and water in lab areas.
2. Turn off electrical equipment in classrooms or work areas.
3. Check classroom or work area for any suspicious objects (do not touch) in case of bomb threat.
4. Close all windows before leaving and close doors behind you as you leave. Instruct students to take all personal items with them.
5. Instruct people in your work area or classrooms where the nearest outside exits are located. (Do not exit to the central courtyard or use the elevator).
Maps are located in classrooms and work areas.
6. Assist anyone that needs help or assign another student to assist them in the evacuation.
7. Once outside of the building, go at least 150 feet away from the entrance (to the far side of the parking lot).

8. If you are leading a class out, make sure all students move to a safe area and are accounted for.
9. Staff members or faculty should not allow anyone back into the building and wait for all clear signal from custodial staff, administrative staff, or emergency personnel.
10. If the main building is evacuated, any administrators and administrative staff, custodians and faculty who are not responsible for a class should meet at the flag poles to meet the emergency personnel and evaluate if an emergency medical situation exists.
11. After all clear signal is given, faculty, students, and staff may return to their classrooms or workstations.

NURSING PROGRAM POLICIES AND PROCEDURES

3.1 STANDARDS OF NURSING CARE

The student shall engage in competent nursing care. The nursing faculty believes the student nurse shall perform within the realm of safe practice during the extent of their nursing education. The realm of safe practice is necessary to protect the health and welfare of the clients cared for by the student nurse. The NMNPA is available on the New Mexico State Board of Nursing website at: [Laws/Rules - NM Board of Nursing](#)

New Mexico Nurse Practice Act

The student nurse is responsible to know the laws governing nursing practice in New Mexico. Infractions of the laws lead to disciplinary actions by the New Mexico Board of Nursing. When practicing as a student nurse or licensed nurse in a state other than New Mexico, the student and/or nurse is responsible to know the laws governing nursing practice in that state.

Competence. New Mexico Nurse Practice Act (NMNPA 61-3-3) defines the “practice of nursing” as assisting individuals, families, or communities in maintaining or attaining optimal health, assessing and implementing a plan of care to accomplish defined goals and evaluating responses to care and treatment. This practice is based on specialized knowledge, judgment, and nursing skills acquired through educational preparation in nursing and in the biological, physical, social, and behavioral sciences. Competency defined by the NMNPA (16.12.12.7 C) means, in the context of the nursing profession, the ability to perform skillfully and proficiently the role of the licensee; the role encompasses essential knowledge, judgment, attitudes, values, skills and abilities, which are varied in range and complexity; competency is a dynamic concept and is based on educational training, preparation, and expertise

Incompetence. Incompetence as defined by the NMNPA (16.12.12.7 G): means the failure to possess or to apply to a substantial degree the knowledge, skill and care that is ordinarily possessed and exercised by other nurses of the same licensure status and required by 16.12.12 NMAC 2 the generally accepted standards of the profession. In performing nursing functions, whether those be direct patient care or the administration or management of that care, a nurse is under a legal duty to exercise this knowledge, skill and care. Charges of incompetence may be based on a single act of incompetence or on a course of conduct or series of acts or omissions, which extend over a period of time and which, taken as a whole, demonstrates incompetence. It shall not be necessary to show that actual harm resulted from the act or omission or series of acts or omissions, so long as the conduct is of such a character that harm could have resulted to the patient/client or to the public from the act or omission or series of acts or omissions. A student shall be identified as engaging in incompetent nursing practice if they are unsuccessful in meeting the course objective, clinical objectives, and/or practice is not in accordance with the standards of competency outlined in the NMNPA.

Physical Hazard. Any action or inaction on the part of the student nurse threatening the client’s physical wellbeing.

Emotional Hazard. Any action or inaction on the part of the student nurse threatening the client’s emotional wellbeing.

Student Unsafe Practice or Behavior, and/or Incompetent Nursing Practice

The student nurse shall be aware of safe, competent nursing practice and comply with the policies of the nursing program as well as practice nursing in accordance to the course/clinical objectives, requirements and student scope of practice. Nursing course syllabi direct the student in meeting specific course

objectives and practice skills for safe practice. A student shall be responsible for demonstrating safe and competent nursing care under the direction of the nursing instructor and/or supervising nurse. The nursing instructor is responsible for determining the student's application of safe and competent nursing care. Noncompliance with the established policies, procedures, course objectives, clinical objectives, faculty instruction, supervising nurse direction or standard of practice, as well as, the student scope of practice, may constitute an unsafe act or behavior on the part of the student. An unsafe act and/or a display of unsafe behavior are defined as: a threat or potential threat to the physical, emotional, mental, or environmental safety of: the client; a faculty member; substitute familial person; another student; and/or other health care provider. A student committing an unsafe act or behavior, and/or engaging in "incompetent" nursing care shall be held accountable for their actions and disciplined according to policy guidelines.

3.2 CODE OF ETHICS FOR NURSES *American Nurses' Association – Code for Nurses, 2015.*

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
6. The nurse through individual and collective efforts maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Clients are not to be burdened with the students' personal problems. The student shall maintain a professional relationship with clients. Associating, dating, or fraternizing (including exchanging phone numbers, e-mail addresses, or mailing addresses) with clients while they are in treatment, either inpatient or outpatient is unprofessional and strictly prohibited. Any attempt, by words or conduct, to engage a client in sex or intimate relationship will result in dismissal from the nursing program.

3.3 PROFESSIONAL CONDUCT

The faculty and staff of the SENMC Nursing Program consider professional behavior an essential standard for the student. The student is accountable to adhere to and uphold the standards of nursing practice and shall demonstrate professionalism in the classroom, offices, the nursing laboratory setting

and the clinical practice site. The student shall be aware of unprofessional conduct and not engage in or associate with an act of unprofessional conduct. The student found to be engaging in unprofessional conduct shall be held accountable. There are disciplinary consequences of unprofessional conduct; refer to applicable policies in the SENMC Nursing Program Handbook and the SENMC Student Handbook.

3.3.1 Didactic: The nursing course instructor is responsible for evaluating all student conduct and behavior. Disruptive student behavior is detrimental to the academic community because it interferes with the learning process for other students, inhibits the ability of instructors to teach most effectively, diverts university energy and resources away from the educational mission, and may indicate a significant level of personal problems or distress on the part of the disrupter that can inhibit their ability to be successful. Disruptive behavior is defined as repeated, continuous, and/or multiple student behaviors that hinder the ability of instructors to teach and students to learn. A nursing student engaging in disruptive behavior and/or an act of misconduct may be instructed to leave the class, skills lab, computer lab, or clinical setting. Disruptive student behavior may lead to disciplinary action.

Common types of disruptive classroom behavior include, but are not limited to:

- **Grandstanding** (Use the classroom for themselves by monopolizing class discussion, speaking; protractedly and bombastically on favorite subjects with no regard to relevancy to the discussion.)
- **Sleeping in Class** (While passively disruptive, it sends a message to the other students about the quality of the class or teaching. It is disrespectful to the instructor and the other students.)
- **Prolonged Chattering** (Small cliques of 2-3 students who engage in private conversations or pass notes to each other.)
- **Inattentive to Scheduled Course Times** (Students who not only come in late, but make an entrance speaking to friends, walking in front of the professor, arranging their belongings; Leaving class early.)
- **Excessive Noise** (Electronic devices going off in class; Use of cell phones during the class; Creating excessive noise with papers, book bags, etc.)
- **Disputing the Instructor's Authority or Expertise** (Students may be disappointed or frustrated over a grade and may debunk or devalue the instructor's judgment, authority, and expertise. This may take the form of comments in the class or memos to the program director or campus administration; Constant questions or interruptions which interfere with the instructor's presentation; Failing to respect the rights of other students to express their viewpoints.)
- **Verbal or Physical Threats to Students or Faculty** (Some verbal threats are veiled while others are more explicit. A threatening student may approach the instructor or fellow students menacingly, or actually shove the individual, or worse, physically assault them.)
- **Overt inattentiveness** (This can include sleeping in class, reading the paper, using laptops for non-class-related activities; Inordinate or inappropriate demands for time and attention.)
- **Impersonation** (Sending emails, texts or phone calls using an anonymous account or name.)

3.3.2 Clinical: The student shall be held accountable for professional conduct and legal standards of competent practice, as applicable under the NMNPA, and shall engage in competent nursing care. Occurrences of unprofessional conduct shall be identified by the supervising nurse and/or nursing instructor. Please refer to NM Nurse Practice Act (NMNPA, <http://nmbon.sks.com/nursing-practice-act.aspx>) as it applies to conduct for licensed nurses in New Mexico.

3.3.3 Consequences of Non-Academic Disciplinary Concerns: The following are the consequences for students who disrupt the classroom, are uncivil to faculty or other students, or act unprofessionally in the clinical setting:
Please refer to section on *Consequences for Non-Compliance of Standards of Conduct* for steps in this process.

3.4 SOCIAL MEDIA

Social Media includes public websites such as Facebook, TikTok, Instagram, Snapchat, YouTube, LinkedIn, X (Twitter) and many others. New social networking websites allowing/encouraging online collaboration and/or commentary are being added each day. This policy covers all existing and future social networking media. Students should refer to the NCSBN website on Social Media guidelines for Nurses @ <https://www.ncsbn.org/3739.htm>

Students should also use the ANA's Principles for Social Networking as an underlying guide. [ANA Social Media Principles \(nursingworld.org\)](#)

When You Engage In Social Media As A SENMC Nursing Program Student:

You must consider that these sites will be viewed by others. These individuals could be future employers, former patients, faculty, members of regulatory agencies or members of the media. Any communication placed on these sites is considered public and may be used in legal proceedings. While student's have the opportunity to stay connected and discuss the things they care about, students shall not utilize these avenues to post program related information without prior written consent of the program. At all times, student's will be aware that, "Online content and behavior has the potential to enhance or undermine not only the individual student's career, but the nursing profession (ANA)."

If you participate in social media, these are the guiding principles of the Nursing Program:

- When you engage in comments or discussions about the Nursing Program, use the Canvas site or other official sites (e.g., Nursing Program Facebook account). To avoid potential issues, do not engage in comments or discussions about the Nursing Program on other websites.
- Stick to your area of expertise and provide unique, individual perspectives on what's going on with the Nursing Program and in the world.
- Post meaningful, respectful comments—in other words, no spam and no remarks that are off-topic or offensive.
- Always pause and think before posting – is this something you would say in person or to a mixed audience? That said, reply to comments in a timely manner, when a response is appropriate.
- Privacy is of utmost concern. Do not share anything that can identify a client or otherwise constitutes disclosure of personal information of any of the Nursing Program's faculty, staff, or students. Alert the Nursing Program Director if you see information posted by others, including faculty, staff, or students themselves, that is confidential. It is up to the Program Director or

SENMC media department to make public announcements or disclosures related to internal decisions, processes or program status. Some information that is shared with students is confidential or must be reported utilizing specific processes. Remember that information you share, reflects on you as a student within this program and as a future employee.

- When disagreeing with others' opinions, keep it appropriate and polite.
- Know and follow the Nursing Program's Conduct Policy (3.3) and HIPAA Privacy and Security Rules. Do not post pictures or images of program faculty, staff, or students without written authorization. Never post pictures of patients or their families. Think about your professional image before posting pictures of yourself in your uniform on any social media site. These areas may be viewed by future or current employers.

Rules of Engagement

Your Responsibility: What you write is ultimately your responsibility. Participation in social media networking on behalf of the Nursing Program is not a right but an opportunity, so please treat it seriously and with respect. Failure to abide by these policies and the HIPAA Privacy and Security Rules could put your standing in the Nursing Program at risk. Please also follow the terms and conditions for any third-party sites.

Be a Leader: There can be a fine line between healthy debate and incendiary reaction. Do not denigrate faculty, staff or other students of the Nursing Program and do not engage with others who have done so (Nor do you need to respond to every criticism or barb). Try to frame what you write to invite differing points of view without inflaming others. Some topics—like politics or religion—slide more easily into sensitive territory. So be careful and considerate. Once the words are out there, you can't really get them back. And once an inflammatory discussion gets going, it's hard to stop.

Did You Make a Mistake?: If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

If it Gives You Pause, Pause: If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what's bothering you, then fix it. If you're still unsure, you might want to discuss it with the Nursing Program Director. Ultimately, what you publish is yours—as is the responsibility. So be sure.

3.5 ADMISSION TO THE NURSING PROGRAM

Students seeking admission to the Nursing program are required to show proof of a 2.75 or greater nursing related GPA and successful completion of all Nursing program pre-requisites as outlined in the nursing degree plan. Students must also successfully pass an entrance exam (currently HESI) prior to being considered for selection. Please check with the Nursing Program for a list of all current requirements as well as the nursing website at: <https://senmc.edu/academic-departments/nursing.html>

When space availability is a concern at any given level, seat selection will be based on the following priorities after all other requirements for admission are met:

Priority for selection to both options will be based on a point system with students acquiring the greatest number of points receiving priority ranking. Points will be awarded according to the following criteria:

1. The HESI A² composite score will be worth its value (e.g. a composite score of 75% will be worth 75 points).
2. Grades for regular college courses prerequisite to, or a portion of, the nursing curriculum will be worth their value multiplied times the credit hour as in the calculation of grade point averages (e.g. an "A" will be worth 4 points [multiplied by the credit hour]; a "B" will be worth 3 points [multiplied by the credit hour]; and a "C" will be worth 2 points [multiplied by the credit hour] with no points awarded for grades lower than a "C". **GRADES FOR DEVELOPMENTAL CLASSES WILL NOT BE INCLUDED IN THE EVALUATION OF POINTS.**
3. Students who have completed 15 or more credit hours at SENMC will receive 5 additional points.

EXAMPLE: Student A has a HESI A² composite score of 75%, has an "A" in BIOL 2210, a "B" in CEPY 1120G, and a "C" in ENGL 1110G. Total points equal $75 + 16 + 9 + 8 = 108$. Student B has a HESI A² composite of 78, has a "B" in BIOL 2210, a "B" in CEPY 1120G, a "B" in PSYC 1110G, a "B" in MATH 1130G and an "A" in ENGL 1110G. Total points equal $78 + 12 + 9 + 9 + 9 + 16 = 133$. Student B will also receive 5 additional points for the completion of more than 15 credit hours at SENMC. Total overall points will be 138.

