INTRODUCTION

NORTHERN New Mexico College
Department of Nursing and Health Sciences

Associate Degree Nursing Student Handbook

The Associate Degree Nursing (ADN) Program *Nursing Student Handbook* has been developed to provide you with essential information specific to the Associate Degree Nursing Program. However, the Northern New Mexico College (NNMC)/Department of Nursing and Health Science abides by all policies, procedures, and information provided in the NNMC *Student Handbook.* The ADN Program *Nursing Student Handbook* is intended to supplement the college handbook and provide you with additional policies and information specific to the ADN Program.

Please read this handbook carefully. If any areas are unclear to you, please seek clarification from your instructor or the Program Director. Keep this handbook available for reference as you progress through the nursing program. Knowledge of its contents will reduce stressors and prevent potential problems.

PLEASE NOTE:

The Department of Nursing & Health Sciences/ADN Program policies, procedures, requirements, regulations, and guidelines, as presented in the ADN Program *Nursing Student Handbook* are continually subject to review in order to serve the needs of NNMC, the students, the Department of Nursing & Health Sciences/ADN Program, the agencies in which students' practice, and the community that we serve. Changes in programs, policies, procedures, requirements, and/or regulations may be made without advance notice. Students will be informed of these changes by written announcements, bulletin boards, the ADN Program website, and/or by electronic or regular mail.

The Department of Nursing & Health Sciences/ADN Program reserves the right to add, amend, or cancel any of its programs, regulations, rules, and policies/procedures in whole or in part, at such time as it may choose and for any reason.

Every effort has been made to insure the accuracy of information in the ADN Program *Nursing Student Handbook*. Students are advised, however, that such information is subject to change without notice, and that they should consult with the Director of the ADN Program for current information. Information in the ADN Program *Nursing Student Handbook* does not constitute a contract between the NNMC Associate Degree Nursing Program and a student or an applicant for admission.

The entire contents of this handbook apply to Level 1 and Level 2 students enrolled in the NNMC Associate Degree Nursing Program. The student is responsible for knowing and understanding all the information in this handbook and for the academic policies stated in the Northern New Mexico College Student Handbook.

Each student is required to sign a form indicating that he/she has received the student handbook and understands the information contained therein.

Student Acknowledgment of Receipt

I hereby acknowledge receipt of the ADN Program Nursing Student Handbook, which contains the current policies and procedures for the 2025-2026 academic year.

I understand and accept that it is my responsibility to thoroughly read and familiarize myself with this handbook. Furthermore, I am aware that the Director of the Associate Degree Nursing Program is readily available to address any questions that may arise during my review of the handbook.

By signing below, I confirm that I have thoroughly read and comprehended the ADN Program Nursing Student Handbook, including its policies on admission, progression, readmission, grading, immunizations, confidentiality, and grievance procedures. I understand that I am accountable for various requirements, such as registration, fulfilling CPR and immunization prerequisites, adhering to the school uniform policy, maintaining satisfactory attendance, and upholding appropriate behavioral standards. Additionally, I acknowledge my responsibility to submit complete, timely, and suitable written assignments for both classes and clinicals, as outlined in the course syllabi, including self-evaluations. I also understand the importance of providing advance notification to the clinical instructor in the event of illness or a legitimate absence prior to the start of the clinical day.

I acknowledge that my enrollment in the ADN Program is contingent upon my compliance with the policies and procedures outlined in this handbook. Furthermore, I recognize that the handbook does not establish or guarantee continued enrollment, and that the contained policies and procedures are subject to change at any time. I am aware that the ADN Nursing Student Handbook is also accessible on the nursing department website at www.nnmc.edu.

_____

Student Signature   Date

_____

Student's Name Printed

Once you have signed this page, it is <u>required </u>to send a copy to the nursing department for your records. This is due no later than August 20, 2025.

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Welcome

Dear Students,

On behalf of the Northern New Mexico College (NNMC)/College of Nursing and Health Sciences/Associate Degree Nursing (ADN) Program faculty and staff, I extend a warm welcome to both the returning Class of 2026 and the entering Class of 2027!

Your success in the NNMC ADN program is our top priority. The faculty and I are committed to providing you with the necessary support and guidance to successfully complete the nursing program. I encourage you to maintain close contact with the faculty and me. As you progress through the program, please share with us what has been helpful to you and how we can better meet your needs.

The nursing education at NNMC is built upon nine program concepts: patient-centered care, evidence-based practice, safety, teamwork and collaboration, communication, leadership, informatics, quality improvement, and leadership. These concepts will be developed throughout your ADN studies, equipping you with the knowledge and tools to deliver high-quality, safe, and effective patient care.

If you have any questions regarding national accreditation status, NCLEX-RN pass rates for first-time test-takers, program satisfaction, job placement, or graduation rates, please don't hesitate to contact me directly. You can visit me in my office (VE202D), reach out via email melanie.colgan@nnmc.edu or call me at 505-747-2208.

In conclusion, the nursing faculty and staff eagerly anticipate working with you during this academic year. We are committed to facilitating a meaningful learning experience for you. Once again, welcome, and best wishes for a successful year ahead!

Sincerely,

Melanie Colgan MSN, RN, CNE
Program Director

New Mexico Board of Nursing Approval Status

The NNMC Associate Degree Nursing Program has *full approval* from the New Mexico Board of Nursing through December 31, 2030.

Accreditation Statement

The Associate Degree Nursing Program at Northern New Mexico College at the Espanola Campus located in Espanola, New Mexico is accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is *Accreditation* through Spring 2030.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

Overview of Northern New Mexico College/Department of Nursing & Health Sciences/Associate Degree Nursing Program

Northern New Mexico College (NNMC) was founded in 1909 as the Spanish American Normal School with a mission of training Spanish speakers to become teachers in Northern New Mexico. Although NNMC has undergone considerable changes in the last 100 years, its' principle mission continues to be that of serving the educational needs of the people of Northern New Mexico.

NNMC is the largest provider of post-secondary education to Hispanics and Native Americans who reside in Rio Arriba, Taos, and Los Alamos counties. A wide variety of ages, cultures, ethnic groups, and religions are found in NNMC's richly diverse multinational student population.

NNMC is the largest educator of associate degree nurses (ADN) north of Santa Fe and reaching the Colorado border. Yearly, NNMC ADN Program graduates approximately 20-30 nursing students with certificates in practical nursing and associate degrees in nursing. In 2008 the RN to BSN completion program was initiated with a cohort of 5 students. The first group of NNMC BSN students graduated in May, 2011.

Historically, the NNMC ADN Program has been preparing associate degree nurses to meet the healthcare needs of the community on a local, national, and international level since 1984. To this day, nursing faculty continue to carry on a tradition of excellence in nursing education through the implementation of a rigorous, evidence-based five semester Associate Degree Nursing curriculum that meets New Mexico State Board of Nursing education requirements. Needless to say, both students and faculty alike are proud of our rich educational heritage and our recognized, state-of-the-art ADN Program.

ORGANIZATIONAL CHARTS

NURSING STAFF
&
FACULTY CONTACT LIST

Northern New Mexico College
Department of Nursing & Health Sciences
Organizational Chart

Chair

Administrative Assistant

Clinical Coordinator

Director ADN Program

Allied Health Instructor

Associate Director BSN Program

BSN Faculty (Half Time)

ADN Faculty (Full time)

ADN Faculty (Part time)