Applicants seeking readmission will be ranked only after the application deadline. That is, after all new and continuing students have been evaluated for their admission status.

3.6 TRANSFER/ADVANCE PLACEMENT

It is the intent of the Nursing Program for a student with previous nursing school course work (including clinical experience to be placed in the program at the level as near to the level of the previous experience as possible. The transferring student will submit an application with as many documents as available to assist in making a determination of placement in the program. These might include written examinations, skills performance at an acceptable level, and any other evaluations the program determines. These documents will include, but not be limited to, official transcripts of all course work, syllabi of previous nursing courses, skills checklists, and instructor evaluations. Credits may not be accepted if they are not deemed to be equivalent to existing nursing program curriculum. SENMC requirements for the granting of certificates or associate degrees will apply in all cases. Please refer to *SENMC's Catalog* for admission requirements for the college.

- 3.6.1 Advance Placement, Unlicensed:** If a student has prior nursing coursework in another Nursing Program and applies to the SENMC Nursing Program at any level, the student shall:
- Have a cumulative grade point average of 2.75 or better in all courses applicable to the nursing curriculum and be in good standing with the university.
 - Submit a letter of recommendation from the student's previous nursing program director.

Additionally:

- Nursing courses five (5) years old or older will not be accepted.
- No student will be admitted into the final semester of the nursing curriculum.

3.6.2 Advance Placement, Licensed: Graduates of the Practical Nursing portion of the curriculum at Southeast New Mexico College may seek advanced standing to the second year of the

program as positions are available. They must complete any additional courses which a portion of the approved associate degree nursing curriculum are and submit an application for admission.

Current licensed practical nurses may also be admitted with advanced standing. They must meet the basic admission criteria and submit an application for admission to the registered nursing option. They are admitted under the same selection process as all other candidates. Prior to being considered for admission, all candidates must complete any required first year, non-nursing courses which are a portion of the approved associate degree curriculum.

The Licensed Practical Nurse applicant seeking advanced standing will be granted credit along one of the following guidelines.

1. If the student has completed their PN course work within the last three years and have attained a grade of C or better in nursing courses, he/she will be awarded credit for the following courses:

NURS 153 - Medication Administration and Dosage Calculation	1 Cr
NURS 154 - Physical Assessment	2 Cr
NURS 156 - Basic Nursing Theory and Practice	6 Cr (6P)
NURS 157 - Heath Deviations in Maternal/Child Nursing	8 Cr (6P)
NURS 210 - Pharmacological Requisites of the Childbearing Family	1 Cr

2. If the student has completed PN course work after the three year time frame, he/she will be awarded credit for the following courses if they have a decision score of 70 or better on the National League for Nursing’s Nursing Accelerated Challenge Exams (NACE): NACE Foundations of Nursing.

NURS 153 - Medication Administration and Dosage Cal	1 Credit
NURS 154 - Physical Assessment	2 Credits
NURS 156 - Basic Nursing Theory and Practice	6 Credits (6P)

They will be granted additional credit for the following courses if they have a decision score of 70 or better on each segment of the National League for Nursing’s Nursing Accelerated Challenge Exams (NACE): NACE I Childbearing and NACE I Care of Child.

NURS 157 - Health Deviations in Maternal/Child	8 Credits (6P)
NURS 210 - Pharmacological Requisites of the Childbearing Family	1 Credit

Note: The NACE exams are computer based. There is a fee for each NACE exam. These exams are scheduled through the Nursing office to coordinate proctors and payment. The NACE exam may only be taken 2 times within a calendar year.

NON-NURSING CREDITS

General college courses may be challenged through the accepted university challenge system. See the SENMC Catalog.

If CLEP credit has been received for any general college courses required by the nursing degree plan (i.e. Rhetoric & Comp., Anatomy, etc.), a certified copy of the CLEP certificate must be presented to the nursing department, then, in turn, sent to the SENMC Registrar for analysis before credit can be awarded.

Awarding of non-nursing credits are made at the discretion of the Registrar. Credit will only be awarded for classes in which a student has made a grade of a C or better.

3.6.3 ELECTIVES

The associate degree nursing student may choose any 2-credit elective to meet degree requirements. The nursing program suggests medical terminology, nutrition, pathophysiology, etc. Please consult nursing faculty for advisement.

3.6.4 TRANSCRIPT OF CREDITS

A form for requesting transcripts is available in the Student Services Office. All official transcripts are issued by the Registrar's office. A fee will be charged as per current college fee schedule. No transcript of credit will be released if the student is in debt to the college.

3.7 PROGRESSION/RETENTION

Be advised, students entering and enrolled students within the nursing program are held to requirements that may differ or exceed those of the general student population at SENMC. Those requirements are approved by the New Mexico State Board of Nursing (NMSBON) and the Accreditation Commission for Education in Nursing (ACEN).

The Nursing Program curriculum options include a specific sequence of nursing courses. Each of the sequential didactic/clinical nursing courses can accommodate only a certain number of students. Therefore, students who enter a curriculum plan during a given semester are assured of a place in that class as it progresses through the curriculum. Please refer to the SENMC's Catalog for admission and readmission requirements for the college.

Courses in the Nursing Program are sequential and shall be completed in the designated order unless permission is granted by the nursing program director. All nursing courses required in a specific semester shall be completed with a grade of "C" or better in order to progress to the next semester.

A student may enroll in any single nursing course a maximum of three (3) times ONLY.

3.7.1 Advisement: Each student shall be assigned a nursing faculty advisor at the beginning of the semester. It is the student's responsibility to make appointments with the faculty advisor at appropriate times for advising and for other concerns and problems. The student is required to meet with his or her advisor at the end of each semester for academic counseling and evaluation. The student desiring a conference with his or her advisor may make an appointment during office hours.

3.7.2 Grading: Please note that students in the nursing program are held to requirements that may differ or be higher than those of other programs at SENMC. Students in the Nursing Program are evaluated based on successful achievement of both didactic and clinical competencies. Nursing courses shall be graded with letter grades. A grade of 76% or better shall be maintained throughout each course and is required to progress to the next nursing course and/or semester. Grades shall not be rounded up nor rounded down. Grades shall be calculated according to the percentages identified in each course syllabus, **with the majority of the course total grade coming from the exam average.** The following scale shall be used to determine the final course grade:

A = 90-100
B = 80-89.99
C = 76-79.99
D = 60-75.99
F = below 60

3.8 WITHDRAWALS AND DISMISSALS

If the student decides independently to withdraw from a nursing course, it is the responsibility of the student to initiate the withdrawal process. In some cases, students face significant psychosocial issues that impair their ability to be successful in nursing courses. It is important the students identify the impact of these events on their nursing education quickly and seek to withdraw from the program as soon as they feel they can no longer be successful. Students who do not formally withdraw may receive failing grades and may be liable for all tuition and fees. The Program Director will review request for administrative withdrawal when the student is failing the course or courses and will make a decision on a case-by-case basis regarding the administrative withdrawal. Documentation of the circumstances surrounding the request may be required. Please check the SENMC Course Schedule for last day to withdraw from the course or from SENMC. Please check the *SENMC Catalog* for more information on how to withdraw from a course and/or the college. **Students withdrawing from the Program, for academic or personal reasons, are required to meet with the Program Director before exiting to discuss their future standing with the program. Readmission is not guaranteed, the student will have to reapply for admission.**

3.9 SENMC POLICIES

Students are required to obtain and read “General Information” and the “Student Code of Conduct” in the Southeast New Mexico College Catalog and the College Student Handbook at [SENMC Policies](#)

3.10 ADMINISTRATIVE DISENROLLMENT

A student may be administratively disenrolled from the nursing program; prohibited from all or any portion of the program classrooms, prohibited from attending clinical or registered student organization activities when the nursing program director or designee finds that there is clear and convincing evidence that:

1. The student’s continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or the property; or
2. The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, ability to complete clinical rotation requirements or the change in status creates a situation where the student no longer has clinical clearance. The nursing program director or designee may also consult with any other persons whom the vice president of student services or designee deems appropriate under the circumstances; or
3. Failure to meet minimum competency on the preclinical competency skills checks by the second attempt; or
4. Failure to provide current copies of clinical clearance documentation requirements on or before the established deadline for submission

3.11 BEHAVIORS WHICH MAY RESULT IN PLACEMENT ON PROBATIONARY STATUS, DISENROLLMENT, OR DISMISSAL

1. Repeated lack of preparation for clinical or lab assignments or lack of improvement of performance in the clinical setting.
2. Any performance which could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status.
3. Failure to immediately report a patient-care error/incident to a nursing instructor and/or responsible nursing personnel.
4. Medication errors as described in the Policies and Procedures for Medication Errors.
5. Dishonest charting of false information.
6. Unprofessional conduct.
7. Violation of principles of confidentiality.
8. Inappropriate communication.
9. Any form of academic or nonacademic misconduct or dishonesty as outlined by the Code of Conduct in the SENMC Student Handbook.
10. Persistent problems regarding attendance or tardiness.
11. Under the influence of drugs, including alcohol, while in the clinical agency, campus lab or in class.
12. Any performance and/or conduct while in the host hospital/clinical agency which brings from the agency criticism indicating liability to perform at a professional level.
13. Any performance and/or conduct while in any non-clinical agency which brings from the agency serious criticism regarding the student's performance or behavior.
14. Students having difficulty performing skills in the clinical setting shall be required to complete additional skills laboratory practice. The student is responsible for making appointments and meeting the deadlines specified by the clinical instructor. Failure to do so may result in dismissal from the nursing program.

3.12 CONSEQUENCES FOR NON-COMPLIANCE OF STANDARDS OF CONDUCT

Corrective Action up to Involuntary Dismissal from Program

Students are expected to meet performance standards and comply with other academic requirements for the nursing program, and the consequences for non-compliance will be commensurate with the severity of the violation (e.g. not every violation would warrant dismissal from the program), and that as appropriate, and provided patient safety or departmental operations are not placed at risk, some type of warning or progressive discipline will be provided.

Involuntary Dismissal from a Program

Violation of standards of conduct pertaining to the SENMC nursing program or failure to abide by specific program requirements may result in the student being dismissed from the program, after notice and an opportunity for the student to provide the student's position relative to the proposed dismissal.

Students charged with violations may continue to attend classes pending the final outcome of all steps in the process, including the appeal if any, EXCEPT WHEN continuing student participation creates a risk of harm to patients or would disrupt the learning process of others. In these situations, an interim academic suspension may be imposed pending the outcome of the hearing.

SENMC recognizes that involuntary dismissal from an academic program is a serious event with significant consequences for the student. As a result, the SENMC Nursing Program developed the following procedures by which allegations will be investigated, facts will be determined and the administrative consequence (e.g. dismissal from the program) will be clearly communicated to the student. The student will then have an opportunity for an informal fact-finding hearing and right to appeal to an objective third party not involved in the underlying decision.

STEP 1: Allegations are Received and Investigated: Often infractions are brought to the attention of faculty or administrators by other students or by patients participating in the programs. Allegations will be fairly and timely investigated by the faculty member or nursing program director. The investigation must include an interview with the student to notify them about the allegations and the investigation, to obtain their side of the story, and to allow them to provide relevant evidence. The investigative process and all factual findings will be documented, including whether witness testimony taken was found to be credible, etc.

STEP 2: DISCIPLINE COMMITTEE MEETING: A meeting of the Nursing Program's Discipline Committee will be convened. The Discipline Committee will consist of four full time regular faculty (one sophomore class faculty member, one freshman class faculty member, one general faculty member, one counseling department representative), one student representative from both the freshman and sophomore nursing classes, and two ex-officio members (nursing director and vice president for student services). The membership is decided by the SENMC nursing faculty. The parties will be given the opportunity to present their position relative to the facts alleged and those documented after investigation. If either party wishes to call a witness to testify, they may do so, and must give the other party and the Discipline Committee at least 48 hours advance notice so that arrangements may be made for the witnesses to attend, for sufficient time to be scheduled, and to allow the other party to choose to call live witnesses rather than rely on the documentation. Each party will be permitted to ask questions of the other party and of any witness who may provide testimony. The Discipline Committee members may ask questions of any party or of any witness. The student charged may have a representative attend with them who will not actively participate or interfere in the process. Within ten working days from the close of the Discipline Committee meeting, the Nursing Program Director or designee will issue a written document outlining findings of fact and consequences. The student will be notified, provided a copy of the documentation, and offered an opportunity to withdraw from the program in lieu of dismissal.

STEP 3: APPEAL PROCESS: Following the Discipline Committee decision, a student may appeal to the next level of administration or designee in the case of unavailability or conflict of interest. To appeal, within ten working days from the date of receipt of the Discipline Committee decision, the student must submit a written notice to appeal indicating the basis for the appeal to the Vice President of Academic Affairs (VPAA). The VPAA (or his/her designee) will conduct an investigation and attempt to resolve the issue. This process shall be concluded within ten (10) days of the date the grievance was received. If the issue is not resolved in Step 3, the student may appeal to the President. If warranted, the President will appoint a hearing panel consisting of a student, a faculty member, and a staff person from

departments not involved in the grievance. If a hearing panel is appointed, the parties involved in the grievance will be allowed to submit written documentation concerning the problem, may be present at all hearing sessions, and will be given the opportunity to provide additional verbal information on their behalf. Upon completion of the hearing(s), the panel will forward a written recommendation to the President or his/her designee. This document should include findings of fact and the basis for the recommendation. The decision of the President or his/her designee is final.

The student may continue to attend class pending completion of all procedural steps, including the appeal, unless patient safety considerations dictate otherwise.

Any of the following or a combination of the following are considered violations of standards of conduct and are cause for review:

1. Violations of the Academic Regulations governing "Academic Standing" in the *SENMC Catalog*.
2. Failure to remain "In Good Standing" academically.
3. A breach in Confidentiality or HIPAA
4. Failure to provide or maintain required clinical clearance documentation by the designated date
5. Repeated violations of the handbook policies
6. Violation of any of the General Concerns of Academic or Behavioral Misconduct
7. Refusal to have a urine screen and/or blood test when requested.
8. Unsafe clinical practice determination. Performance in the clinical area which may jeopardize the client's physical or psychological safety.
9. Failure to report changes in background status.
10. Violations of the ANA/NSNA Code of Ethics.
11. If a student is No Call No Show (NCNS) for a clinical assignment.
12. Incivility toward SENMC program faculty, staff, and/or students.

3.13 STUDENTS SUSPECTED OF IMPAIRMENT

1. Although SENMC enforces a policy regarding substance abuse, the special needs of the Allied Health and Human Services Division programs require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in coursework designated as clinical, classroom, or laboratory courses. Due to the nature of the course of study, students enrolled in clinical/classroom/laboratory 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 client care, clinical, classroom, or laboratory setting. This policy demonstrates the department's commitment to safeguard the health of students and public and provides a safe place for students to learn.
2. Drug or alcohol use, either while on campus or in a clinical or laboratory setting can seriously endanger the safety of clients and students, as well as render it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, classroom, and laboratory setting places the safety of students, patients, faculty and the general public at unacceptable risk. The purpose of this policy is to:
 - a. provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs, or controlled substances affecting or are likely to affect judgment in the clinical, classroom, or laboratory setting.

- b. inform students of their responsibility to conform to all state and federal laws and regulations and SENMC policies, rules, and regulations regarding alcohol, drugs, or controlled substances.
 - c. provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
 - d. balance the need to safeguard the public with the student's rights.
3. **Definitions:**
- a. **Legal drugs:** legal drugs include medications prescribed by a health care provider for a specific individual, over-the-counter medications, marijuana, and alcohol. Marijuana is not considered a legal or prescription drug by clinical sites and will be considered a positive result, regardless of a valid card. The nursing department prohibits the use/abuse of such drugs to the extent behavior or judgment is adversely affected.
 - b. **Illegal drugs:** illegal drugs include those controlled substances (certain drugs or substances subject to or have a potential for abuse of physiological dependence) under federal or state law are not authorized for sale, possession, or use/abuse (in confirmed, detectable levels) and legal drugs which are obtained or distributed illegally. The manufacture, use/abuse, possession, sale, purchase, or transfer of illegal drugs is prohibited. The SENMC Drug-Free Workplace Policy further elaborates on this policy.
4. **Legal Use of Substance under Direction of Health Care Provider:** A student taking legal drugs must be able to provide documentation of an authorized prescription such in the event of a positive drug screen. Additional lab tests to determine a level of the prescription drug will be required. This student may not participate in any clinical, classroom, or laboratory setting experience if impaired. Marijuana is not considered a legal or prescription drug by clinical sites and will be considered a positive result, regardless of a valid card/prescription. All attendance policies remain in place and the student remains responsible for completing all requirements of the course of program.
5. **Factors Suggesting Impairment:** Current students while in the patient care, classroom, 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, clinical, or laboratory session;
 - Personality changes or disorientation;
 - Inappropriate behavior which suggests the student is under the influence of a chemical substance which impairs or could impair clinical, classroom, or laboratory judgment;
 - Repeated failure to follow instructions or operating procedures;

- Violation of clinical, classroom, laboratory, facility, or SENMC 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 site.

6. **Substance Use Testing Procedures:**

- a. The student will be removed from the classroom, clinical, or laboratory setting without delay and will be given an opportunity to explain his/her behavior. If the instructor or facility personnel reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by SENMC. The student will not be able to return to class or clinical until the nursing program director, Vice President of Academic Affairs (VPAA) and Vice President of Student Services (VPSS) deem it appropriate. The student remains responsible for all course or program requirements during such period.
- b. Students suspected of impairment will be sent for a drug screen at an outside facility which is responsible for maintaining the chain of custody of the specimen collected. The facility used for the testing will be licensed in compliance with the law.
- c. 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 their current phone number.
- d. The student shall take a government issued picture identification card, such as a driver's license with them to the testing facility.
- e. 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 for transportation from the clinical, classroom, or laboratory site to the designated testing site through the nursing department. The student will need to arrange for transportation from the testing facility.
- f. SENMC will pay for drug/alcohol screening if the results are negative. The student shall be informed of the test result. If the test is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory. Results of the test and contents of the Impaired Behavior Form shall remain confidential and may be released only to the nursing program director, VPAA and VPSS or to those with a legitimate need to know.

7. **Consequences:**

If the test results are NEGATIVE, the student will meet with the instructor and the nursing program director within two working days, not including Saturday or Sunday, of the receipt of the test results. During this meeting, the student will have an opportunity to present information regarding the matter. Behavioral issues prompting the drug/alcohol screen will be addressed. If disciplinary action is indicated, a decision will be made by the nursing program director, VPAA, and VPSS.

- a. If the drug or alcohol screen is POSITIVE, the following actions will occur:
 - The Nursing Program Director will notify the student of the test results and instructed

- they cannot return to the clinical, classroom, or laboratory setting until approved to do so by the nursing program director.
- All documentation will be sent to the campus executive office for further action.
 - The student shall contact the campus executive office by the next working day after being notified of the test results.
 - The student will be charged the cost of the drug testing through his/her school account.
- b. If a student ADMITS to being impaired by drugs or alcohol, they will be removed from the clinical, classroom, or laboratory setting and treated as for a positive drug screen. All documentation will be forwarded to the VPAA for further action.
- c. If the 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 a positive drug screen. All documentation will be forwarded to the VPAA for further action.
- d. In the event a disciplinary action includes suspension or dismissal from the Nursing Program and/or SENMC and the student requests and is allowed to return to the Nursing Program, the following steps will be required prior to re-entry.
- All SENMC and nursing program requirements associated with the suspension or 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 a clinical classroom or laboratory program within the nursing department. A positive test will result in referral to the President's office for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.
- e. Students testing POSITIVE for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.
- f. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the President and VPAA for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.

3.14 DISCIPLINE COMMITTEE

Any conduct of the student which brings forth serious criticism of the nursing program from any clinical agency or group could result in disciplinary action. The purpose of the discipline committee is to make recommendations regarding the SENMC nursing program on student **nonacademic** discipline issues. This includes, but is not limited to unprofessional behavior, incompetence, clinical issues, medication errors, etc. The discipline committee will make recommendations to the nursing program director and/or President and VPAA as indicated/needed.

Membership

Four full-time regular faculty (one sophomore class faculty member, one freshman class faculty member, one general faculty member, one counseling department representative), one

student representative from both the freshman and sophomore nursing classes, and two ex-officio members (nursing director and vice president for student services). The membership is decided by the SENMC nursing faculty.

Duties

1. Review clinical concerns and incidences brought forth by faculty, facilities, students, or other stakeholders as indicated.
2. Review policies related to clinical issues and make recommendations to faculty for probation or disciplinary actions.
3. Act as first line review for clinical incidences and policy reviews.
4. Consult and make recommendations to the nursing program director and/or President and VPAA regarding clinical policy and incidences.

Meetings: as needed.

Procedure: Any nursing department faculty, faculty, student, or other stakeholder can bring a recommendation for disciplinary action, through the chair, to the disciplinary committee. Four committee members must be present for a quorum.

Reports: Minutes will be recorded at each meeting and kept on file in the nursing office.

3.15 GRADUATION

Students shall successfully complete all courses listed on the degree plan in the SENMC Catalog. A grade of “C” (currently 76%) or better is required for all nursing courses. It is the responsibility of the student to file an application for graduation with the SENMC Admissions and Records Office the semester of graduation. The application can be accessed through the student’s my.senmc.edu account.

3.16 PINNING CEREMONY

The Pinning Ceremony is a long-standing tradition for professional nursing. It marks completion of the formal nursing education as well as readiness to enter into professional practice. The ceremony is optional; however, participation is highly encouraged. The graduating class is responsible for the organization and planning of the pinning ceremony. Graduating students, with assistance from the Student Nurses’ Association are responsible for all the costs associated with the pinning ceremony.

All program courses and requirements for the ADN or PN certificate shall be successfully completed prior to participation in the ceremony. The ceremony shall be planned in conjunction with the Nursing Program Director and Student Nurses’ Association faculty advisor(s).

3.17 REMEDIATION AFTER GRADUATION

Students who have graduated from the ADN program who are unable to successfully pass their NCLEX-RN or NCLEX-PN exam(s) will need to refer to the State Board of Nursing’s recommended requirements for attempting the exam again. A formal remediation program is currently not in place for graduates of the program. However, students are encouraged to keep in contact with the program regarding remediation after graduation.

3.18 READMISSION

In order to be considered for readmission, a student must maintain a cumulative grade point average of 2.75 or better in all courses applicable to the nursing curriculum and be in good standing with the university. A student must begin with the first semester of the nursing program if previous nursing courses are five (5) years old or older and no student may be re-admitted to the program more than two (2) times. In addition, the following will be considered in regard to re-admission of a nursing student to either the practical nursing or registered nursing option (see Policy for Admission). All students must submit an application for readmission.

1. Length of time since previous enrollment. (Nursing courses which are five years old or older must be repeated.)
2. Students who have been previously enrolled in the nursing program may not need to take a nursing assistant certificate course. This will be determined by the nursing program director and/or nursing faculty, on a case-by-case basis. Students will need to be able to successfully demonstrate those nursing skills which would have been learned prior to their level or readmission (i.e. freshman, 1st or 2nd semester or sophomore, 1st or 2nd semester).

All nursing curriculum options include a specific sequence of nursing courses. Each of the sequential theory/clinical nursing courses can accommodate only a certain number of students. Therefore, students who enter a curriculum plan during a given semester are assured of a place in that class as it progresses through the curriculum.

It is acknowledged, students may not be able to complete the curriculum plan as designed. In every instance, faculty will try to accommodate student needs. However, students who deviate from the curriculum plan for the class to which they were originally admitted must understand there may not be a place for them in a specific nursing theory/clinical course when they are ready to take it. A student who exits the nursing program before completion for any reason is NOT guaranteed readmission.

Exceptions to any of the above items will be considered on an individual basis by the A P & G (Admission Progression and Graduation) Committee upon written request of the student.

Re-admission Process

1. A student who exits the nursing program for any reason is NOT guaranteed re-admission.
2. A student may enroll in any single nursing course a maximum of three (3) times ONLY.
3. From the time of initial (first time) admission to the nursing program, a student has five (5) years to complete the ADN portion of the program or three (3) years to complete the PN portion of the program. After the five (ADN) or three (PN) year time limit, a student who has failed to successfully meet the requirements of the nursing curriculum must repeat all nursing courses and may not be readmitted more than two (2) times.
4. Students seeking readmission must meet the posted admission requirements published in the nursing program handbook. If program slots are available after all first-time applicants have been screened and admitted, readmission will be granted as determined by the point system used for admission of new applicants.
5. Students must complete an application for readmission to the appropriate option and submit it to the nursing office by the semester prior to which the student seeks readmission.

6. The application for fall semester transfer admission is due by May 15th and will be considered after the initial May 15th deadline for new students. The application for spring semester readmission is due November 15th.
7. The student will be notified electronically and in writing as to their admission status.
8. Students who are readmitted to the program are required to audit all nursing courses that have been successfully completed in the semester the student is readmitting to. The student must satisfactorily complete all course clinical requirements of all nursing courses in the semester the student is readmitted to.

3.19 LICENSURE

Completion of the Nursing Program **does not guarantee** that the student shall pass the licensure examination or meet the requirements of the New Mexico (or any other) State Board of Nursing. It is the student's responsibility to research and understand licensure rules, obtain application materials, apply and pay for all items necessary to obtain licensure.

3.20 EMPLOYMENT

Completion of the Nursing Program **does not guarantee** that the student shall be eligible for employment nor employment at specific places of employment. It is the student's responsibility to research and understand the employment policies of agencies they wish to work for upon graduation and licensure. Students need to be aware that employers may change employment policies without any notice to the nursing program and completion of clinical rotations at a specific agency is no guarantee that employment at the agency upon graduation is an option.

3.21 CONFIDENTIALITY AND HIPAA

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). It is a serious breach of confidentiality to discuss client information outside of the appropriate clinical/educational setting (e.g. clinical conferences, classroom work environment). Discussions related to client information may not include the client's name or initials. Clinical paperwork may not contain any information that would allow that client to be identified and paperwork must be maintained in a secure setting at all times. Students may not photocopy or print out any portion of a client record or electronic health record for use outside of the clinical site. In addition, the student shall not take any document containing patient information that is utilized for hand-off communication or assignment of a patient load off the unit where the patient is admitted. Taking photographs of patients, records, or clinical areas is also not allowed and constitutes a breach of HIPAA regulations. Students may not take photographs at any clinical site for any reason without the express written permission of the clinical site. **Failure to maintain confidentiality may result in disciplinary action. Any violation may also affect a student's eligibility to apply to other healthcare programs.**

It is also a serious breach of confidentiality to discuss fellow nursing student's information. This includes, but is not limited to: grades, level progression, and/or competency. Failure to maintain confidentiality may

result in disciplinary action. Concerns related to academic dishonesty, health status, competency or other related items should be handled privately with the appropriate faculty member or the program director.

3.22 STUDENT REPRESENTATIVES

Student representatives to the nursing program committees afford students the opportunity to influence college and program policies. The faculty strongly encourages any student presented with the opportunity to serve on a committee to accept the position. Students are selected each semester. Student representatives of committees must be in good academic standing and must have passed all nursing courses with a “C” or better. Student input includes policy and procedure, curriculum, technology, resources, etc.

Student committee representations (one from sophomore, one from freshman with one appointed alternate for each class) on each of the following committees: curriculum, discipline, and textbook.