Success Coach

Simulation Lab Coordinator

Lab Assistant
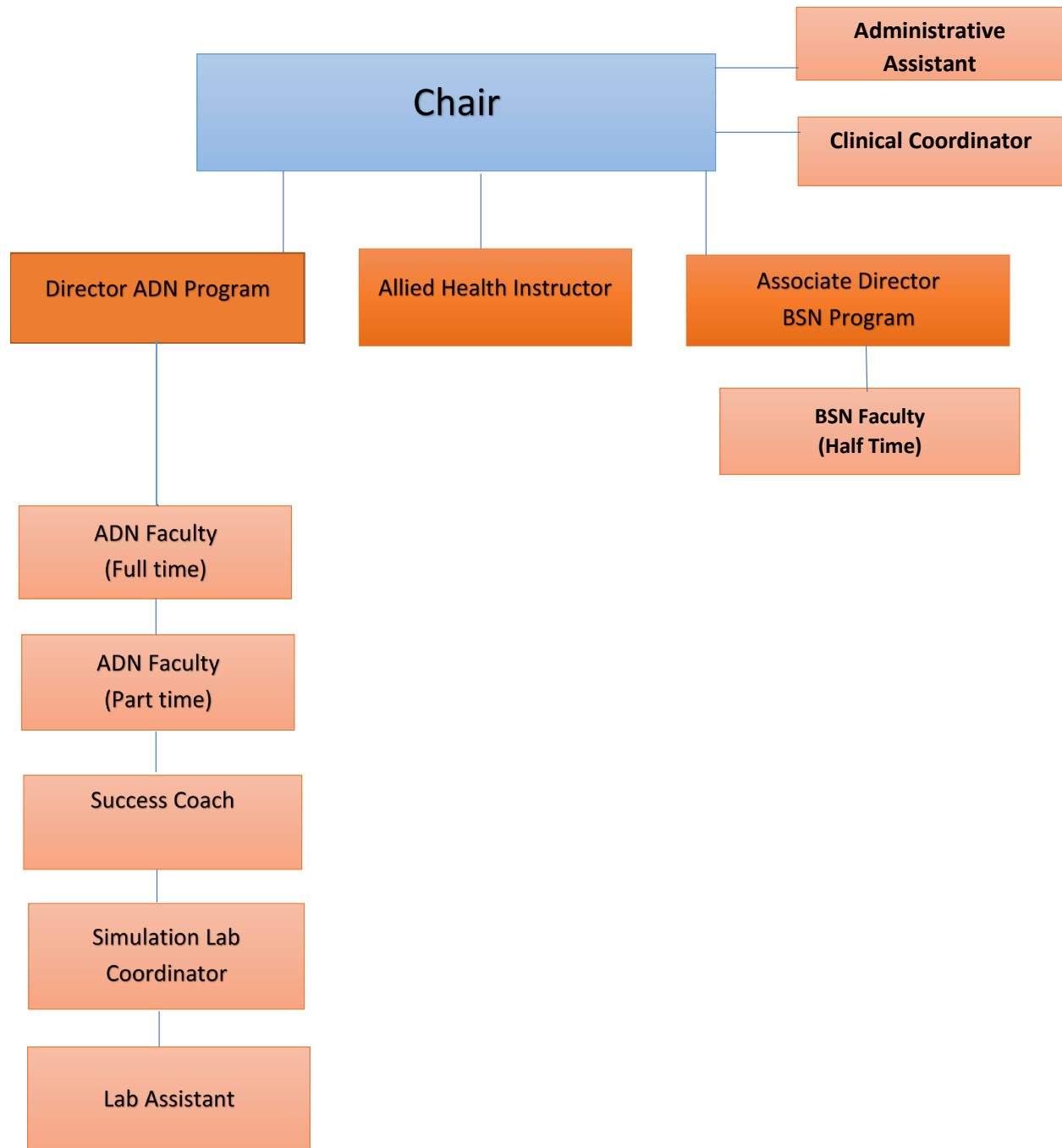
Faculty and Staff-Fall 2025
Department of Nursing & Health Sciences
Associate Degree Nursing Program

Name and Credentials	Title	Contact Information
Ms. Ellen Trabka MSN, RN, AHN-BC	Chair/ Department of Nursing & Health Sciences Associate Professor of Nursing	etrabka@nnmc.edu 505-747-2209
Ms. Melanie Colgan MSN, RN, CNE	ADN Program Director Assistant Professor of Nursing	Melaine.colgan@nnmc.edu 505-747-2208
Mr. Quaye Oblie	Simulation Lab Assistant	Quaye.oblie@nnmc.edu 505-747-5408
Ms. Denise Martinez Arevalo	Administrative Assistant College of Nursing & Health Sciences	Denise.arevalo@nnmc.edu 505-747-2207
Dr. Kendall Armstrong RN, CNE, CNOR	Associate Professor of Nursing	ken.armstrong@nnmc.edu 505-747-2202
Ms. Kimberly Greer MSN, RN, CNM	Assistant Professor of Nursing	Kimberly.greer@nnmc.edu
Ms. Dana Lords MSN/Ed, RN	Assistant Professor of Nursing	Dana.lords@nnmc.edu
Ms. Margaret Zak MN, CNM, RN, LBCLC	Assistant Professor of Nursing	margaret.zak@nnmc.edu 505-747-5047
Ms. Theresa A. López MSN, RNC, CNE	Associate Professor of Nursing	talopez@nnmc.edu 505-747-2282
Ms. Mara Young MSN, RN	Clinical Coordinator Assistant Professor of Nursing	Mara.young@nnmc.edu
Ms. Veronica O'Halloran MSN, RNC, CNE	Success Coach Part-time Faculty	vohalloran@nnmc.edu 505-747-2283

Department of Nursing & Health Sciences/ADN Program Duties

- The Chair of the Department of Nursing & Health Sciences is responsible for all matters pertaining to the Department of Nursing and Health Sciences.
- The Director of the Associate Degree Nursing Program (ADN) is responsible for all matters pertaining to the ADN program to include: curriculum implementation; program evaluation; class scheduling; student concerns; and recruitment, supervision, and evaluation of full-time and adjunct faculty and staff.
- The Administrative Assistant for the Department of Nursing and Health Sciences is responsible for assisting nursing administrators, faculty, and students in the Department of Nursing and Health Sciences.
- The ADN Program Success Coach is responsible for implementing academic remediation plans and assisting students in successful completion of the ADN program.
- The Department of Nursing and Health Sciences Clinical Coordinator is responsible for coordinating all aspects of the student clinical practicum, and acts as a liaison with clinical sites.
- Full time ADN faculty schedule regular office hours; attend and participate in faculty meetings; and are responsible for classroom and clinical instruction and student evaluation.
- Adjunct ADN faculty work part-time and are primarily responsible for clinical instruction and student evaluation. While available for individual appointments, they do not schedule office hours.

Mission, Vision, Philosophy
Program Outcomes

Northern New Mexico College (NNMC)

NNMC Vision

Northern New Mexico College is a Hispanic and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning, and developing economically strong communities among diverse populations.

NNMC Mission

The mission of Northern New Mexico College is to ensure student success by providing access to affordable community-based learning opportunities that meet the educational, cultural, and economic needs of the region.

NNMC Philosophy

- Northern recognizes that students are the focus of the school and seeks to enhance their skills and self-image in order to help them set and meet realistic career and life goals.
- Northern believes that educating is holistic and that each student's needs and interests are to be complemented by the curriculum, extra-curricular activities, and administrative structure. In this way, students and staff are integrated in pursuit of education.
- Northern strives to provide a comprehensive education to all residents of its service area.
- Northern strives to provide an educational program that reflects the needs of the communities of northern New Mexico.

NNMC Statement of Purpose

- To provide educational programs and course offerings which: lead to two-year degree and certificate programs; transfer to baccalaureate-granting institutions; and meet the needs of students in skill upgrading, job advancement or change, and personal development.
- To provide academic advisement, personal counseling referrals, placement testing, career guidance, tutorial services, and developmental studies to assist students in achieving their maximum potential.
- To provide activities and learning opportunities which meet the educational and community service needs and interests of students and the community.
- To provide opportunities for the intellectual, aesthetic, and cultural needs of students and the community by scheduling activities and services to further those needs.
- To provide adequate organizational and support services to meet students' needs and to maintain integrity and quality in its educational offerings.

Department of Nursing & Health Sciences/Associate Degree Nursing Program

ADN Program Mission

The mission of the ADN program is to provide affordable, quality, community-based nursing education that prepares registered nurses to provide safe, quality patient-centered care to individuals and populations across the lifespan.

ADN Program Vision

The Associate Degree Nursing Program will excel in the preparation of culturally-diverse registered nurses to practice in a variety of communities and populations. The ADN program will meet state and national benchmarks for excellence in Nursing education.

THE ADN STUDENT

Throughout the course of their ADN studies, students will find that emotional maturity, integrity, discipline, and commitment are qualities essential for success. Competence in performing nursing procedures, making safe nursing clinical decisions, communicating efficiently and respectfully with others, honesty, and the ability to maintain confidentiality are additional critical attributes that are nurtured and expected of the nursing student. Throughout the two-year course of ADN studies students will develop these critical thinking and technical skills as well as the professional consciousness necessary for entry into advanced beginner nursing practice. The nursing faculty is committed to providing the collaborative teaching-learning environment that will encourage the development of these skills as well as the opportunities necessary for personal and professional growth.

ADN Program Philosophy

The faculty of the Department of Nursing & Health Sciences/ADN Program ascribes to the vision and mission of Northern New Mexico College (NNMC) and shares the goal of providing affordable, high-quality student-centered learning experiences for the culturally diverse, rural, and frontier populations of northern New Mexico.

Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death. Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient centered care.

Registered nurses recognize that interdisciplinary collaboration among health care professionals is critical to delivering safe, quality client care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of evidence-based practice, skills in informatics, and client care technology is essential to the delivery of quality care while ensuring safety.

Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. RNs

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uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism. The major roles of the RN include provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care, RNs promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage client care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, RNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide client education to achieve positive clinical outcomes.

As members of the profession, RNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

NNMC ADN Program Statement of Purpose

The purpose of the NNMC ADN program is to prepare culturally diverse registered nurses who embody professional values and integrate scholarship, integrity, and quality patient centered care into the art and science of nursing. The ADN program prepares graduates for successful completion of the National Council Licensure Exam-Registered Nurse (NCLEX-RN). The ADN program promotes student success through academic advisement, multiple teaching/learning modalities, tutoring, referrals for personal counseling, and remediation services.