3.23 STUDENT NURSES ASSOCIATION

All students currently enrolled in the Nursing program are members of the Carlsbad Student Nurses’ Association. As a member of CSNA, students are part of a vital, growing association interested in the needs of nursing students. CSNA’s goals are to serve you through the following benefits:

1. Scholarships
2. Community service
3. Fellowship
4. Professional Organization
5. Nursing program support and representation

3.24 PRECLINICAL COMPETENCY EXAMS

1. Students are expected to meet minimum competency to safely enter a clinical facility. The dosage and calculation exam, as well as a set of skills competency checks, are administered prior to the first day of clinical whenever possible. Students must successfully complete the dosage exam and must successfully complete assigned sets of clinical skills competencies prior to attending any clinical. All other skills must be successfully completed prior to performing the skills in the clinical setting. Examples of dosage calculations and appropriate skills will be posted in Canvas in all related courses.
2. Prior to clinical assignment, all students will be required to complete a medication calculation exam with a 100%. The medication calculation exam may be repeated once. Student(s) that do not complete the test with the required score the first time will be required to attend a mandatory remediation session prior to the second attempt. **Any student who is unable to complete the medication calculation exam with a 100% after two attempts must withdraw from the course. Failure to withdraw from the course within 7 days will result in administrative withdrawal.**

3.24.1 Skills: Students are responsible for maintaining competencies appropriate to their level and shall be subject to skills spot checks to determine minimum competencies. If the student fails the skills competency check, they will have one additional opportunity to successfully demonstrate the skill on a different day. Students unable to demonstrate an acceptable level of proficiency in performing skills in the clinical setting shall be required to complete additional practice in the nursing skills laboratory. Failure

to complete required skills practice sessions within the required time frame or upon the second demonstration attempt may result in failure of the course.

3.25 STUDENT PRACTICE STANDARDS

Technical standards and essential functions outline reasonable expectations of a student in the Nursing Program for the performance of common nursing functions. The Nursing student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab and/or clinical situations while providing the essential competencies of the Nursing Program. Minimum abilities are listed in the Student Practice Standards, students unable to meet the minimum essential functions are not eligible for admission to the nursing program. Any change in status affecting one or more of the essential functions must be reported to the Nursing Program Director immediately, See Appendix D, *ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DEPARTMENT OF NURSING*

3.26 STUDENTS WITH HEALTH RESTRICTIONS

ADA Guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity **and** who can perform the "essential functions" of the position. Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the American's With Disabilities Act Coordinator at SENMC as soon as possible.

Students with any condition that might limit ability to perform "essential functions" should obtain a physician's notice that outlines specific restrictions. The nursing program cannot accommodate medical restrictions that inhibit students from performance of the essential functions due to the risk to the client and the student. Students who have, or think they may have, a condition hindering their ability to perform any essential function or activity safely (either at risk to the client or to self) are encouraged, for academic reasons, to discuss this with the American's With Disabilities Act Coordinator at SENMC.

See Appendices D, *ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DEPARTMENT OF NURSING*, and E, *ESSENTIAL JOB FUNCTIONS FOR CLINICAL ROTATIONS*

3.27 TESTING PROTOCOL

All testing will take place with a proctor and only during times designated by the instructor.

- All computerized exams are taken in a designated area, with nursing department proctors. Students will begin the exam no later than 15 minutes after the designated exam time. If a student reports after the 15 minutes, the student will not be able to take the exam. Once the time is up, all computers will be turned off and final grades recorded. Test scores may not be available from the instructor for up to two (2) working days following the exam. Exam scores will be posted on Canvas. Individual exam reviews must be completed within one week **ONLY** following the exam.

- No cell phones, PDAs, laptops, smart watches, or programmable electronics will be allowed in the exam area. No internet accessible or Bluetooth devices are permitted.
- Students are **NOT** permitted to wear hats, jackets, hoodies or other outer garments during testing.
- Students are not allowed to bring food or drinks into the testing area during testing.
- Upon completion of the exam, students must quietly exit the building and may not loiter in the hall outside the exam room.
- No children or individuals other than the examinee will be allowed in the testing area.
- Students will not be allowed to communicate with anyone in the testing area during the exam, except proctors.
- The test proctor will not answer any questions concerning the content of the exam. The proctor will assist with technical questions about the computer or typing in the information.
- For security reasons, students will not be allowed to leave the testing room without a faculty escort or place calls during the test.
- If you have a problem or question, raise your hand to alert the proctor. **DO NOT** leave your computer station.
- It will be at the discretion of the instructor/proctor to assign seating for the exam.
- Any open window other than the exam during computerized testing will automatically be considered academic dishonesty and grounds for dismissal from the nursing program.
- At the beginning of each exam, the student will be given a blank piece of paper for notes/calculations/etc. The student will be asked to note the computer number utilized during the exam on the blank paper and turn in.
- Computer Malfunction: In the event the computer the student is using to take the exam malfunctions and is rendered unusable for the remainder of the exam time, the student will be provided a hard copy of the exam, and the student will start the exam from the beginning with the full time allotted to the exam. During the transition from computer to hard copy testing, to ensure the student completes the exam and test integrity is maintained, the student will not be allowed to leave the exam area without instructor escort.
- Any attempt to access or review an exam by a student not physically present will be considered academic dishonesty, which may result in immediate dismissal from the program.
- No make-up exams will be given. In the event a student is unable to take an exam, an essay/alternate format exam may be provided at the discretion of the instructor. No more than one essay/alternate exam per nursing course per semester can be made up in this manner without forfeiting the exam points. Special consideration may be given to the student upon written request to the instructor that includes written, verifiable documentation, within 2 working days.
- Accommodations: If special testing accommodations are needed for testing (i.e. additional time; seating; etc.) written documentation from student accessibility services must be completed at the beginning of each semester. Please refer to [Student Accessibility Services \(senmc.edu\)](http://senmc.edu)

3.28 STUDENT IMPROVEMENT PLAN

Definition: A Student Improvement Plan (SIP) is a written agreement in which the student and faculty member identify one or more areas in skills, knowledge, and/or behavior requiring improvement and actions/behaviors required to correct these areas. The student agrees to correct deficiencies in skills, knowledge, and/or behavior which have resulted in unsatisfactory or potentially unsatisfactory performance. The areas that may require a Student Improvement Plan include things such as grades, technical skills, communication, accountability, responsibility, and patient safety. A Student Improvement Plan may be used in nursing theory class, lab or clinical.

The purpose of a Student Improvement Plan is to provide the student with a specific plan for remedying a performance deficiency which may affect the student's overall performance and/or ability to continue in the nursing program.

Implementation of a Student Improvement Plan

- If an instructor determines a Student Improvement Plan is required to assist the student in meeting program requirements, it will be prepared by the instructor involved and any other instructor directly involved in the student's performance.
- After the Student Improvement Plan is reviewed by instructor and student, it is then signed by the instructors involved and the student. Disagreement with the SIP will be taken to the program director.
- A copy is given to each signer, and one is placed in the student's nursing department file.
- Failure to meet the terms of the SIP may result in failure of the course.
- If the behavior reappears in another nursing semester and involves patient safety, the student may be dismissed.
- The student may complete only two SIPs per course for any reason during the semester.
- Upon readmission to the nursing program after unsuccessful completion, nursing instructors may at their discretion, implement SIP in order to assist student in subsequent successful completion of semester.

CLINICAL POLICIES AND PROCEDURE

4.1 CLINICAL SITE ASSIGNMENTS

Students are responsible for knowing and abiding by the policies and procedures for each clinical agency/facility. Orientation requirements for each clinical agency/facility vary. *Failure to meet clinical agency/facility requirements prior to the first day of the clinical may result in the withdrawal from the semester and the student would have to reapply for admission to the program.*

Student clinical site assignments are provided prior to the beginning of the clinical experience unless otherwise specified by the faculty. Please note the report time for the particular assignment. Clinical group assignments may be changed to accommodate faculty, clinical facilities, and the needs of the Program. Students are responsible for monitoring their course schedules, SENMC and Canvas emails for changes.

Clinical sites will vary and will not always be in Carlsbad. Learning experiences are offered in cities other than Carlsbad. Students will be responsible for their own transportation, housing, and meals during assigned clinical times. The student will be held accountable to all college and nursing program handbooks/catalogues and conduct policies while out of town for learning experiences.

4.2 CLINICAL AND SIMULATION LAB ATTENDANCE/PREPARATION

4.2.1 Attendance/Absences: Attendance is mandatory. Any absence from a clinical assignment compromises the student's ability to meet clinical and course objectives. Students who arrive ten (10) or more minutes after the scheduled start time of the clinical may be directed to leave the clinical site. If the student must be absent due to extenuating circumstances (i.e., illness or injury), the student shall:

1. Personally notify the assigned clinical faculty via SENMC and/or Canvas email and include the Nursing Program Director prior to the start of the clinical day.

NOTE: Failure to follow the designated notification process shall result in a No Call, No Show (NCNS) clinical absence which may lead to failure of the course.

4.2.2 Missed Clinical Hours: *Missed clinical hours must be made up. There is no guarantee that a clinical make up due to student absence will be available. With the exception of documented medical excuses and military service, faculty will not excuse more than one absence per clinical per semester.* Students who miss more than one clinical shift may fail the course, receive an incomplete, or not be allowed to progress to the next level. All clinical make-up days shall be scheduled according to the availability of a clinical instructor; this may mean a different day of the week, time frame or location. The make-up of any missed clinical hours shall be coordinated through the clinical instructor and is not guaranteed. Failure to make up required clinical hours may result in a failure of the course. All issues with missing clinical hours will be reviewed on a case-by-case basis for determination of consequences. Students who choose to travel or miss a clinical rotation for fun, family events, or other non-emergent reasons should not expect to be allowed to make-up missed clinical time.

4.2.3 Preparation: To ensure client safety, the student shall be fully prepared to provide direct client care. If the clinical instructor deems the student's lack of preparation would compromise client safety, the student shall be sent home and incur an absence. Continued lack of preparation for clinical experiences can result in failure of the clinical portion of the program. Examples of inadequate preparation include, but are not limited to: not bringing appropriate assessment tools to the clinical site (e.g. pen light, stethoscope, blood pressure cuff); incomplete pre-clinical paperwork; inability to respond appropriately to an instructor's clinical questions regarding the assigned client; inability to safely perform clinical skills; not wearing the prescribed uniform; not wearing the appropriate identification materials (e.g.: program name badge, facility badge); failure to follow infection control protocols; medication errors.

4.3 UNIFORMS/PERSONAL APPEARANCE

The SENMC Nursing Program uniform shall be worn for all clinical, community, and simulation experiences. All students are expected to follow the rules of good hygiene, grooming, appropriate and modest dress at all class and clinical experiences. The nursing faculty may dismiss the student from a clinical or simulation lab setting for an infraction of the uniform policy. In addition, clinical facilities may have policies regarding dress, piercing, tattooing, and jewelry that are different from program policies and must be followed. The Student Clinical Dress Policies and Regulations include, but are not limited to:

4.3.1 Uniform Regulations

- i. The student uniform shall be worn while going to and from the clinical area, when participating in education related activities where the student representing the nursing profession or the college, and when participating in simulation activities.
- ii. The student uniform may not be worn to any event or site not related to the SENMC Nursing Program coursework including but not limited to stores, bars and restaurants.
- iii. Uniform (top and/or bottom) shall be sized appropriately; tight-fitting, baggy, excessively long length, or body-hugging type uniforms are not acceptable.
- iv. Uniform shall be clean, wrinkle-free, and in good repair.
- v. Uniform tops or shirts shall have short or long sleeves; not sleeveless.
- vi. Sunglasses, visors and/or hats/caps may not be worn in the clinical area.
- vii. Failure to follow these policies may result in disciplinary action.

When visiting a clinical agency at times other than assigned clinical hours (i.e. to verify assignments), program student identification badge are to be worn over the student uniform. The clinical agency has the right to ask you to leave if your clothing is deemed inappropriate by the facility standards. Students may request exceptions to the uniform policy based on documentable religious or cultural beliefs. Students may be denied access to patient records by the clinical facility and/or access to patient care areas if inappropriately attired and will be denied access if they are not wearing the program identification badge while:

1. Obtaining clinical assignments,
2. Present at the clinical site during clinical hours,

3. Present at on-campus clinical labs, and skills check-offs.

4.3.2 Official Program Student Uniform

1. Students must purchase a minimum of 2 uniform(s) from Meridy's Uniforms, as well as minimum of one polo shirt. Regulation scrub jackets are optional but must be ordered from Meridy's Uniforms as well as the school patch must be visible. Off brand jackets will not be in compliance.
2. Students may hem the pants or dress but should make no other modifications to the uniform.
3. Uniforms will be wrinkle-free, should fit appropriately providing freedom of movement and must be suitable for standing, stretching and bending. Pants should not drag the ground.
4. Students may wear a short or long sleeved black or white shirt under the tunic for warmth or to cover tattoos if needed.
5. Hoodies, sweaters, scarves, hats, or other cold-weather gear is not permitted over the uniform once educational activities have begun. Students may wear an additional layer under the shirt described in "4" above so long as it is unadorned.
6. Identification Badges: All students of the Nursing Program are required to wear their SENMC ID badges while in uniform.
7. Shoes and socks:
 - a. Canvas/cloth shoes and open toed/open heeled shoes are prohibited. Athletic shoes are acceptable if they are no less than 90% white or black and are leather or vinyl (no mesh). All shoes must be clean, in good condition, and odor free.
 - b. Socks should be clean, in good condition, and odor free, and should black or white, without design.
8. Body piercings and Tattoos
 - a. Ear gauge studs must be neutral or skin color and occlusive.
 - b. Body piercings: Tongue, large nose, septum, eyebrow, and lip piercings that are noticeable are prohibited. These need to be removed or covered (i.e. with an adhesive bandage, plug, etc.). All other small piercings will be approved at the discretion of the nursing director and nursing faculty.
 - c. Tattoos, body art, and other body modifications should remain as covered as possible. The wearing of an unprinted flesh colored, white or black sleeves is authorized and may help cover such markings.
 - d. As stated previously, clinical facilities may have policies regarding dress, piercing, tattooing, and jewelry that are different from program policies and must be followed. Any exceptions to this policy will be addressed on a case-by-case basis.

4.3.3 Badges

Agency Badges: Agency badges are distributed per agency policy and agencies are required to collect badges at the end of clinical rotations to comply with safety standards set by The Joint Commission and Center for Medicare Services. Final grades for all courses with a clinical component will not be submitted until badges are returned. In addition, failure to turn in a badge by the date requested may result in a grade reduction.

Student Identification Badges: The badge shall be visible and no part shall be obscured. Badges are supplied by the Program at the start of each semester Students will be charged \$10 for replacement of a lost badge. Badges expire at the end of each semester and are specific to the level within which the student is enrolled. They must be returned to the Nursing Program Administrative Assistant at the end

of each semester or clinical rotation. Failure to return the badge may result in failure of the course or disciplinary action.

This identification is also used to gain access to nursing exams. The badge will be obtained in the business office/room 108, during a designated time and announced to the students.

4.3.4 Required Supplies: The student shall arrive to the clinical site prepared for practice with the following supplies:

1. Bandage scissors with protected tips
2. Good quality stethoscope
3. Two BLUE or BLACK ball point pens with non-erasable ink
4. One BLACK sharpie
5. Penlight
6. Watch with a second hand. **NO SMART WATCHES.**
7. Drug Reference Book that is *less than two years old*
8. *Failure to arrive at the clinical site with these supplies may result in an inability to participate in clinical that day with no chance to make-up missed hours.*

4.3.5 Personal Appearance:

The student shall be clean and practice good personal hygiene. Cleanliness of body, teeth, fingernails, hair, uniform and shoes are required. The following criteria apply to each student:

1. Strong scents and chewing gum are not appropriate in the clinical setting.
2. Fingernails shall be neatly groomed and visibly clean. Artificial nails of any type are not allowed. Only clear fingernail polish is allowed. Fingernails shall not extend beyond the tip of the finger (less than ¼”).
3. Hair shall be clean, natural colors, and must be pulled back at or above the line of the collar.
4. A beard, mustache, and/or sideburns shall be neat, trimmed and well groomed.
5. Jewelry should be in good taste and on the conservative side.
6. Earrings may not extend past the earlobe. For safety purposes, necklaces, hoop, open disc, spike and dangle earrings may not be worn in any clinical area. Number of earrings in each ear is limited to two, or small piercings will be approved at the discretion of the nursing director and nursing faculty.
7. One plain band style ring may be worn.
8. Tattoos, hickeys, and body art shall be covered while in the clinical setting.
9. No head coverings shall be worn in the clinical setting. Students may request exception to this policy based on documentable religious or cultural beliefs.
10. *Failure to follow these policies may result in the inability to participate in the scheduled clinical rotation with no chance to make-up missed hours.*

4.4 STUDENT CLINICAL PROGRESS (EVALUATION)

It is the student’s responsibility to seek out opportunities to practice skills and learn concepts in clinical settings. The student shall receive clinical assignments and learning objectives prior to beginning each clinical experience.

4.4.1 Evaluation: An instructor will be present in the clinical setting, when care is provided. There is not an instructor present for Observation Only clinical. Clinical practice shall be evaluated weekly, at mid-term, and at the end of the semester. Areas of concern shall be addressed at midterm and the end of the semester. Strategies for improvement shall be identified to assist the student in meeting clinical objectives.

If a student is unable to perform skills appropriately during clinical, the student shall schedule remediation time with the faculty member.

If at any point in the clinical experience, a student fails to achieve a passing score, or receives an Unsatisfactory (“U”), in any area of the evaluation tool or fails to demonstrate satisfactory progression for current course level, a Student Improvement Plan (SIP) shall be initiated. An overall score of 76% or above is required to “Pass” the clinical component of the course. An overall score of 76% or less shall, or more than three “U’s” on the summative evaluation will result in a “Fail” of the clinical component and, thus, a failing grade for the entire course.

4.5 CLINICAL INCIDENTS

When the student or an employee of a clinical institution discovers a student error/incident (i.e., medication error, needle stick injury), it is the student’s responsibility to report it immediately to the clinical faculty. Faculty shall assist the student with the completion and filing of the appropriate occurrence report for the specific clinical institution and shall consider the incident when completing the student evaluation for that week including the need for remediation.

The clinical instructor shall create a written Clinical Incident report for any clinical incident(s) and/or occurrence(s). The student is required to meet with the clinical instructor to discuss the occurrence(s) and determine the stipulations of corrective action applicable to the incident. The student shall abide by the stated corrective actions. If a student has received an assignment and/or corrective action by the clinical instructor and does not complete the assignment/corrective action prior to the last day of the course, the student shall receive a failing grade for the course.

4.5.1 Student Error: A Clinical Incident Report shall identify the specifics of the error, the consequences of the student error, and a specified date for corrective action to be taken by the student. Other disciplinary action may be imposed on the student as a result of the incident and the Student Improvement Plan (SIP) should be utilized by the faculty member to support decision-making regarding the need for additional action. The associated Clinical Incident Report and Student Improvement Plan (SIP) shall become a part of the student record and shall be considered in the assessment of the student's clinical performance.

After the Clinical Incident report has been completed, the clinical faculty has the option of dismissing the student from the assignment or reassigning the student.

Disciplinary Action Associated with a Student Error: Continued issues with medication, safety, or failure to meet the terms of the SIP may result in:

- i. Withdrawal of medication administration privileges for a specified time, to be determined by the clinical faculty member.
- ii. Inability to complete the clinical rotation for that scheduled day.

- iii. Assigning a grade of “F” for the nursing course, regardless of the theory grade.
- iv. Disciplinary action.

4.5.2 Needle Stick Injury: If a student receives a needle stick injury in the Nursing Skills Laboratory or a clinical site, the incident must be reported to the supervising faculty member within 24 hours of the needle stick injury. The supervising faculty member will follow SENMC policy regarding reporting of injuries to students. Students who are injured as a result of a failure to follow safety procedures and/or nursing standards of practice will be placed on a Student Improvement Plan. Repeated incidents may lead to disciplinary action.

If a needle stick injury occurs at a clinical agency/facility, some clinical institutions may require the student to have HIV and Hepatitis B blood tests following a needle stick incident. ***The student will be responsible for the costs of the laboratory tests and treatment.*** SENMC assumes no responsibility for costs incurred as a result of any student error or incident. The student shall follow the current Center for Disease Control (CDC) recommendations for needle stick injury and/or contact their health care provider for further information.

4.5.3 Accident, Injury or Illness: Any accident or injury occurring during nursing education activities that occur on SENMC property shall be reported immediately following SENMC policy regarding injury to students. If more than first aid is required, the instructor will call 911 for assistance. SENMC or any associated clinical practice site ***is not responsible for expenses related to accidents/injuries/illnesses occurring during clinical, class, or laboratory experiences.*** Accidents or injuries that occur at a clinical site shall be reported per the clinical institution policy.

Any student that has an: accident; injury; illness; develops a physical or emotional problem; and/or takes medication(s) that could alter decision making, that could interfere with the safety to practice nursing has the responsibility to notify all appropriate nursing faculty so appropriate measures can be taken to protect the public, student and college. Students who present at a clinical site or class with a physical or emotional health issue that inhibits their ability to perform essential functions safely as determined by the program may be withdrawn from the program or may be sent home until the issue has been resolved. Any student who demonstrates behavior which conflicts with the safety that is essential to the practice of nursing shall be sent home immediately from the designated activity, class, clinical, or lab. Behavioral incidents will be documented through a written and verbal counseling by the involved nursing faculty, on the clinical evaluation tool, and may be required to meet with the Nursing Program Director for further evaluation of the behavior to determine the student’s status in the Nursing Program. Incidents that impact the safety of the student, faculty, other nursing students, facility staff, public or patients will be reviewed immediately and may result in the student being unable to attend the class or clinical during the course of the investigation. Please refer to section 3.11 for additional information regarding this process.

4.6 NURSING LABS

The nursing skills/simulation lab has many available resources for student learning, including: mannequins, models, assessment equipment, supplies for practicing basic nursing procedures, instructional videos and a computer lab with medical-surgical simulation software, computer assisted instructional software and internet access. Open lab times shall be designated each semester and posted in the course. The lab shall remain locked when unoccupied. Students may only use the lab when program

faculty member are present. The College is not responsible for damage to or loss of personal property in any building or on the grounds of the college; therefore, do not leave valuables in the lab.

Safety Rules: The following rules need to be followed at all times:

1. No food or drinks may be taken into the Nursing Labs.
2. Student misconduct may subject a student to disciplinary action; there shall be no loud or disruptive behavior in the lab area.
3. No unauthorized visitor in the lab (family members of any age, friends who are not currently enrolled in the Nursing Program, and any other person not staff or faculty of SENMC).
4. Wash hands before and after procedures. Students who fail to follow these procedures may be sent home from the lab or clinical site.
5. Sharps and potential sharp items (glass, scalpels, blades, syringes, needles, and vials) shall be disposed of in an approved puncture resistant container (sharps containers). Avoid use of containers that are more than 3/4 full. Do not recap a used needle; dispose in a sharps container. Students who fail to follow these procedures may be sent home from the lab or clinical site.
6. A student receiving a needle stick or other injury in the lab shall report the incident to the supervising faculty member. Injuries requiring more than general first aid will result in a call to 911. *SENMC is not responsible for incurred cost related to an incident.*
7. Standard precautions shall be followed during all procedures that hold a risk of contact with body fluids. Students who fail to follow these procedures may be sent home from the lab or clinical site.
8. Each student is responsible for keeping the practice area clean and equipment put away after use of the lab. This includes: disposal of sharps and trash, replace equipment to appropriate storage location, return the bed area to a clean working environment (i.e. bed in lowest position, call bell secured to side rail, over-bed table at the end of the bed, and bed linens clean and neat).

4.7 STUDENT SCOPE OF PRACTICE IN ALL CLINICAL FACILITIES

Students shall notify the clinical instructor prior to performing procedures or treatments in the clinical area. *No student shall perform a skill in clinical that they have not performed in the skills lab and received a passing grade on a skills performance exam nor shall they perform any skill that is not listed as within their level scope of practice.* The first time a student performs a skill in the clinical setting it must be under the *direct supervision of the clinical instructor*. Once the clinical instructor has verified the student's competency, the instructor may allow the student to perform the skill independently.

All procedures or treatments performed must be within a nursing scope of practice. Administration of blood and blood products is not allowed. For purposes of the program, Albumin is not considered a blood product, but falls within normal medication administration protocols.

Students must review and understand the following scope of practice allowed at each nursing level and may not perform a skill not included in the level scope even if they have been checked off for

that skill in the lab. For skills allowed within a level, students may only perform nursing skills or interventions after they have received instruction and demonstrated basic competency in the skills/simulation lab REGARDLESS OF PREVIOUS EMPLOYMENT/EXPERIENCE prior to admission to the SENMC Nursing Program.

Semester 1

Head to Toe assessment
All CNA skills
Dressing changes: simple to complex
Oral and nasopharyngeal swabs
Wound cultures
Glucose checks
Ostomy care
Enemas
Rectal tube placement
Oral, subcutaneous, and intramuscular medication administration
Insertion and removal of indwelling urinary catheters
Patient teaching

Semester 2

All Level 1 skills
Removal of an IV
Removal of a NG tube
Administration of medications/feedings through NG/OG/MIC-KEY/PEG
Prime primary and secondary tubing
Hang/change routine IV fluids/IV piggybacks (NO FLUSHING)

LPN Summer Semester

All Level 2 skills
Insert NG tube

Semester 3

All Level 2 skills
Insert NG tube
Initiate IV therapy
Initiate IV fluids with flush; IV push medication administration
TPN/PPN administration
Central line care
Radial artery band deflation/removal WITH RN OR INSTRUCTOR ONLY
All medication administration
Assist with setup for invasive procedures
Prioritization of patient care plan

Semester 4

Endotracheal/Tracheostomy care and suctioning
All nursing skills appropriate for a graduate nurse including monitoring of blood and blood products (vital signs only after the initial 15 minutes; client assessment)

Activities which are Above the Student Scope of Practice

The following activities will not be performed by a student under any circumstances. These activities should be observed, but even with supervision, will not be performed.

1. Blood and blood product transfusions
2. **Witnessing consent forms, including advance directives**
3. Telephoning a physician
4. Signing for client's valuables
5. Operation or removal of temporary pacemakers
6. Examinations related to the progression of labor (vaginal or rectal exams, as well as internal monitoring)
7. Removal of wound drains
8. Intravenous Chemotherapy
9. No activation of button for defibrillation or synchronized cardioversion
10. No accessing or de-accessing a port-a-cath or dialysis catheter
11. No removal of central lines or arterial lines
12. No insertion or removal of external jugular IV catheter

*Be able to verbalize which activities are not in the student scope of practice and which activities can be performed under RN supervision.

4.8 TRANSPORTATION

1. Students are to provide their own transportation to and from all clinical sites.
2. Students may not transport patients/clients at any time.
3. Faculty may not transport students in their personal vehicles at any time.
4. Clinical times vary, may vary from published times, and may include days, evenings, nights, holidays or weekends.

4.9 UNSAFE CLINICAL PRACTICE DETERMINATION

Unsafe clinical behavior includes, but is not limited to, the following:

1. Violates or threatens the physical safety of the patient. (i.e., medication errors, neglects use of side rails, restraints; comes unprepared to clinical.)
2. Violates or threatens the psychological safety of the patient. (i.e., uses non-therapeutic techniques repeatedly in interactions; attacks/derogates individual's beliefs or values.)
3. Violates or threatens the microbiological safety of the patient. (i.e., unrecognized violation of aseptic technique; failure to perform sterile preps or dressings appropriately.)
4. Violates or threatens the chemical safety of the patient. (i.e., violates the "Eight Rights in Administering Medications"; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio).)
5. Violates or threatens the thermal safety of the patient. (i.e., burns patient with hot packs, heating lamp, etc.; fails to observe safety precautions during O2 therapy.)
6. Violates or threatens the environmental safety of the patient. (i.e., fails to leave patient's room in order; fails to remove harmful objects from room when appropriate (including personal medications).)

7. Inadequately and/or inaccurately utilizes the nursing process. (i.e., fails to observe and/or report critical data relating to patients/clients/families; makes repeated faulty judgments/decisions in nursing situations.)
8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions. (i.e., fails to seek guidance or instructions in the performance of unfamiliar procedures.)
9. Assumes inappropriate independence in action or decisions. (i.e., performs competencies not tested; fails to seek help in emergency situations.)
10. Fails to recognize own limitations, incompetence, and/or legal responsibilities. (i.e., refuses to admit errors noted by the instructor/nursing staff; cannot identify own legal responsibilities to specific nursing situation; becomes defensive when corrected; places blame on others for personal actions.)
11. Fails to accept legal responsibility for his/her own actions. (i.e., covers own/other's errors or fails to report them; shares confidential information inappropriately; places blame on others for personal actions.)
12. Fails to interact effectively with health team. (i.e., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unity/team.)