ADN Core Values	
NNMC Core Values: ● Mutual respect ● Integrity ● Service ● Diversity ● Inclusivity ● Inspiration	**ADN demonstrates alignment with NNMC core values through the following:** **Mutual respect**: is expressed in the ADN program through our fostering of an industrious, interconnected, esteemed faculty team, where everyone feels positive regard, experiencing gratification through their contributions to the Department's educational mission and vision, described above **Integrity** is embodied within the **ADN** program's curriculum, which prepares graduates for successful completion of National Council Licensure Exam-Registered Nurse (NCLEX-RN). **Service** is personified through the community activities of the Student Nurse Association; student volunteerism in helping with influenza and Covid-19

	vaccine clinics; and through campus events and organizations, sponsored with student funds, by the ASNNMC (Student Senate).
	Diversity is noted in our desire to prepare culturally diverse registered nurses who embody professional values and integrate scholarship, and quality patient centered care into the art and science of nursing.
	Inclusivity is found within the ADN program's promotion of student success through our ARC - Accessibility Resource Center, our Counseling Services, and Academic Advisement Offices. We use multiple teaching/learning modalities, and we refer students to our Writing Center, Math Center, and the Peer Tutor Center in the Ben Lujan Library.
	Inspiration is exemplified by our Student Success Coach who works to assess, encourage, and stimulate learning amongst our ADN students.

NNMC ADN Program Concepts and Definitions

Concept	Definition
Patient-centered care	To provide holistic care that recognizes an individual's preferences, beliefs, values, needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care to promote optimal patient outcomes (Adapted from Massachusetts Nurses of the Future, 2010.)
Teamwork and Collaboration	To function effectively as a member of the inter-professional healthcare team, by fostering open communication, mutual respect, shared decision making, and team learning to achieve continuity of care and optimal patient outcomes. (Adapted from Massachusetts Nurse of the Future 2010.)
Evidence based practice	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2007).
Quality improvement	Use data to monitor the outcomes of care processes, and use improvement methods to continuously improve the quality and safety of health care systems (Adapted from Massachusetts Nurse of Future, 2010).
Safety	Minimizes risk of harm to patients, self, and others through both system effectiveness and individual performance (Adapted from QSEN, 2007).
Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (Adapted from QSEN, 2007).
Professionalism	Demonstrate responsibility and accountability for one's own personal and professional behaviors that reflect standard-based nursing practice as well as legal, ethical and regulatory guidelines (Adapted from Massachusetts of the Future, 2010).
Leadership	The process by which nurses use skills and behaviors to influence individuals or groups that facilitate the establishment and achievement of shared goals to promote safe, quality, patient care (Adapted Massachusetts Nurse of the Future, 2010).
Communication	The effective exchange of information with patients, families, colleagues, and community members that promotes mutual respect, shared decision making, and optimal health outcomes (Adapted Massachusetts Nurse of the Future, 2010).

NNMC ADN Program Student Learning Outcomes

Concept	Level 1 Student Outcome	End of program Student Learning Outcome (EPSLO)
Patient-centered care	Recognize that the practice of nursing is holistic, patient-centered, caring, culturally sensitive and based on the physiological and psychosocial and spiritual needs of patients.	Demonstrate nursing practice that is holistic, patient-centered, caring, culturally sensitive and based on the physiological and psychosocial and spiritual needs of patients.
Teamwork and Collaboration	Practice as a member of the health care team to promote optimal patient outcomes.	Collaborate with members of the Interprofessional healthcare team to promote continuity of patient care and achievement of optimal outcomes.
Evidence based practice	Identify how best current evidence-based practice provides a foundation for nursing practice and clinical decision making.	Integrate the best current evidence-based practice to support clinical judgment in the provision of patient care.
Quality improvement	Identify quality improvement strategies to improve patient care.	Implement quality improvement strategies to improve patient care.
Safety	Provide a safe environment for patients, self, and others.	Integrate a safe environment and minimize risk of harm to patients, self, and others.
Informatics	Use information technology in the provision of patient care.	Integrate information technology resources to support clinical judgment in the provision of patient care.
Professionalism	Practice nursing in a professional, ethical, and legal manner in accordance with nursing standards and regulatory guidelines.	Model professional nursing in an ethical and legal manner in accordance with nursing standards and regulatory guidelines.
Leadership	Use the leadership skills of time management, organization and priority	Integrate leadership and management skills when managing patient care.

	setting when providing quality patient care.	
Communication	Demonstrate verbal and non-verbal communication that promotes an effective exchange of information, development of therapeutic relationships, and patient satisfaction.	Utilize verbal and nonverbal communication that promotes an effective exchange of information, shared decision making, patient satisfaction, and achievement of optimal patient outcomes.

Codes of Ethics and Bill of Rights

American Nurses Association Code of Ethics

Please follow the link to the ANA website for a read only copy of the *Nursing Code of Ethics*
https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

National Student Nurses Association (NSNA), Inc.

Please follow the link to the NSNA website for a copy of the *Code of Ethics*; *Code of Academic and Clinical Conduct*; and the *Nursing Student Bill of Rights and Responsibilities*
https://www.nsna.org/nsna-code-of-ethics.html

Patient Bill of Rights
Please follow the link to the American Hospital Association (AHA) website for a copy of the Patient Bill of Rights
https://www.americanpatient.org/aha-patients-bill-of-rights/

Nurse's Bill of Rights
Please follow the link to the American Nurses Association (ANA) website for a copy of the *Nurses Bill of Rights*
https://www.nursingworld.org/practice-policy/work-environment/health-safety/bill-of-rights/

Admission, Readmission, and Progression Policies

Curriculum Outline

NNMC Associate Degree Nursing Program
Informational Highlights

The ADN program has full approval from the State of New Mexico Board of Nursing through December 31, 2030.
The ADN program is accredited by the Accrediting Commission for Education in Nursing (ACEN) through Spring 2030.

NNMC offers a rigorous, five semester Associate Degree Nursing curriculum. Graduates of the ADN program obtain an Associate of Applied Science in Nursing. There is a Practical Nurse Certificate option available after successful completion of the first three semesters of nursing course work (excluding NURS 2225/L) and completion of one additional course (NURS 1119).

Graduates of the ADN program are prepared to continue toward completion of a Bachelor of Science in Nursing at a four-year college or university.

Admission to NNMC does not assure admission to the ADN program. Program capacity requires limited enrollment. Applicants are rank-ordered based on cumulative points earned on selection criteria.

The ADN program is demanding and requires a full-time commitment, extensive study time outside the classroom, and occasional travel outside the area. Because of the rigorous nature of the program, significantly limited employment is strongly recommended.

Due to the rapidly changing nature of the health care system as well as state mandated changes, the ADN program faculty review and revise the curriculum on an ongoing basis. Changes can be anticipated regarding admission requirements, course requirements, and program policies. Students are advised to seek initial and ongoing advisement from the program director or a nursing advisor.
Once a student has started the Nursing Program, the Nursing Program should be completed by 2 years to the date nursing courses began.

Employment Opportunities
Graduates from the ADN program are prepared to enter nursing practice at the advanced beginner level. Areas of employment include acute care facilities, long-term care, home health care, physician's offices, clinics, schools, and other settings.

Additional Requirements Relating to Licensure
The New Mexico State Board of Nursing has restrictions for licensure and may deny, revoke, or suspend any license applied for upon grounds of particular felony violations. NNMC assumes no responsibility for the denial of licensure by the New Mexico Board of Nursing or any state Board of Nursing.

Federal law requires certain health care agencies to conduct criminal background checks on their employees. This requirement may be mandated for students placed in these health care facilities for clinical training. Behaviors which may be cause for a student being ineligible for clinical placement include but are not limited to: physical or sexual abuse, theft, illegal use of weapons, and illegal use or possession of controlled substances.

Admission Requirements for the ADN Program

Applicants for admission are considered without regard to race, color, age, religion, gender, sexual orientation, national origin, disability or marital status.

The faculty reserves the right to select those candidates who demonstrate evidence that they will be able to fulfill all the requirements and meet the standards of the ADN program.

Applications are reviewed by the selection committee and admission decisions are made as close as possible to the second week of June. Selection letters are mailed as close as possible to the third week of June. All applicants receive a letter informing them of the committee's decision

The selection process for admission to the NNMC ADN program is based on a review of applicant academic records, scores on the standardized admission exam (TEAS), and personal essays. The NNMC ADN program uses a traditional ranking method in the applicant selection process.

Pre-requisite Courses

The following pre-requisite courses must be completed with a grade of C- or better before entry into the ADN program.

CHEM 1110/L (Introduction to Chemistry) (4) **or** BIOL 2310/L (4) (Microbiology) **or** any other BIOL (4)
BIOL 2210/L (4) (Human Anatomy and Physiology I with Lab)
PSY 1110 (3) (General Psychology)
ENG 1110 (3) (Composition I)

NOTE:
- Anatomy and Physiology Courses must be completed within five (5) years prior to entry into the ADN program.
- All nursing students are expected to have basic computer skills including word processing and internet access.
- All nursing students must have and maintain current American Heart Association (AHA) or American Safety & Health Institute (ASHI) Basic Life Support (CPR) certification, current

immunizations, and personal health insurance prior to participating in clinical nursing courses.

- Formal application and acceptance into the nursing program is required before students may enroll in any NURS-prefixed courses listed in the program requirements (with the exception of NURS 1100/L and NURS 2245). Support courses may be taken before entry into the program.
- Level I students entering the program who have not yet successfully completed BIOL 2225/L Human Anatomy & Physiology II with Lab must complete this course before the spring semester of Level I course work. BIOL 2225/L is a pre-requisite course to NURS 2245 Pathophysiology which is offered in the spring semester of Level I. In addition, knowledge of anatomy and physiology is essential to understanding core nursing concepts.
- PSYCH 2120 Developmental Psych must be completed before the Level 2, fall semester of nursing course work.

Completion of NURS 2245

Successful completion (grade of "C" or above) of NURS 2245 Pathophysiology (4 credits) or the equivalent is an ADN program graduation requirement.

- Students who have not successfully completed NURS 2245 or the equivalent prior to program entry may complete this requirement during the spring semester of the first year of ADN course work **OR**
- Successfully complete NURS 2245 or the equivalent at any time during the course of nursing studies.

Failure to successfully complete NURS 2245 or the equivalent will result in a delay in graduation until NURS 2245 or the equivalent is successfully completed.

Advanced Placement for LPNs

Applications for transfer into the ADN program undergo a thorough review by the admissions committee, with each case being evaluated on an individual basis.
LPNs who wish to pursue coursework for the AAS in Nursing must meet certain requirements. These include holding a valid LPN license, providing copies of their transcripts, and submitting a formal letter requesting admission into the program. The admissions committee conducts a thorough evaluation of all LPN requests and makes acceptance decisions based on several factors, including previous LPN coursework and its alignment with the ADN program Curriculum.

Placement Policy for Transfer Students

The request for Northern New Mexico College (NNMC) Associate Degree Nursing (ADN) Program transcript evaluation and transfer consideration are subject to individual review by the Nursing Program Director or the Chair of the Department of Nursing and Health Sciences. Equivalency evaluation for course transfer is determined through an assessment of the content, course objectives, and competencies outlined in the syllabus of the transfer course in question. This evaluation also considers the transfer course's alignment with a corresponding NNMC course equivalent.

To be considered eligible for transcript evaluation and transfer, the following requirements must be met:

1. Transfer nursing courses must be completed at a nationally accredited community college, college, or university.
2. Students must have successfully completed the minimum equivalency of the first semester NNMC ADN courses.
3. All prerequisite ADN program requirements must be met before program entry.
4. Admission scores from the previous institution will be accepted in lieu of a TEAS entrance exam score.
5. A letter outlining the reason for the transfer request, including the reason for withdrawal from the previous program, must be submitted to the ADN Program Director.
6. Transfer applicants will complete the ATI Fundamentals CMS practice and proctored assessments.
7. Based on the results of the ATI Fundamentals proctored assessment an individual study plan that uses the support of ATI products and is guided by faculty touchpoints and direction will be created for the applicant.
8. Upon completion of the individual study plan the transfer application will receive consideration and be brought to faculty for admission approval.

Associate Degree Nursing Program Curriculum

Certificate in Practical Nursing

Students who complete the pre-requisites and successfully complete the first three semesters of nursing course work and course NURS 1119 have the option to petition for the Certificate in Practical Nursing. Students may exit the program at this time or continue to Semester II/Level II.

GENERAL EDUCATION (16 credits)
Area I. Communications (3 credits)
    ENGL 1110 Composition I (3)

Area III. Lab Science (4 credits)
    BIOL 2210/L Human Anatomy & Physiology I with Lab (4)

Area IV. Social/Behavioral Sciences (6 credits)
    PYSC 1110 General Psychology (3)
    PYSC 2120 Developmental Psychology (3)

Area V. Humanities (3 credits)
    Elective 3 credits

Support Courses (8 credits)
    Choose a minimum of 4 credits from the following:
    Biology (4)
    Chemistry (4)
    Microbiology (4)

    BIOL 2225/L Human Anatomy & Physiology II with Lab (4)

PROGRAM REQUIREMENTS (28)
    NURS 1106 Pharmacology (3)
    NURS 1113 Nursing Fundamentals (4)
    NURS 1113L Nursing Fundamentals Lab (2)
    NURS 1114L Health Assessment (2)
    NURS 1125 Medical/Surgical Nursing I (3)
    NURS 1125L Medical/Surgical Nursing I Clinical (3)
    NURS 2214 Psychiatric/Mental Health Nursing (2)
    NURS 2214L Psychiatric/Mental Health Nursing Clinical (1)
    NURS 2217 Maternal/Newborn Nursing (2)
    NURS 2217L Maternal/Newborn Nursing Clinical (1)
    NURS 2218 Pediatric Nursing (2)
    NURS 2218L Pediatric Nursing Clinical (1)
    NURS 1119 Role Transition-PN (2)

Total Credit Hours = 52

Sequence of Courses

Semester I (14 credits) Pre-requisite Courses	

Semester I (14 credits) **Pre-requisite Courses** CHEM 1110/L (4) or BIOL 2310/L (4) or any other BIOL (4) BIOL 2210/L (4) PSYC 1110 (3) ENGL 1110 (3)

Semester 1 (Fall) 15 credits NURS 1113/L (6) NURS 1106 (3) NURS 1114L (2) BIOL 2225/L (4)	**Semester 2 (Spring) 16 credits** NURS 2214/L (3) NURS 1125/L (6) NURS 2245 (4) PSYC 2120 (3)
Semester 3 (Fall) 11 credits NURS 2217/L (3) NURS 2218/L (3) Humanities (3) NURS 1119 (2)	

Associate of Nursing Applied Science (AAS) in Nursing

GENERAL EDUCATION (16 credits)
Area I. Communications (3 credits)
    ENGL   1110   Composition I (3)

Area III. Lab Science (4 credits)
    BIOL   2210/L Human Anatomy & Physiology I with Lab (4)

Area IV. Social/Behavioral (6 credits)
    PYSC   1110   General Psychology (3)
    PYSC   2120   Developmental Psychology (3)

Area V. Humanities (3 credits)
    Elective (3)

SUPPORT COURSES (8 credits)
    Choose a minimum of 4 credits from the following:
    Biology (4)
    Chemistry (4)
    Microbiology (4)

    BIOL   2225/L Human Anatomy & Physiology II with Lab (4)

PROGRAM REQUIREMENTS (44 credits)
    NURS   1106   Pharmacology (3)
    NURS   1113   Nursing Fundamentals (4)
    NURS   1113L Nursing Fundamentals Lab (2)
    NURS   1114L Health Assessment (2)
    NURS   1125   Medical/Surgical Nursing I (3)
    NURS   1125L Medical/Surgical Nursing I Clinical (3)
    NURS   2214   Psychiatric/Mental Health Nursing (2)
    NURS   2214L Psychiatric/Mental Health Nursing Clinical (1)
    NURS   2217   Maternal/Newborn Nursing (2)
    NURS   2217L Maternal/Newborn Nursing Clinical (1)
    NURS   2218   Pediatric Nursing (2)
    NURS   2218L Pediatric Nursing Clinical (1)
    NURS   2225   Medical/Surgical Nursing II (3)
    NURS   2225L Medical/Surgical Nursing II Clinical (3)
    NURS   2235   Medical/Surgical Nursing III (3)
    NURS   2235L Medical/Surgical Nursing III Clinical (3)
    NURS   2240   Role Transition/RN (2)
    NURS   2245   Pathophysiology (4)

TOTAL CREDITS: 68

Sequence of Courses

Semester I (14 credits) Prerequisite Courses CHEM 1100/L (4) or BIOL 2310/L (4) or any other BIOL (4) BIOL 2210/L (4) PSYC 1110 (3) ENGL 1110 (3)	

Semester 1 (Fall) 15 credits NURS 1113/L (6) NURS 1114L (2) BIOL 2225/L (4)	**Semester 2 (Spring) 16 credits** NURS 1106 (3) NURS 2245 (4) NURS 1125/L (6) PSYC 2120 (3)
Semester 3 (Fall) 12 credits NURS 2217/L (3) NURS 2218/L (3) NURS 2225/L (6) NURS 1119 (2) optional	**Semester 4 (Spring) 11 credits** NURS 2214/L (3) NURS 2235/L (6) NURS 2240 (2) Humanities (3)

Scholastic Standards/Progression

Students must earn a grade of "C" or better in ALL NURS prefix courses in the nursing curriculum. Nursing courses with theory and clinical components are co-requisites (must be taken together). If a student fails either the theory or the clinical component of a co-requisite course, they will be required to repeat both courses.