4.10 WORKING PRIOR TO CLINICAL

Students shall not **work within eight hours prior to a clinical assignment**. If it is determined that the student has failed to comply with this policy, the clinical instructor shall dismiss the student from the clinical assignment, and they shall incur a clinical absence.

4.11 BLOOD BORNE PATHOGENS – UNIVERSAL PRECAUTIONS

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

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

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

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

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

Personal Protective Equipment is specialized clothing or equipment worn for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment. Appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment shall be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment shall be used. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. (Reference OSHA web site at: <http://www.osha-slc.gov/SLTC/bloodbornepathogens/index.html>).

4.12 CLINICAL CLEARANCE DOCUMENTATION REQUIREMENTS

Each clinical agency/facility has specific requirements for students before they are allowed to use their facility. Students are required to provide all requested documentation by designated dates. Failure to do so may result in failure of the course or inability to attend scheduled clinical rotations. **There is no guarantee that the student will be allowed to make up missed hours.** Should a student fail to keep their documentation current while in the program, the Nursing Program Director may place an advising hold on the student's registration and/or administratively disenroll the student from the program.

The student is financially responsible for all expenses related to clinical documentation and clearance. Additionally, it is the student's responsibility to maintain copies of current clearance documentation in the Administration area of the Nursing Program. All students in the Nursing Program are required to submit the following documentation prior to admission and ensure they are kept current annually:

- Health Care Costs and proof of Health Insurance
- Annual 2-step tuberculin test or symptoms assessment form with x-rays within the past 5 years
- Measles/Mumps/Rubella (MMR) vaccine; proof of immunity/titers
- Varicella vaccine series; proof of immunity/titers
- Hepatitis B vaccine series; proof of immunity/titers

- T-DaP: Tetanus, Diphtheria, Pertussis
- Proof of annual seasonal flu vaccine
- Current American Heart Association Basic Life Support Cardiopulmonary Resuscitation (CPR) card (must attend a refresher course every 2 years)
- Drug screen
- NM Department of Health Caregiver Criminal Screening

4.12.1 Health Insurance: Students must provide proof of health insurance coverage as it is required for all clinical sites. Students can purchase individual policies or provide a copy of current group coverage. *Medical costs are the responsibility of the student.* A student may become ill, injured, or exposed to infectious or communicable diseases while engaged in clinical or laboratory practice activities. Illness, injury, or exposure to disease may require, but may not be limited to: counseling, prophylactic intervention, diagnostic procedures, and /or follow-up treatment. **IMPORTANT: SENMC, the nursing program and affiliated clinical agencies are not liable for health care costs associated with the student's illness or injury resulting from clinical or laboratory practice.**

4.12.2 TB Test Report: Annually, each student shall present a copy of his/her negative 2-step TB skin test (PPD) results, or a Quantiferon Gold TB blood test for his or her health file. If a TB skin test is positive, negative chest x-ray results that are less than 5 years old, and an annual symptoms assessment must be provided.

A student with a newly positive TB skin test shall present evidence of a negative chest x-ray within the past 12 months; adhere to the follow-up/therapeutic regime of his/her health care provider; and/or submit written documentation of adherence to and prescribed follow-up/therapeutic regime from his/her health care provider to the Nursing Program Office.

4.12.3 Measles/Mumps/Rubella (MMR): Documented receipt of rubella vaccine or rubella titer can be completed as part of the physical exam; women may have had the rubella titer during maternity care. The student shall provide evidence of one of the following: documented receipt of MMR vaccine; diagnosed rubella illness documented by health care provider; or titer indicating proof of immunity.

- Documentation of two doses of MMR vaccine; diagnosed rubella illness documented by health care provider.
- Reactive titers

4.12.4 Varicella: The student must verify they have had a previous case of varicella (chickenpox) documented by a primary health provider. If the student has not had varicella or is unsure, the student should obtain a varicella titer and/or the vaccine series. The student must present documented proof of immunity.

4.12.5 Hepatitis B Vaccine Series: The student shall provide documentation for completing a series of three doses of Hep B (HBV) immunization unless contraindicated upon a health care provider's advice according to the following schedule: a) first dose, at elected date; b) second dose, one month later; c) third dose, six months after the first dose. Written verification of Hep B vaccination contraindication shall be submitted to the Nursing Program Office; or titers may be drawn for proof of immunity.

4.12.6 Tetanus, Diphtheria, and Pertussis (Tdap): One dose within past 9 years at the time of application

4.12.7 Influenza Vaccine: The student shall provide documentation for completing an annual dose of the influenza vaccine unless they have written documentation of a contraindication provided by a licensed health care provider. Written verification of the influenza vaccine contraindication must be on file in the Nursing Program Office. Faculty/students who cannot receive the flu vaccine for medical reasons must comply with facility requirements for protective equipment during the designated flu season (mask). Flu vaccines are administered only during the peak flu season starting in September through March.

4.12.8 CPR: The student shall provide documentation of a current CPR certification and maintain a copy on file with the Nursing Program. A current American Heart Association (AHA) BLS CPR certification is required from a course endorsed by the American Heart Association.

4.12.9 Drug Screen: Please note that clinical agencies and the SENMC College Nursing Program reserve the right to require drug testing at any time.

1. Although SENMC enforces a policy regarding substance abuse, the special needs of the Nursing Program require additional procedures for handling the suspected drug/alcohol impairment of students enrolled in coursework designated as clinical, classroom, or laboratory courses. Due to the nature of the course of study, students enrolled in clinical/classroom/laboratory 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 client care, clinical, classroom, or laboratory setting. This policy demonstrates the department's commitment to safeguard the health of the students and public and provides a safe place for students to learn.
2. Drug or alcohol use, either while on campus or in a clinical or laboratory setting can seriously endanger the safety of clients and students, as well as render it impossible to provide safe healthcare and service. Impairment or potential impairment of judgment in the clinical, classroom, and laboratory setting places the safety of students, patients, faculty and the general public at unacceptable risk. The purpose of this policy is to:
 - a. provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs, or controlled substances affecting or are likely to affect judgment in the clinical, classroom, or laboratory setting.
 - b. inform students of their responsibility to conform to all state and federal laws and regulations and SENMC policies, rules, and regulations regarding alcohol, drugs, or controlled substances.
 - c. provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
 - d. balance the need to safeguard the public with the student's rights.
3. Definitions:
 - a. Legal drugs: legal drugs include medications prescribed by a Health Care Provider for a specific individual, over-the-counter medications, and alcohol. Marijuana is not considered a legal or prescription drug by clinical sites and will be considered a positive result, regardless of a valid card. The nursing department prohibits the use/abuse of such drugs to the extent behavior or judgment is adversely affected.

- b. **Illegal drugs:** illegal drugs include those controlled substances (certain drugs or substances subject to or have a potential for abuse of physiological dependence) under federal or state law 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 SENMC Drug-Free Workplace Policy further elaborates on this policy.
4. **Legal Use of Substance under Direction of a Health Care Provider:** A student taking legal drugs must be able to provide documentation of an authorized prescription in the event of a positive drug screen. Marijuana is not considered a legal or prescription drug by clinical sites and will be considered a positive result, regardless of a valid card. This student may not participate in any clinical, classroom, or laboratory setting experience if impaired. All attendance policies remain in place and the student remains responsible for completing all requirements of the course of program.
5. **Factors Suggesting Impairment:** Current students while in the patient care, classroom, 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, clinical, or laboratory session.
 - Personality changes or disorientation;
 - Inappropriate behavior which suggests the student is under the influence of a chemical substance which impairs or could impair clinical, classroom, or laboratory judgment;
 - Repeated failure to follow instructions or operating procedures;
 - Violation of clinical, classroom, laboratory, facility, or NMSU-Carlsbad/SENMC 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 site.
6. **Substance Use Testing Procedures:**
- a. The student will be removed from the classroom, clinical, or laboratory setting without delay and will be given an opportunity to explain his/her behavior. If the instructor or facility personnel reasonably suspects impairment, the student shall be sent for a drug screen to a suitable laboratory designated by SENMC. The student will not be able to return to class or clinical until the nursing program director, VPAA and VPSS deem it appropriate. The student remains responsible for all course or program requirements during such period.

- b. Students suspected of impairment will be sent for a drug screen at an outside facility which is responsible for maintaining the chain of custody of the specimen collected. The facility used for the testing will be licensed in compliance with the law.
- c. 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.
- d. The student shall take a government issued picture identification card, such as a driver's license with them to the testing facility.
- e. 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 for transportation from the clinical, classroom, or laboratory site to the designated testing site through the nursing department. The student will need to arrange for transportation from the testing facility.
- f. SENMC will pay for drug/alcohol screening if the results are negative. The student shall be informed of the test result. If the test is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory. Results of the test and contents of the Impaired Behavior Form shall remain confidential and may be released only to the nursing program director, VPAA and VPSS and to those with a legitimate need to know.

7. Consequences:

If the test results are **NEGATIVE**, the student will meet with the instructor and the nursing program director within two working days, not including Saturday or Sunday, of the receipt of the test results. During this meeting, the student will have an opportunity to present information regarding the matter. Behavioral issues prompting the drug/alcohol screen will be addressed. If disciplinary action is indicated, a decision will be made by the nursing program director, CAO and VPSS.

- a. If the drug or alcohol screen is **POSITIVE**, the following actions will occur:
 - The student will be notified by the nursing program director the results of the test and instructed they cannot return to the clinical, classroom, or laboratory setting until approved to do so by the nursing program director.
 - All documentation will be sent to the campus executive office for further action.
 - The student shall contact the campus executive office by the next working day after being notified of the test results.
 - The student will be charged the cost of the drug testing through his/her school account.
- b. If a student **ADMITS** to being impaired by drugs or alcohol, they will be removed from the clinical, classroom, or laboratory site and treated as for a positive drug screen. All documentation will be forwarded to the VPAA for further action.
- c. If the 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 a positive drug screen. All documentation will be forwarded to the campus executive office VPAA for further action.
- d. In the event a disciplinary action includes suspension or dismissal from an Allied Health program and/or SENMC and the student requests and is allowed to return

to any Allied Health program, the following steps will be required prior to re-entry.

- All SENMC and nursing department requirements associated with the suspension or 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 a clinical classroom or laboratory program within the nursing department. A positive test will result in referral to the Campus Executive Office for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.
- e. Students testing POSITIVE for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.
 - f. Conviction of a criminal drug statute while enrolled in the nursing program will result in referral to the campus academic office for further action, with a recommendation from the nursing program director for permanent dismissal from the nursing program.

4.12.10 Criminal Background Check: The State of New Mexico requires a New Mexico Department of Health caregiver criminal background check be performed on all students requesting enrollment in nursing courses with a clinical laboratory component. Non-compliance with the criminal background check will render a student ineligible to enroll in nursing courses. A student's eligibility for clinical practice and successful completion of a course (nursing or health care related) shall depend upon clearance of the criminal background check. If the criminal history screening results in a 'disqualifying conviction' the student is not eligible to participate in the nursing program and shall be denied access to affiliated clinical agencies based on the written affiliate agreement between SENMC and the clinical agency/facility.

4.13 CHANGE OF HEALTH STATUS

If a student experiences an injury or illness while enrolled in the Nursing Program, the student shall submit a release signed by a healthcare provider. The release shall state the student can continue to meet the essential functions of the Nursing Program 'without restrictions' (*See appendix E*). Examples of conditions/incidents that would require a medical release are, in the case of, but not limited to the following: trauma necessitating medical care, surgery, exacerbation of a pre-existing condition and/or a new diagnosis of a chronic health condition that changes the students ability to perform essential functions as outlined by the program (*See appendix E*). If a medical release 'without restrictions' is not received, the student shall not be allowed to participate in clinical or lab (skills).

4.14 COMMUNICABLE DISEASE

Students with a documented infectious disease may care for clients when cleared by their health care practitioner. Infected students cannot work in client care areas if they may be able to transmit disease to clients or coworkers or the disease may pose a significant health risk to immunocompromised patients. Examples include, but are not limited to: COVID-19, cold, influenza, conjunctivitis, Strep throat, Clostridium Difficile infection, measles, Shingles and Tuberculosis. Students diagnosed with or suspected

to have conjunctivitis or Strep throat may not return to class or clinical until they have received 24 hours of antibiotic treatment for conjunctivitis and 48 hours of treatment for Strep throat.

4.15 CONFLICT OF INTEREST

The Nursing Program is committed to maintaining the highest standards of ethics and integrity in all of its academic and clinical operations. Both individual students of the program and faculty members of the program have a vital need to recognize and deal with conflicts of interest and/or commitment. Such conflicts may compromise or have the appearance of compromising the integrity of program-related activities and have unforeseen effects on those activities.

Therefore, Conflicts of Interest and Commitment must be reported by all students under the following circumstances:

- When the student will be assigned to an area of a clinical facility in which a family member or person of direct personal influence is employed
- When the student will be assigned to an area of a clinical facility where they are currently employed or have been released from prior employment
- When the only clinical section available is with a clinical instructor who is a family member or with a person of direct personal influence
- When the student is a member of or actively participates in any organization that actively seeks to discredit the SENMC nursing program, its administration, faculty or students
- When a *conflict arises* that has not been reported

APPENDIX - A

SOUTHEAST NEW MEXICO COLLEGE GRADUATE OUTCOMES

Upon graduation, students of SENMC should be able to demonstrate satisfactorily:

1. Practical communication skills in reading, writing, listening, and speaking.
2. Basic critical thinking skills include problem identification, evidence acquisition and evaluation, and reasoning/conclusion.
3. Identify a set of ethical ground rules of personal and social responsibility.
4. Apply the fundamental concepts of quantitative reasoning in mathematics and science.
5. Appropriate information and digital literacy skills for personal and professional use.
6. Apply the fundamental concepts for analyzing significant primary texts and works of art, including fine arts, literature, music, theater, and film.