A course in the Associate Degree Nursing Program may only be repeated once. The nursing courses are developed sequentially to proceed from the less complex to the more complex. Students must satisfactorily complete each nursing course in sequence before proceeding to the next course.

If a student fails the same nursing course for a second time, or fails any subsequent nursing course, resulting in a total of two failures within the nursing program, the student will be subject to dismissal from the program. However, the Program Director will carefully consider cases of catastrophic illness or family crisis situations that justify the withdrawal from two or more nursing courses and may grant special consideration in such circumstances.

Readmission Policy
Readmission is not guaranteed nor is it an automatic process

1. Students must successfully complete all Level 1 first semester nursing course (NURS 1113/L, NURS 1114L, NURS 1106) with the first enrollment.
2. Students who are unsuccessful in any of these first semester level I courses will accrue a program failure.
3. To be considered for readmission to the ADN program, students will have to reapply to the nursing program and complete all ADN application requirements to be considered for re-entry.
4. If accepted for readmission, all first semester nursing courses must be repeated.
5. Students who are terminated from **one** nursing course (academic failure, voluntary withdrawal, or instructor drop) in Semester 2, 3, or 4 or who have failed the medication administration exam may apply for readmission.
6. Students who **fail and/ or withdraw with a passing or non-passing grade (or any combination of the two) from two nursing courses at any time during the course of nursing studies are not eligible for readmission.**
7. Students who have failed a nursing course because of unsafe practice or violation of a probationary contract are not eligible for readmission.
8. If the student has been out of the program for more than one year and is requesting readmission, the student will be required to reapply to the program, complete all admission requirements, and, if accepted, start nursing course work at the beginning (this does not apply to LPN advanced placement).
9. Any student applying for readmission will be subject to the policies, both academic and behavioral, of the current student nurse handbook.

10. Students who are readmitted to the program will be required to obtain a new background check and drug screen.
11. As space availability is determined, students will be readmitted based on their ranking order.
12. Students will be notified of the status of their request, in writing, by ADN department administration.

Readmission Process Steps
Level 1 – Steps 1, 2, 3, and 4
Level 2 – Steps 1 and 2

1. Submit documentation of your exit interview with the Program Director or designee.
2. Send a letter of intent to the Program Director, explaining the reason for earning a grade of less than a "C" in a nursing course or failure on the medication administration exam. State the nature of the circumstances for which consideration should be given. This letter and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.
3. If readmission is requested due to an extenuating circumstance necessitating a withdrawal or absence, the letter of intent must include the course work grade at the time of withdrawal and the changes in circumstances that make success a possibility. This letter and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.
4. If readmission is due to unsatisfactory clinical performance, two letters of recommendation are required from the nursing instructors in addition to documentation of the exit interview and a letter of intent that explains the nature of the circumstances for which consideration should be given. Faculty members may refuse to write a letter if, in their professional judgment, readmission is not advisable. All letters and documentation of the exit interview should be submitted at least eight weeks before the anticipated entry date.

Readmission Priority
Students who have requested readmission consideration will be **ranked according to priorities (see below) followed by grade point average (GPA) in nursing courses. For example, if there are only two slots available and four students are applying, students who qualify for the first priority category will be given preference and then ranked according to their nursing courses GPA.**

1. **First Priority:** Students who withdraw from a nursing course for personal or health reasons and have a passing grade at the time of withdrawal. Examples may include family crisis, pregnancy, illness, or financial difficulties.
2. **Second Priority:** Students who withdraw from a clinical due to a second absence and have satisfactory grades in all nursing courses at the time of withdrawal.

3. **Third Priority:** Students who have failed the medication administration exam.
4. **Fourth priority:** Students who withdraw with a non-passing grade or fail a nursing didactic course.
5. **Fifth Priority:** Students who withdraw or fail a nursing clinical course with an unsatisfactory (U) clinical performance. Examples may include behavioral problems or unsafe performance in the clinical setting.

CLEP or DANTES Subject Exams

Students may seek to "test out" of non-nursing courses by successfully completing CLEP or DANTES subject exams. The NNMC College Catalog lists applicable courses and tests. Contact the Student Success Center for more information. Documentation of successful completion of CLEP or DANTES subject exams in non-nursing courses must be on file in the nursing department.

Exit Interviews

Whenever a student withdraws from the ADN Program, the student must complete an exit interview with Program Director or designee. Data from exit interviews are used to assess strengths and limitations of the nursing program so that we may better serve students. The exit interview can also be a time to prepare for re-entry.

Standards of Nursing Care

To ensure that safe and competent care is provided in the clinical setting, students are expected to abide by the standards of nursing care legally defined by the *State of New Mexico Nurse Practice Act* and the *Administrative Rules and Regulations of the New Mexico Board of Nursing.*
Clinical settings include, but are not limited to, classrooms, campus laboratory, observational sites, community agencies, and other off campus locations where clinical activities occur (such as professional meetings). The faculty reserves the right to recommend termination of any student whose behavior does not comply with these standards

Termination

Termination from the ADN Program may result when:
1. A student fails to meet the scholastic standards of the program.
2. A student fails the medication exam score required (score varies per semester) per program policy.
3. A student is unable to meet the minimum physical and mental qualifications for students in the associate degree nursing program per program policy.
4. A student violates the clinical or classroom attendance policy.
5. A student violates published policies in the *NNMC Catalog, NNMC Student Handbook, NNMC Student Code of Conduct,* or *ADN Program Nursing Student Handbook*.
6. A student fails to comply with rules and regulations of any affiliating agency.
7. A student violates safety or professional standards.
8. A student is found guilty of academic misconduct.

9. A student is non-compliant with program requirements.
10. A student has a positive drug screen for drugs or alcohol.

A student has the right to appeal termination from the nursing program.

Graduation

Petitions to graduate must be submitted to the Registrar by the end of the second week of the term in which the student plans to graduate and/or as announced by the Registrar's office. All students petitioning to graduate must see their nursing advisor for a final transcript review before graduation processing can take place.

Nursing Pinning Ceremony

All students who complete the requirements of the Associate Degree Nursing Program are invited to participate in the annual Nursing Pinning Ceremony held in May of each year. Planning for the nursing pinning ceremony is a collaborative effort of both nursing faculty and members of the Student Nurse Association.

Requirements for Nursing Student Practice

Requirements for ADN Nursing Student Practice

NNMC ADN Program Nursing Student Role

In all situations, NNMC nursing students are expected to uphold the principles of professionalism. This entails effective and sensitive communication with patients, their families, fellow students, staff, faculty, professionals, agency personnel, community residents, and others. It is crucial for nursing students to express their ideas and emotions clearly and appropriately. Additionally, they should demonstrate a willingness and ability to give and receive feedback. Both classroom and clinical behavior should adhere to professional standards, fostering a civil and respectful environment. **Furthermore, electronic communication is expected to be conducted in a professional, civil, and respectful manner**. Nursing students are required to possess reasoning, analytical, integrative, synthesizing, and evaluative skills within the context of their learning experiences.

Emotional health and maturity are essential attributes for nursing students, enabling them to fully utilize their intellectual abilities, exercise sound judgment, and complete their responsibilities in a timely manner throughout their nursing studies. Maintaining mature, sensitive, and effective relationships with patients, students, faculty, staff, professionals, and agency personnel is paramount, even in highly stressful situations. Nursing students must exhibit emotional stability to function effectively under stress and adapt to rapidly changing and unpredictable environments. Demonstrating empathy towards others and effectively communicating it are important aspects of nursing. It is recognized that values, attitudes, beliefs, emotions, and experiences influence perceptions and relationships with others. Therefore, nursing students must be willing to examine and modify their behaviors when they hinder productive individual or team relationships.

Nursing students must possess the ability to make moral judgments and practice nursing in an ethical manner. They should be receptive to learning and abiding by professional standards of practice, as well as the regulations for professional licensure. Compassion, integrity, honesty, responsibility, and tolerance are attributes that nursing students must exemplify in their practice.

Mental and Physical Qualifications

The following are *minimum* mental and physical qualifications for students in the ADN nursing program:

- Frequently work in a standing position to do frequent walking
- Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers
- Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR

- Respond and react immediately to auditory instructions/requests/monitoring equipment, and perform auditory auscultation without auditory impediments
- Physically perform up to a 12-hour clinical laboratory experience
- Perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception
- Discriminate between sharp/dull and hot/cold when using hands
- Perform mathematical calculation for medication preparation and administration
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage
- Make appropriate and timely decisions under stressful situations

All nursing students are expected to provide documentation of their ability to meet these qualifications. Students who are temporarily unable to meet these qualifications due to illness, medication, or other reasons are expected to notify their instructor.

Pregnancy

Due to risks (i.e. radiation, communicable disease) the student should notify the instructor in writing of pregnancy at the earliest possible date. A written medical release from your health care provider is required specifying any limitations on clinical activity.

Technology Requirements

NNMC ADN students are expected to have access to a computer and Internet services, and be able to use a computer independently. There is a minimum level of computer skill that is necessary to successfully complete the ADN program at NNMC. Below is a brief overview of expected computing skills.