SENMC ASSOCIATE DEGREE NURSING PROGRAM LEARNING OUTCOMES

1. Utilize the nursing process, clinical judgment, evidenced based information and knowledge from the arts and sciences to provide safe client centered care.
2. Coordinate and collaborate effectively through verbal, nonverbal, and technological means with individuals, families and the interdisciplinary team.
3. Integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
4. Apply the principles of delegation, management and leadership in providing client centered care.
5. Participate in activities that promote professional development and personal growth.

STATEMENT OF PHILOSOPHY

The following is the statement of philosophical beliefs regarding nursing, the teaching/learning process, nursing education and the role of the Practical Nurse and/or Associate Degree Nurse as prepared by the nursing faculty of Southeast New Mexico College.

Nursing is a theory-guided, evidence-based discipline, which builds on a foundation of knowledge from the biological, social and behavioral science. The curriculum is directed toward competencies needed to provide client-centered care for an aging and diverse population in complex environments that increasingly require interdisciplinary collaboration, leadership, use of quality improvement, informatics and technology. The graduate of the nursing program at SENMC is prepared to meet the competencies of the ever-changing health care environment in four major roles: provider of client-centered care, client safety advocate, manager of care, and member of a profession. Core values, adopted from the National League of Nursing, include caring, diversity, ethics, excellence, holism, integrity and client centeredness. These values support the program's integrating concepts: client-centered care, teamwork and collaboration, nursing judgment, quality and safety and informatics.

Realizing education in the community college setting deals primarily with the adult learner, we acknowledge life experiences, self-motivation, self-direction, and values have a direct impact on the teaching/learning experience. The foundation for nursing education in this setting should be based on problem solving situations whose solutions have been previously validated. These situations involve technical, intellectual, and interpersonal competencies.

We further believe students should have the opportunity to advance in their nursing education as they so desire. Thus, the program provides a career ladder approach to nursing education which allows students to exit at the completion of the first year with a certificate in practical nursing or at the completion of the second year with an associate degree in nursing.

We also believe the Licensed Practical Nurse possesses an existing level of knowledge and skill. The knowledge and skill can be validated and should allow the Licensed Practical Nurse to be admitted to the program with advanced standing.

Learning is a continuous process that utilizes planned activities to accomplish behavioral changes. Learning occurs when the individual is challenged and motivated to enhance personal knowledge and change behavior. It occurs in a variety of diverse settings and diverse populations and is not restricted only to the classroom. Teaching and learning are interactive processes between faculty and students. The responsibility of the faculty is to facilitate the student's development of clinical judgment skills through the design and evaluation of learning experiences and use of resources. Learners realize study, observations of others and application of learned skills and concepts are needed to accomplish this behavioral change. The student actively participates in the instructional process by sharing the responsibility with faculty for identifying his/her own learning needs and selecting specific learning activities. Through this process, learners incorporate new knowledge and develop the skills necessary for the practice of nursing. As the student incorporates new knowledge and skills, nursing judgment develops. These skills include, but are not limited to, the appreciation of points of view that are socially and culturally diverse. It is the goal of nursing education to develop an individual who is a deliberate thinker, uses reason, identifies patterns and contradictions, and searches for creative solutions to make sound decisions in their personal and professional lives.

Learning is a dynamic process between the student and his/her environment and moves from simple to complex. It is most meaningful when it is related to the pursuit of the individual's own goal, is influenced by role models, and enhanced by a collaborative environment. The adult learner is task oriented, problem-centered and self-directed. Students learn through a variety of activities and teaching modalities which utilize the nursing process as a tool for problem solving and clinical reasoning.

Certificate in Practical Nursing

We believe the graduates of the certificate program in practical nursing will have the essential knowledge, skills and attitudes to provide judgments for the provision of safe, quality care. Further we believe the graduate practical nurse will be equipped to question the basis for nursing actions considering research evidence, tradition and client preference under the direction of the Registered Nurse. The graduate practical nurse will endeavor to promote human dignity, self-determination, and personal growth of clients, members of the interdisciplinary team, and him/herself.

Associate Degree Graduate

We believe the graduates of the Associate Degree Program in Nursing will have the essential knowledge, skills and attitudes which enable them to function in structured care settings in which they are a member of the interdisciplinary team. The associate degree graduate nurse is prepared to provide and manage safe, quality care to diverse clients and promote the health of clients within a family or community context. In addition, they are committed to evidenced based practice, caring, advocacy, integrity and ethical practices.

The graduate of either of these programs is provided with a sound theoretical and clinical foundation on which to further their education and skills to meet the challenges of the future.

APPENDIX - B

PRACTICAL NURSING CERTIFICATE OPTION

***Program prerequisites:**

NA 101 - Nurse Assistant Theory & Lab	6 Credits
BIOL 2210 - Anatomy and Physiology I	4 Credits
CHEM 1120G –Introduction to Chemistry	<u>4 Credits</u>
	14 Credits

Fall Semester:

NURS 153 - Medication and Dosage Calculations	1 Credit
NURS 154 - Physical Assessment	2 Credits
NURS 156 - Basic Nursing Theory and Practice	6 Credits (6p) ** (90 hrs)
BIOL 2225 - Human Anatomy and Physiology II	4 Credits
PSYC 1110G - Introduction to Psychology***	<u>3 Credits</u>
	16 Credits

Spring Semester:

NURS 157 - Health Deviations and Maternal/Child Nursing	8 Credits (6p) ** (90 hrs)
CEPY 1120G - Human Growth and Behavior***	3 Credits
ENGL 1110G - Composition I***	4 Credits
**** <i>NURS 210- Pharmacological Requisites of the Childbearing Family (1 credit)</i>	(1)

	15(16) Credits

Summer Session:

NURS 146 - Common Health Deviations	6 <u>Credits</u> (6p) ** (135 hrs)
	6 Credits

TOTAL CREDITS	51(52) Credits
---------------	----------------

* Students must have proof of successful completion of a nursing assistant course and meet nursing admission and readmission requirements.

** 1 hour (p) practicum = 3 contact hours.

*****PSYC 1110G, CEPY 1120G, ENGL 1110G**, and all general education courses may be and is strongly encouraged to be taken prior to admission to the nursing program. All courses that are part of the nursing curriculum must have a grade of “C” or better to receive credit. Courses with less than a “C” will need to be repeated to receive credit toward the Associate Degree in Nursing or the Licensed Practical Nursing certificate program.

All prerequisites and required courses completed prior to admission to the SENMC Nursing Program will be awarded a pre-nursing certificate.

******NURS 210** Pharmacological Requisites of the Childbearing Family is not required for the PN option. However, if this course is not taken and the student decides not to exit at the PN level and progresses to the associate degree level, the student will be required to complete this course (offered only once in the spring semester before progressing to the associate degree level of the program).

APPENDIX – C

ASSOCIATE DEGREE IN NURSING OPTION

Graduates of the Associate of Applied Science Degree portion of the curriculum at SENMC are eligible to seek licensure to practice as a Registered Nurse¹.

***Program prerequisites:**

	<u>CREDITS</u>
BIOL 2210 - Human Anatomy and Physiology I*	4
CHEM 1120G – Introduction to Chemistry*	4
NA 101 - Nursing Assistant Theory and Lab (or current CNA certificate)**	6
	14 total

REQUIRED COURSES**

BIOL2225 - Human Anatomy and Physiology II***	4
CEPY 1120G - Human Growth and Behavior***	3
MATH 1130G -Survey of Mathematics***	3
Or	
MATH 1220G - College Algebra	
PSYC 1110G - Introduction to Psychology***	3
ENGL 1110G - Composition I***	4
	17 total

CORE NURSING COURSES:

Fall Semester:

NURS 153 - Medication and Dosage Calculation	1
NURS 156 - Basic Nursing Theory and Practice	6 (6p) ** (90 hrs)
NURS 154 - Physical Assessment	2
	9 total

Spring Semester:

NURS 157 - Maternal Child Health Deviations	8 (6p) ** (90 hrs)
NURS 210 - Pharmacological Requisites for the Childbearing Family	1
	9 total

Fall Semester:

NURS 211 - Pharmacological Requisites of Simple Health Deviations	1
NURS 258 - Psycho-Social Requisites: A Deficit Approach	3 (3p) ** (45 hrs)
NURS 246 - Health Deviations I	7 (9p) ** (135 hrs)
	11 total

Spring Semester:

NURS 212 - Pharmacological Requisites of Complex Health Deviations	1
NURS 256 - Health Deviations II	8 (12p) ** (180 hrs)
NURS 260 - Management of Deviations	2
	11 total

TOTAL CREDITS

71

** Verification of successful completion of nursing aide certificate program within five (5) years or verification of current CNA certificate and meet nursing admission and readmission requirements.

***BIOL 2225G, PSYC 1110G, CEPY 1120G, ENGL 1110G, and any required general education courses are encouraged to be taken prior to admission to nursing. BIOL 2225G and PSYC 1110G must be completed **prior** to the **second** semester of the nursing program. CEPY 1120G and ENGL 1110G must be successfully completed **prior** to entering the second **year** of nursing.

All prerequisites and required courses completed prior to admission to the SENMC Nursing Program will be awarded a pre-nursing certificate.

All courses that are part of the nursing curriculum must have a grade of “C” or better to receive credit. Courses with less than a “C” will need to be repeated to receive credit toward the Associate of Applied Science Degree in Nursing.

SOUTHEAST NEW MEXICO COLLEGE
Nursing Program
***ESTIMATE OF STUDENT COSTS FOR PN/ADN PROGRAM**

Type	Cost	Explanation
Tuition	\$2850.00 - \$5350.00	52-71 credits
Textbooks; NCLEX Test Prep	\$1300- \$2800.00	Textbooks, access codes and resources; Comprehensive NCLEX Assessment and 2-day Review
Supplies& Specialty Items	\$200- \$400.00	Pens, pencils, notebook paper, and specialty items such as stethoscope, blood pressure cuff, and other items as needed etc. for all four semesters
Lab Fees	\$320- \$730.00	Nursing and science courses; customized lab kits
Uniforms	\$150- \$250.00	Uniforms and shoes
Background Check/Drug Screen/Physical	\$340.00- \$510	Fingerprinting and background check (\$85); Drug Screen (\$45.00); Physical exam (\$40.00)
Degree Application	\$10- \$25.00	
NCLEX Fees/Transcript Request	\$366.25	Official college transcript for Board of Nursing (\$12.25); Pearson NCLEX-RN testing fee (\$200.00); licensing fee (\$110.00).; NCLEX background check/fingerprint fee (\$44.00);
Clinical Expenses	\$500- \$800.00	Out-of-town clinical
TOTAL ESTIMATED COSTS	\$6050- \$11250	

****The above are estimates ONLY and are subject to change****

Prior to and upon admission to the nursing program, scholarships and loans are available from a variety of sources. Information and applications are available in the nursing office, Counseling and Development office, and Student Services office.

APPENDIX – D

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE DEPARTMENT OF NURSING

The following essential requirements for participation in the SENMC Nursing Program and examples of necessary activities (not all inclusive) should be used to assist each applicant/student in determining whether accommodations or modifications are necessary.

ADA Guidelines apply to all qualified disabled persons. (A qualified disabled person is a person with a disability who, with or without reasonable modification to rules, policies, or practices, and with the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in the programs or activities provided by a public entity **and** who can **ESSENTIALLY** perform the “essential functions” of the position). **Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the special needs coordinator as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their health care provider.**

ESSENTIAL FUNCTIONS	SOME EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking abilities sufficient for clinical judgment.	Identify cause/effect relationships in clinical situation; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/families and colleagues.
Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients’ rooms, work spaces, and treatment areas, and administer cardio-pulmonary procedures.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.
Ability to operate under stressful situations.	Perform within a crisis situation providing care to meet physical, emotional, or psychosocial needs of the patient/client.

****All programs at SENMC are available to all persons without regard to race, religion, sex, creed, handicap or national origin***

APPENDIX – E

ESSENTIAL JOB FUNCTIONS FOR CLINICAL ROTATIONS

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking is required for majority of time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sits while charting or entering data into computer. May sit while receiving/giving verbal report at start/end of shift. May also sit during breaks and meal period. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies or patient charts, weighing up to ten pounds. Also lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating and repositioning patients. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Frequently carries medical supplies and other items weighing up to 50 pounds. Occasionally carries certain medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities required.
- **Climbing:** No significant climbing is required, may be required to climb a step stool.
- **Bending:** Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.
- **Crawling:** Not required.
- **Reaching:** Reaching above head required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of patient care, such as CPR.
- **Twisting:** Twisting at waist required when bathing patients and performing other procedures.
- **Speaking:** Must be able to clearly speak English to communicate, assess and educate patients/families. Must also be able to communicate verbally with health care providers and other professionals involved in patient care.
- **Hearing:** Must have normal hearing (aide permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear to detect subtle yet critical information regarding patient condition including alarms and to communicate with physicians and other professionals involved with patient care. Normal hearing required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, performing physical assessments of patients including subtle changes in color.
- **Depth Perception:** Required for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), and nasogastric tube insertions.
- **Fine Motor Skills:** Must have fine motor skills of all fingers and be able to grasp and control medical equipment and perform precise procedures such as sterile dressing changes. Must be able to grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess patients through palpation with fingers and hands; must be able to distinguish warm/cold and be able to feel vibrations.
- **Smell:** Must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- **Driving Required:** Students are responsible for their own transportation to and from affiliating clinical agencies.

APPENDIX – F

**SOUTHEAST NEW MEXICO COLLEGE
Associate Degree Nursing Program**

STUDENT IMPROVEMENT PLAN

Student: _____ Date: _____

Faculty Member(s)

Statement of the Problem:

Objectives Required to Meet Standards:

Strategies and Time Lines for Meeting Objectives:

Consequence(s) of Not Meeting Objectives:

Student Faculty

Faculty Faculty

Review of Progress: _____
Date Faculty

Comments: _____

APPENDIX – G
SOUTHEAST NEW MEXICO COLLEGE
Associate Degree Nursing Program
CLINICAL INCIDENT REPORT

Date of Incident _____ Student Name _____

Clinical Agency/Facility _____

Medication Error Report

Directions: Check and complete the following information as it applies to this incident.