Internet Skills

- Log into Canvas and use Canvas tools
- Access databases
- Send/receive e-mail and attachments

Software & Word Processor Skills

- Create and edit a document using Microsoft Word
- Create and view a presentation in Microsoft PowerPoint
- Open and print a document
- Copy, cut and paste sections of text
- Format text/character size (10pt, 12 pt), font (Times, Arial)
- Use bullets, lists and table functions
- Adjust margins and tabs

- Create headers and footers, paginate and create page breaks

Immunizations/CPR/Program Required Forms

1. It is the <u>student's responsibility</u> to keep immunizations and/or titers, CPR status, and all required signed program forms current and on file in the nursing department office at all times during the program of study. Students must provide documentation of current CPR certification.
2. Level 1 students: All immunizations and/or titers as well as CPR status and all required signed program forms must be current and on file in the nursing department office by the end of the first week of the academic semester.
3. Level 2 students: All immunizations and/or titers as well as CPR status and all required signed program forms must be current and on file in the nursing department office by Monday of the first week of each semester unless otherwise indicated.
4. Level 1 students: If an immunization, titer, current CPR card, and all required signed program forms is noted to be delinquent by the end of the first week of the academic semester, the student will not be allowed to continue with nursing course work (i.e. not allowed to attend class or clinical) until the required immunizations or documents have been turned in.
5. Level 2 students: If an immunization, titer, current CPR card, and all required signed program forms is noted to be delinquent by Monday of the first week of the semester, the student will not be allowed to continue with nursing course work (i.e. not allowed to attend class or clinical) until the required immunizations, titers, CPR card or all required signed program forms have been turned in.
6. This policy also applies to immunizations or CPR that expire during the clinical course of studies.

Process for Criminal Background Check/Drug Screen

The Department of Nursing & Health Sciences/ADN program follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health (NMDOH), established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended). The Caregivers Criminal History Screening Act (CCHS) requires that unlicensed care providers giving direct care or routine and unsupervised care to any care recipient must undergo a nationwide criminal history screening to ensure the highest degree possible for prevention of abuse, neglect, or financial exploitation of individuals receiving care. This law prevents persons who have been convicted of certain crimes from working with individuals receiving health care. The following felony convictions disqualify an applicant for entry into the nursing program at NNMC. These felony convictions would also exclude a current student from participation in clinical experiences at a clinical site or hospital:

● Homicide
● Trafficking in controlled substances
● Kidnapping, false imprisonment, aggravated assault, or aggravated battery
● Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure, or other related sexual offenses

- Crimes involving adult abuse, neglect, or financial exploitation
- Crimes involving child abuse or neglect
- Crimes involving robbery, larceny, extortion, burglary, fraud, forgery, embezzlement, credit card fraud, or receiving stolen property
- An attempt, solicitation, or conspiracy involving any of the felonies in this subsection

All ADN Program incoming students are required to have fingerprinting and criminal background checks (BGCs) completed prior to participation in the clinical experiences associated with clinical courses. This process is done via electronic fingerprinting with the New Mexico Department of Public Safety / IDEMIA, will take place upon entry to the program. If you have not left the program for any reason, your original BGC results are valid, but they will need to be repeated in the Spring semester, because our PHS clinical partner requires yearly BGCs.

Students are required to cover the cost of the service out-of-pocket, which is **$88.30 (pay by money order or check, no credit cards accepted).** The Program will inform you as to when to apply for fingerprinting and how to complete the process. We will need a copy of your driver's license and your SS card, turned in to Denise Arevalo, the Administrative Assistant, by August 14th, 2025 so that the Clinical Coordinator can file an application on your behalf. The testing center is in Santa Fe, and you will be given location directions. The results usually take less than a week to be reported.

A urine drug screen (UDS) is done every Fall semester, for all students. The fee of **$50** is paid for through tuition and course fee costs. The UDS is performed at a local testing center. The Administrative Assistant will give you the required forms at the beginning of the Fall semester. The results take about 24 hours to process.
A student with a positive urine drug screen will be referred to the Medical Review Officer (MRO) Review Process for Positive Drug Screen. The student is responsible for the cost of the MRO Review, which includes a drug screen and the MRO Review. The clinical site makes the final decision as to whether or not the nursing student is placed in a clinical site. Failure to meet clinical site placement guidelines is grounds for dismissal from the nursing program.

Please note that both of these compliances and the CB compliances are due before you can begin any clinical practicum experience, so you need to complete the process as soon as you receive the forms. The program will notify you as to what day and time to complete the urine drug screen, so that everyone does not show up all at once. Failure to complete the urine drug test on an assigned date and time is considered an automatic positive test.

Process for Submitting Required Immunizations, Proof of CPR, and Required, Signed Program Forms (Student Handbook Appendices A - G)

As mentioned above, the ADN program has contracted with CB to perform the tracking of these compliances, but opening a CastleBranch account is optional. All students will provide evidence of the following clinical requirements to the clinical coordinator by August 14, 2025:

- proof of several required immunizations, including Covid-19 vaccines and boosters
- current healthcare professional AHA (American Heart Association) CPR. Our PHS clinical partner also accepts ASHI (American Safety & Health Institute BLS and American Red Cross BLS. AHA BLS is preferred.
- a TB test or chest x-ray (no older than 5 years)
- evidence of health insurance

How to Open a CastleBranch Account

To place an order, simply go to this link: portal.castlebranch.com/hz57 and click on PLACE ORDER, then, choose Nursing, and ADN, where you will be prompted to create an account. Your compliance pages will appear, and the CB company will ask you to submit your health documents into their system. The system will send you reminders during the semester for items that need updating. At the bottom half, you will electronically sign NNMC Student Handbook Appendices A-G (required). All items you submit remain confidential

If you have any questions, please contact Ms. Theresa Lopez at talopez@nnmc.edu. The Administrative Assistant, Denise Arevalo, can be reached at 747-2207 or denise.arevalo@nnmc.edu

Northern New Mexico College
Associate Degree Nursing Program
Health Requirement Compliances, Fall Semester, 2024

	CastleBranch	NNMC has contracted with CastleBranch (CB) to track compliance with health requirements for clinical practicum experiences. A CB account is optional, and will cost a one-time out-of-pocket fee of **$43.00**. Enter CB at portal.castlebranch.com/hz57 and choose Nursing / ADN for your compliance tracker. Your account is open to you for your entire nursing career.
	Current CPR certification	American Heart Association BLS is **_preferred_**, as it includes AED (automated external defibrillator) education (AHSI and ARC are accepted by some of our clinical partners). See https://shopcpr.heart.org/heartsaver-cpr-aed-online
	COVID-19 vaccine, yearly	You will be required to wear a mask in the clinical site if you do not have this vaccine.
	Tuberculosis (TB) skin test: PPD **yearly** Or QuantiFERON-TB Gold (QFT®)	If you have had a positive PPD, a letter from a physician is required certifying that you are free of symptoms of TB. This may be submitted annually in lieu of a Chest X-Ray (CXR), after we have documentation of a clear first CXR. The TB Gold blood test is good for two years.
	Hepatitis B vaccine: A series of **3** vaccinations, **OR a positive titer**	Vaccination after a negative titer will require another titer in 1-2 mos. after third vaccine is received, per established guidelines for health professionals, found at: https://www.immunize.org/catg.d/p2109.pdf Also, some hospitals require a Hep B titer before clinical placement can be confirmed (if so, we will let you know)
	MMR vaccine: Measles, Mumps, Rubella **x2** **OR a positive titer**	If born after 1957, you need 2 vaccines

If born before 1957, a positive titer of all three diseases is required |
	Varicella vaccine: Varicella (Chickenpox) **x2** **OR a positive titer**	"History of chickenpox" is not accepted – a positive titer is acceptable in such cases.
	Influenza vaccine, yearly	You will be required to wear a mask in the clinical site if you do not have this vaccine.
	TDaP vaccine: Tetanus, Diphtheria, and Pertussis	Most facilities require TDaP for all healthcare personnel (especially if you work with infants). Please read CDC info

		at http://www.cdc.gov/vaccines/hcp/vis/vis-statements/tdap.html
	Proof of health insurance coverage	Provide copy of current coverage
Additional compliances: A pre-employment Urine Drug Screen (**$50.00**, paid through student fees, and a Background Check (BGC) performed via electronic fingerprinting(FP). The yearly out-of-pocket cost to the student for the NMDOH Identogo FP/BGC is **$88.30.** You will need to submit a copy of your SS card and your drivers' license to Denise Arevalo, administrative assistant, by August 14, of your first semester, so that your application can be processed and the approval to proceed can be given to you. You will take this paperwork to a testing location in Santa Fe or Taos (note: Level I students require this in first semester to go to their N1114L Health Assessment course clinical site). Both of these compliances are required in order to be cleared to attend clinicals.		

Students with Disabilities

Academic Policies

Suspension/Expulsion

Impairment Policies

Students with Disabilities

NNMC Complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability or you think that you may require accommodations, contact the Accessibility Services Office, 747-2152 or by email at accessibility@nnmc.edu.

Academic Policies

Classroom Etiquette
- It is expected that students will be respectful and considerate of one another and their instructor in and out of the classroom
- Every voice is respected in the nursing classroom and mean-spiritedness will not be tolerated. Inappropriate classroom behaviors may be subject to disciplinary actions.

Use of Social Media Platforms
(e.g., Facebook, Twitter, Instagram, LinkedIn, etc.) and group chat applications (e.g., WhatsApp, Slack, GroupMe, etc.)

- Nursing students must maintain a professional demeanor at all times when using social media and group chats.
- Avoid sharing any content that could be considered unprofessional, inappropriate, or offensive.
- Refrain from engaging in any online behavior that could harm the reputation of the nursing program, the institution, or the nursing profession.
- Do not share any patient information or confidential details about clinical experiences on social media or group chats. This includes any identifiable information such as names, dates of birth, addresses, or any other personal health information.
- Understand and adhere to all relevant laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) in the United States, which protects patient privacy
- Be respectful and considerate of classmates, faculty, patients, and other healthcare professionals when communicating online.
- Avoid posting or sharing content that could be construed as bullying, harassing, or discriminatory.
- Do not share or distribute any examination materials, assignments, or any other academic content that is intended to be completed individually.
- Clearly indicate that any opinions or views expressed on social media are your own and do not represent the views of the nursing program or the institution.

- Do not use the institution's logo, name, or any official branding without explicit permission.
- Use group chats primarily for educational purposes, such as discussing coursework, clinical experiences, or other relevant academic topics.
- Ensure that group chat discussions remain professional and respectful.
- Report any concerning behavior or content to faculty or administration promptly.

Consequences**:**

- Violations of this policy may result in disciplinary action, up to and including dismissal from the nursing program.
- Students are encouraged to seek guidance from faculty or administration if they are unsure about the appropriateness of their social media or group chat activities.

Use of Generative Artificial Intelligence (AI) ChatGPT in Classroom Assignments

ADN program faculty assume that all course work submitted by students will be generated by the students themselves, working individually as directed by class assignment instructions. This policy indicates the following constitute violations of academic honesty: a student has another person/entity do the work of any substantive portion of a graded assignment for them, which includes purchasing work from a company (Chegg Course Hero, etc.), hiring a person or company to complete an assignment or exam, and/or using generative AI (ChatGPT) tools. The use of generative AI tools for any part of your work will be treated as plagiarism. If you have questions, please contact your instructor for clarification.
The following will be considered "cheating":

"using someone else's work for an assignment in whole or in part as if it were one's own (e.g., turning in a copy of someone else's work as one's own work, or incorporating text generated by Artificial Intelligence (AI) programs or content generators as one's own writing); submitting academic work in whole or in part for more than one (1) assignment, class, or institution without the faculty member's permission (i.e., recycling an assignment or self-plagiarism); "

Adapted from Collin College's *Syllabus Policy Statements on the use of Generative AI tools* (2023)

Grading Policies

Grades are based on a variety of activities and assignments; the criteria used to determine grades are included in the course syllabi.

It is the student's responsibility to know their own academic status in individual courses. If a grade is unsatisfactory, or is below the standard for passing, it is the student's responsibility to contact the instructor as early as possible for assistance and to develop a plan for success.

Late Assignment

Students must complete and submit all assignments on time. **No** assignment(s) will be accepted more than five (5) week days past the due date. For each weekday that an assignment is turned in late five percent (5%) will be deducted from the final grade on the assignment. For example, if the grade assigned is 90% and the assignment is 2 days late – the final grade assigned will be 80%. If you know your assignment will be late, notify your instructor as soon as possible. Emergency situations will be considered on a case by case basis. The instructor determines what constitutes an emergency. It is the student's responsibility to verify when assignments are submitted. Unless otherwise stated in the course syllabus, all student will submit all assignments electronically.

Exam Policies

If a student misses any exam/quiz, they must take the exam within 5-week days. Any late exam/quiz will be assigned a *maximum* grade of 77%. Scheduling make-up exams and quizzes will be at the convenience of the instructor. If the student does not take the exam/quiz a grade of "0" will be assigned for the missed exam/quiz. Emergency situations will be considered on a case-by-case basis. The instructor determines what constitutes an emergency.

Grading/Written Assignments

Students must achieve a quiz, exam, and final exam average of 77% in order to pass a nursing course, independent of scores earned in other areas of the grading rubric.
 If the student average on the quizzes, exams, and the final exam is equal to or greater than 77%, then the grades earned in the other areas of the grading rubric will be calculated into the final grade.
 If the student does not achieve a 77% average on the quizzes and the final exam, then the grades earned in the other areas of the grading rubric will <u>NOT</u> be calculated into the final grade. The student will receive the average earned from quizzes, exams, and the final exam as the final grade for the course.
The following table demonstrates the grading rubric for a sample nursing course

Assignments	Points
Case Study Analysis Paper	10
Six Quizzes and Exams	60
Standardized Testing	10

Final Exam	20
Total Points	**100**

Example 1

a. Based on the above grading rubric, a student scores the following points on the six quizzes, final exam, case study analysis, and standardized test.

Quiz 1 – 84% = 8.4 points

Quiz 2 – 90% = 9.0 points

Quiz 3 – 73% = 7.3 points

Quiz 4 – 88% = 8.8 points

Quiz 5 – 92% = 9.2 points

Quiz 6 – 64% = 6.4 points

Final Exam – 78% = 7.8 points (doubled because it's worth 20% of the total points), equals 15.6 points

Case Study Analysis paper-90% =9.0 points

Standardized Test-90%=9.0 points

Total points = 64.7 divided by total points from quizzes, exams, and final exam (80) equals 80.8% (B-). **This total does not include the case study analysis scores or standardized test scores.**

b. **Because the grade is above 77% then the points for the paper and standardized testing are added in.**

Total quiz points - 64.7

Paper points – 9

Standardized testing – 9

Total points = 82.7 divided by the total number of points (100) equals 82.7% or a (B)

Example 2

a. Based on the above grading rubric, a student scores the following points on the six quizzes and the final.

Quiz 1 – 77% = 7.7 points

Quiz 2 – 62% = 6.2 points

Quiz 3 – 84% = 8.4 points

Quiz 4 – 76% = 7.6 points

Quiz 5 – 68% = 6.8 points

Quiz 6 – 88% = 8.8 points

Final Exam – 77% = 7.7 (doubled because the final is worth 20% of the total points), equals 15.4 points

Total Points = 60.9 divided by the total points for quizzes and final (80) equals 76.12% (C-)

b. Because the student's quiz and final grades did not meet the benchmark of 77%, the paper and standardized testing are not added to the grade, and the student does not pass the course.

Grading Scale

The following grading scale is used:
Grading Scale

97-100 = A+	87-89 = B+	79 = C+	69-67 = D+	☐60 = F
93-96=A	83-86=B	77-78=C	63-66=D	
90-92=A-	80-82=B-	70-76=C-	60-62=D-	

Any course grade below 77% is unsatisfactory, will interrupt progression in the curriculum, and may result in termination from the program. **C-** is not a passing grade in ADN NURS prefix program coursework.

Final Grade Rounding Policy

All grades will be calculated as percentages to the third decimal point, with NO rounding used. For example, instead of rounding to whole numbers or one decimal place, a grade might be displayed as 92.123% instead of 92% or 92.1%. This level of precision ensures more accuracy in the grading process. If a student has a numeric grade of 76.999% they will receive a "C- "which is a non-passing grade for the courses).

ATI vSIM

All ATI vSim assignments must be completed at a 75% success level to be counted for clinical replacement hours.

Incomplete Grades

Incomplete grades will be given only when extreme circumstances have prevented the student from completing all work by the end of the semester (i.e. death in the family, sudden illness) as per College Policy. It is not to be used due to a student's inability to attend class or for "personal" reasons. This requires approval of the Instructor and Program Director.

RETENTION ACTION PLAN
Test Action Success Plan

Definition: The purpose of a *Test Success Action Plan* is to put the student in control of creating a concrete and realistic personalized strategy that will help them to achieve their academic goals.
The *Test Success Action Plan* will help the student to:
• Understand the tools that can be used to be successful in nursing courses
 • Acknowledge strengths and discover areas that can be improved.
• Set-up specific academic achievements in nursing coursework.

Instructor Role:
1. If at any time during a nursing theory course a student scores less than 80% on an exam, the instructor will notify the student of the grade, in an email, within 2 business days of the grade posting. A *Test Success Action Plan* template will be attached to the email with instructions to return the completed plan to the instructor within 5 business days of the notification.
2. Upon receipt of the completed *Test Success Action Plan,* the instructor will review and approve the plan and/or decide if a meeting with the student needs to occur. The instructor has 5 days to notify the student, via email, of the decision.
3. If a meeting is deemed necessary, the student and instructor will decide upon a time that is convenient for both parties. The instructor will document the results of the meeting in the *Test Success Action Plan* and the plan will then be placed in the student's file.