Incident reported: Date _____

To	Name	Date	Time	Method
Health Care Provider				
Nurse				
Faculty				

Completed Facility Occurrence Report: _____ yes _____ no

Client initials _____ Client Room Number _____

Medication order _____

_____ Wrong Drug _____ Wrong Dose _____ Wrong Patient _____ Wrong Indication
 _____ Wrong Time _____ Wrong Route _____ Wrong Documentation _____ Wrong Response

Other Incident: _____

Action taken according to Policy: _____

Needle Stick Injury or Exposure to Blood and Body Fluids Report

Directions: Check and complete the following information as it applies to this incident.

Client Initials _____ Client Room Number _____

Describe incident as related to needle stick or exposure incident _____

Referred to/or student chose to seek medical care from:

_____ Refused information/treatment _____ Emergency/Clinic Care
 _____ Personal Health Care Provider _____ Center Disease Control (web site for info)
 _____ Public Health Dept _____ Agency/Facility Risk Management/Infection Control

SENMC is not responsible for costs incurred as a result of this incident.

Date _____ Student Signature _____

Date _____ Faculty Signature _____

APPENDIX – H

SENMC NURSING DEPARTMENT SUSPECTED IMPAIRMENT FORM

_____ (date & time) at _____ (place)

_____ (student) _____ (course #)

This student was removed from the clinical, classroom, or laboratory setting based on the factors indicated below. This student may not return to the clinical or classroom setting until (s) he meets with the nursing program director and the VPAA.

- Unsteady gait
- Blood-shot eyes
- Unusually sleepiness or drowsiness
- Unusually disheveled appearance
- Slurred speech or in a different pattern from the student's usual pattern
- Aggressive tone (describe) _____
- Physical aggression (describe) _____
- Odor of alcohol or marijuana (circle)
- Residual odor peculiar to some chemical or controlled substance (describe)

- Unexplained and/or frequent absenteeism during a scheduled class or clinical session
- Personality changes or disorientation
- Discovery or presence of drugs/drug paraphernalia and/or alcohol in a student's possession (circle)
- Repeated failure to follow instructions or operating procedures
- Violation of safety policies of the clinical, classroom, laboratory, or SENMC
- Involvement in an accident or a near accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Theft or absence of narcotics from the student's clinical site
- Other behaviors _____

Other comments (include length of time observed, distance from student, and how student responded when confronted).

The following witness (es) also observed the behavior(s) noted (please print and sign name):

_____ The time of notification and name of the instructor:

SENMC NURSING DEPARTMENT SUSPECTED IMPAIRMENT FORM

Page 2

THE ACTIONS TAKEN WERE: (Choose one of the following and initial):

- I. _____ The student was sent for a drug/alcohol test at _____ (time).
- The student may not return to the clinical, classroom, or laboratory setting until results are known and approved to do so.
 - The student must take government issued picture identification to the drug testing site.
 - The student may arrange for transportation to the drug testing site. They may not drive themselves. If they cannot arrange transportation, SENMC will provide a one-way trip from the clinical, classroom, or laboratory site to the drug testing site. Transportation provided by:
_____.
 - The student must arrange for transportation from the drug testing site.
 - The student has a maximum of one hour to report to the drug testing site from the time at which the Drug Screening Referral Form is completed.
- II. _____ The student admits to being impaired by _____ and shall be treated as having a positive drug/alcohol test (student MUST sign this form).
- III. _____ The student refused to go for a drug/alcohol test as described and shall be treated as having a positive drug/alcohol test.

A positive drug or alcohol test will result in immediate referral to the VPAA. Self-admission of drug or alcohol impairment or refusal to go for drug testing will also result in immediate referral to the VPAA. All information is to be kept confidential.

Instructor (print name)	Signature	Date	Time
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Student (print name)	Signature	Date	Time
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Witness if student refuses to sign (print name)	Signature	Date	Time
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If student would/could not sign, please indicate reason or reasons given: _____

Notification to _____ occurred on _____
(time & day)

(Copies of this form shall be given to: student, Vice President of Academic Affairs, Vice President of Student Services, and nursing program director. A copy will also be kept in the student's file).

APPENDIX – I

**SOUTHEAST NEW MEXICO COLLEGE
Associate Degree Nursing Program**

DRUG SCREENING REFERRAL FORM

To: Mobile Safety
314 W. Mermod #103
Carlsbad, NM 88220

From: Dianne Hardin, Nursing Program Director
SENMC
1500 University Dr.
Carlsbad, NM 88220
(575) 234-9305
dhardin@senmc.edu

_____ (name of student) is to obtain a drug screen through proper chain of custody. Results of the test are to be clearly marked “CONFIDENTIAL” and sent in a sealed envelope clearly marked “CONFIDENTIAL” to Nursing Program Director at the above address.

I, _____ (printed student) give permission for the testing center laboratories to release the results of this drug screen to the nursing program director at SENMC.

Immediate results will be emailed/or called to the nursing program director at the above email address/phone number.

Student’s signature

Date

SENMC representative (print)

Signature

Date _____

APPENDIX – J
SOUTHEAST NEW MEXICO COLLEGE
Nursing Program

Student Wellness Contract

I, _____, will receive a comprehensive screening substance abuse evaluation conducted by Southeast New Mexico College’s nursing program director and their designated agency to provide drug testing procedures in the event I demonstrate any suspicious behavior (see suspicious behavior form) while in the college or clinical setting. This test will be performed immediately on recognition of the behavior, and the cost of the initial test will be paid by the university. I further understand if this test is positive, on any criteria level, I will assume the cost of the test and any other applicable testing. A chain of custody form will be provided to me and anyone administering the test will be trained and certified to administer the test. If a sample is required to be sent off for further evaluation, I understand I may not attend any clinical, lecture, or care experiences until the results have been returned and are negative. If the designated facility test result is positive, the student will be referred to any designated mental health association for an evaluation and recommendation for treatment. If a treatment or program is recommended, the student must complete the program determined by a certified drug and alcohol counselor or licensed chemical dependence counselor. All nursing course work will be suspended until the program treatment is completed. The cost of the counselor and evaluation will be at my own expense. Written evidence of my treatment program completion, ability to return safely, without impairment, to the nursing program, and my after-care plan will be submitted to the Director of Nursing.

It has been explained to me a grade of “I” (incomplete) IF passing the course, or “W” (withdrawal) will be earned for nursing courses interrupted by my treatment. I have also been informed a written reinstatement request and application to the nursing program must be submitted with a recommendation to re-enter the nursing program from the treatment facility for readmission to the nursing program. I also understand clinical impairment validation can result in a recommendation by the nursing faculty or A P & G Committee for an administrative dismissal from the Southeast New Mexico College nursing program.

I further understand I may not attend any clinical under the influence of narcotics (prescription or otherwise), alcohol, or any drug which could alter or impair my clinical judgment or intellectual functioning.

All forms regarding the student or actions taken will be kept in a secured file in the nursing department accessible only by the nursing director or secretary/designee.

DATE: _____

Student Signature:

 Agree

 Disagree

Witness: _____ DATE: _____

Witness: _____ DATE: _____

APPENDIX – K
SOUTHEAST NEW MEXICO COLLEGE
Nursing Program

STUDENT ACKNOWLEDGEMENT

DIRECTIONS: Please initial after each statement and sign at the bottom of the form to indicate your understanding of the nursing program policies for the current academic year. Return to nursing program secretary by _____.

- 1) I understand nursing job opportunities could be limited within the geographical area surrounding Carlsbad, New Mexico, at the completion of the nursing program and relocation to another area may be necessary for employment in nursing. _____
- 2) I understand confidentiality regarding client information is **MANDATORY** during my nursing education process. I understand all clients have the right to privacy and confidentiality of all information, medical, or personal. I agree to maintain client information confidentiality throughout the nursing education process. I will not purposely communicate client information to any unauthorized person. _____
- 3) I have read and understand all the policies and information contained in this handbook and agree to abide by them throughout the enrollment in the nursing program. _____
- 4) I have read and understand the professional behavioral policies and expectations and agree to behave professionally in all nursing education related settings. I understand the consequences of disruptive behavior. _____
- 5) I have read, understand, and will comply with the Health Requirements Policy. _____
- 6) I have read and understand the course Syllabus. _____
- 7) I have read and understand the substance abuse policy. _____

Name (print): _____

Signature: _____

Date: _____

APPENDIX – L
SOUTHEAST NEW MEXICO COLLEGE
Nursing Program

WAIVER OF LICENSE GUARANTEE

Admission to or graduation from the SENMC nursing program does not guarantee obtaining a license to practice nursing. Licensure to practice as a registered nurse is required in New Mexico. Licensure requirements and procedures are the right and responsibility of the New Mexico State Board of Nursing exclusively.

Students shall satisfy the requirements of the Nursing Practice Act, which can be found in NMSA Chapter 61 or in the B.O.N. Manual #91-2, and the Rules and Regulations of the State Board of Nursing, also found in the above manual, independently of any college requirement for graduation.

Examples of situations which may result in being unable to meet licensure requirements include felony convictions, substance abuse, or being guilty of acts which deceive, defraud or harm the public in any way.

If there is any question about eligibility for licensure, contact the nursing program director or the Board of Nursing immediately.

I have read and understand the above statement.

I acknowledge and understand this statement shall become part of my permanent record in the SENMC nursing program.

Name (print)

Signature

Date

APPENDIX – M
SOUTHEAST NEW MEXICO COLLEGE
Nursing Program

ASSUMPTION OF RISK

I, _____ acknowledge and understand SENMC does not provide insurance coverage for medical care I may need because of my participation in the nursing program, its activities, course requirements and any thereof. I further understand there are certain risks and hazards that may arise in the course of this or related activities. I hereby assume any and all of the inherent risks and hazards either directly or indirectly related to my participation in this program.

I acknowledge any claims for damages against SENMC officers or employees and/or contract facilities, officers or employees for death, personal injury, or property damage which may occur as a result of my participation in the above-mentioned activity would be governed by the New Mexico Tort Claims Act which imposes limitations on the recovery of damages from state institutions and their public employees.

Signature

Date

APPENDIX – N
SOUTHEAST NEW MEXICO COLLEGE
Nursing Program

DEMONSTRATION OF COMPETENCY

I, _____ understand I am expected to be prepared for the competency demonstration of selected skills throughout each semester. Dates and times will be assigned by instructors. I will arrive in uniform, on-time and prepared with all needed supplies. I will be given a scenario to read about a client. The instructor will be monitoring my performance and acting as the voice of the client and providing information. There will be a supply area and a medication area. I am expected to wash my hands correctly, introduce myself, provide privacy, check ID by client's band or asking their name every time I enter their room (if you have to leave the room to get something, you need to check their ID when you return), explain the procedure to client, assess pain level if I am doing a procedure that might be considered painful and look up meds in drug book to know what general type of med (i.e. heart med, antibiotic, diuretic, etc.) two (2) side effects and if the dose is appropriate. I will attempt to perform the procedure according to program standards, nursing text and defined critical elements. If I recognize an error on my part, I will stop and tell the instructor and wait for further directions. I will be allowed only two (2) self-corrections. If using the simulators, I will act as if it is a real situation by focusing on the mannequin and not on the instructor who is observing me. At the end of my demonstration, I will be expected to document my medications and the care I provided. Documentation should follow the ANA guidelines. Remember, complete documentation tells someone else what you saw, what you did, and how the client responded.

I understand unsafe practices will be a reason to redo my competency demonstration test at a later date. Some examples are (not all inclusive):

1. Client not identified by ID band or asking them to verify/say their name prior to providing care.
2. Incorrect meds administered-dose, route, or omission (8 rights, 3 checks).
3. Incorrect technique for injections or unsafe technique for other med routes.
4. Incorrect dosage calculation.
5. Allergies undetermined.
6. Working over sterile field with unsterile items. Unsterile technique while performing a sterile procedure.
7. Incorrect technique donning sterile gloves without recognizing and discussing corrective action at the time contamination occurs.
8. Contaminating the sterile field without recognizing and taking corrective action at the time contamination occurs so the correct technique can be demonstrated. (Only 2 self-corrections allowed).
9. Client left unattended with the side rails down and/or bed in high position, and call light inaccessible.

Signature

Date

APPENDIX – O

**SOUTHEAST NEW MEXICO COLLEGE
Nursing Program**

RELEASE OF INFORMATION FOR PUBLICITY

I hereby grant permission to the SENMC Nursing Program to release my name or picture for publicity purposes. I understand my picture or name may appear in the newspaper or other materials, such as a college slide presentation or advertisement.

Signature

Date

I hereby deny permission to the SENMC Nursing Program to release my name or picture for publicity purposes. I understand my picture or name will not appear in the newspaper or other materials, such as a college slide presentation.

Signature

Date

**SOUTHEAST NEW MEXICO COLLEGE
Nursing Program**

RELEASE OF INFORMATION TO POTENTIAL EMPLOYERS

Potential employers often contact the SENMC Nursing Program for a list of graduates eligible for nursing employment opportunities. By law, the college or representatives of the nursing program may not give student information without prior approval.

I hereby grant permission to the SENMC Nursing Program to release information about me to employment recruiters.

Signature

Date

I hereby deny permission to the SENMC Nursing Program to release information about me to employment recruiters.

Signature

Date

APPENDIX – P**SOUTHEAST NEW MEXICO COLLEGE**
Associate Degree Nursing Program**EXIT INTERVIEW**

The student leaving the SENMC nursing program for any reason should make an appointment with the Nursing Program Director for an exit interview. An exit interview form will be completed in duplicate and signed by the student. One copy of the completed form will be given to the student and one copy will be retained in the nursing program files. Failure to attend an exit interview will be documented in the student's permanent record.

Student Name: _____

1. Reason for discontinuing nursing education:

2. Plans for the future:

3. I understand

- A. I can register only three times for the same nursing course.
- B. I only have 5 years from the time I first entered the nursing program to finish my Associate Degree in Nursing.
- C. I only have 3 years from the time I first entered the nursing program to finish the Practical Nursing certificate option.
- D. Nursing courses must be taken in sequence.
- E. If I fail or withdraw from a SENMC nursing program course after the 10th class day, I am eligible for readmission on a space available basis.
- F. If I fail or withdraw from a SENMC nursing program course on a second occasion, I must petition the A P & G Committee for readmission.

Signature

Date