Student Role:
1. If at any time during a nursing theory course a student scores less than 80% on an exam the student will be required to complete a *Test Success Action Plan.* The instructor will notify the student via email, within 2 days of the grade posting, of the need to complete the *Test Success Action Plan*. The template for the *Test Success Action Plan* will be attached to the email.
2. It is the student's responsibility to complete the *Test Success Action Plan* and return the completed plan to the instructor within 5 days of receiving notification.
3. The student will be notified of approval of the plan and/ or the instructor's decision to meet with the student within 5 days of receipt of the completed plan.
4. If a meeting is necessary the student and instructor will decide upon a time that is convenient for both parties. The instructor will document the results of the meeting in the *Test Success Action Plan*. The plan will then be placed in the student's file**.** The student may request a meeting with the instructor at any time.

Steps of a Success Coach Referral for Test Average < 80%
Instructor's Role
1. If at any time during the semester a student's test average in a nursing course falls below 80%, the instructor is required to refer the student to the Success Coach.

2. The student will be notified, via email, of the referral by the instructor.

Student's Role

1. The student is required to reach out to the Success Coach within 5 days of receiving the referral notification.

2. Once the student has established communication with the Success Coach a plan for improvement will be created by the student with input from the Success Coach.

Success Coach's Role

1. The Success Coach will notify the instructor of the meeting and the plan for improvement.

2. If, within 5 days, a student does not contact the Success Coach a notification of "failure to comply" will be sent to the Program Director by the Success Coach. This notification will be placed in the student's file.

Sample
Test Success Action Plan

Student:

Course:

Quiz Grade:

Date:

Step 1. Set Your Goals - Identify two academic goals related to your academic success.

Academic Goals
1.
2.

Step 2: Possible Challenges - What types of challenges might get in the way of achieving your goals? What will you do to overcome them?

Challenges
1.
2.

Step 3. Make an Action Plan – Break your academic goal into small steps that will help you work toward your main goal. Remember that each step must be measurable and attainable.

Action Plan		
Plan	**Time Needed**	**Deadline**

Step 4. Look Ahead – For each step above, think about any resources or support needed. Do you have these resources? If not, what will you need to do to obtain each?

Resources Needed (i.e. tutoring, writing center, library)
1.
2.

I understand and plan to use all the tools available to me as an NNMC ADN student as outlined in my *Test Success Action Plan*.

I know that if I need assistance as it pertains to academic matters I can speak with my Instructor, Academic Advisor, Student Success Coach or other college staff.

Student: _____

Instructor: _____

Grade Confidentiality

To ensure confidentiality and compliance with FERPA, no grades will be provided by phone or e-mail. Mid-term and final grades are available through your student Banner web site or Black Board.

Standardized Testing

The ATI standardized testing known as the Content Mastery Series (CMS) is included in most courses in the ADN Program. The CMS process includes practice and proctored assessment(s) with remediation, active learning templates (ALTs), post study quizzes, and the comprehensive predictor with remediation. The results of these exams help to identify student strengths and weaknesses. Test results are used in the determination of course grades. In addition to providing indicators of individual student performance, results of standardized testing are used to evaluate the overall ADN Program.

- CMS testing and remediation shall be worth 10% of the course grade
  - In the event that multiple content area assessments are given in a single course, one set of practice and proctored assessments will be identified by the instructor as the primary CMS for the course and be worth 10% of the grade. All other CMS delivered in the course shall be worth no more than a total of 5% of the course grade (maximum total 15% for all CMS delivered in a single course).
  - NURS 2240 will have its own assessment policy, please refer to the class syllabus.
- To earn points identified in the ATI Student Assessment and Review policy for each practice assessment, students must complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-remediation quiz (if available) and complete the follow-up remediation.

- Due to the length of the proctored assessments, these tests (and retake if applicable) may be scheduled outside of typical class time. Students will be provided with ample notice to plan accordingly.

SAMPLE

Grading Rubric

(CMS practice & proctored assessment with remediation accounting for 10% of course grade. The point value of this sample is based on 100-point course and point values may change in individual courses dependent on the total point value of the course.)

Practice Assessment with remediation – 4 points	
AND/OR	
Complete Practice Assessment A Remediation (must be completed for initial attempt): • Minimum 1-hour logged online for Focused Review • For each topic missed, complete an ALT as part of the required remediation process. • Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed on the quiz.	**Complete Practice Assessment B** Remediation (must be completed for initial attempt): • Minimum 1-hour logged online for Focused Review • For each topic missed, complete an ALT as part of the required remediation process. * • Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed on the quiz.

Proctored Assessment with remediation – 6 points possible			
Level 3 = 4 points	**Level 2 =3 points**	**Level 1 = 1 point**	**Below level 1 = 0 points**
Completed Remediation = 2 points: • Minimum 1-hour online Focused Review • For each topic missed, complete an ALT as part of the required remediation process. *	**Completed Remediation = 2 points:** • Minimum 2-hour online Focused Review • For each topic missed, complete an ALT as part of the required remediation process. *	**Completed Remediation = 2 points:** • Minimum 3-hour online Focused Review • For each topic missed, complete an ALT as part of the required remediation process. *	**Completed Remediation = 2 points:** • Minimum 4-hour online Focused Review • For each topic missed, complete an ALT as part of the required remediation process. *
Proctored Retake			
No retake required	No retake required	Retake Required	Retake Required

CMS Total			
Level 3	Level 2	Level 1	Below level 1
• Practice Assessment(s) and remediation – 4 points • Proctored Assessment – 4 points • Completed remediation for proctored assessment – 2 points Total – 10/10	• Practice Assessment(s) and remediation – 4 points • Proctored Assessment – 3 points • Completed remediation for proctored assessment – 2 points Total – 9/10	• Practice Assessment(s) and remediation – 4 points • Proctored Assessment – 1 point • Completed remediation for proctored assessment – 2 points • Achieve Level 2 on retake – 1 point Total – 8/10	• Practice Assessment(s) and remediation – 4 points • Proctored Assessment – 0 point • Completed remediation for proctored assessment – 2 points • Achieve Level 2 on retake – 1 point Total – 7/10

* ALTs should be handwritten

** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation).

*** If a student meets the program benchmark on the retake of a Proctored Assessment, that student can earn an additional percentage point (in the above example, a Level 1 student can now earn 8 points.

Policy for Successful Completion of NURS 2240

NURS 2240 is a "**Credit**", "**No Credit**" class.

The expanded grading policy is as follows:

1. Students will be allowed two opportunities to achieve the required passing score on the ATI Comprehensive Predictor.
2. The student must achieve a 90% or above Passing Predictability on Predictor A or Predictor B and complete all course deliverables in order to successfully pass NURS 2240.
3. The student will earn a grade of "credit" for NURS 2240 if **a score of 90% Passing Predictability or above is achieved and all required course deliverables are completed.**
4. If the student does not meet the benchmark score of 90% Passing Predictability on Predictor A the student will be enrolled in Virtual-ATI NCLEX-RN program.
   a. The student must complete the Virtual ATI modules Orientation, NCLEX Strategies, Fundamentals, Pharmacology and Medical Surgical along with remediation **prior** to taking Predictor B
      i. If the student meets the benchmark score of 90% Passing Predictability on Predictor B and completes all course deliverable, the student will earn a grade of "credit" for NURS 2240.
   b. If the student does **not** meet the benchmark score of 90% Passing Predictability on Predictor B they will receive a course grade of "no credit" and be required to continue in the Virtual-ATI program through module 10, including an attempt at the Virtual-ATI predictor, in order to receive "credit" for NURS 2240.
   c. Once the virtual ATI is successfully completed the "no credit" grade for NURS 2240 will be removed and replaced with a grade of "credit".
   d. The student can then petition to graduate from NNMC and begin the Board of Nursing application process for NCLEX-RN exam.

Suspension/Expulsion

Nursing students may be suspended or expelled from the nursing program if the student has a mental or physical condition which endangers self, patients, or other students. Suspension or expulsion from the nursing program for such health reasons will be considered on a case by case basis and shall be reviewed by the Program Director, Chair of the Department of Nursing & Health Sciences, Success Coach, Special Needs Co-coordinator, and the Dean of Student Services. If the student presents an immediate threat to public health, the student may be immediately suspended pending the outcome of the process as described.

Nursing students may also be suspended or expelled from the nursing program for reason's not related to student's health. This includes "unsafe clinical conduct" as outlined in this handbook. If a student's conduct presents a threat to his/her own safety or the safety of others, the Program Director may immediately suspend the student. Within 24 hours of the suspension, the Program Director will provide both the Chair of the Department of Nursing & Health Sciences and the Dean of Student Services with a written report of the suspension. The suspension shall remain in effect until the conclusion of all disciplinary actions on this matter.

Probationary Contract

Nursing students may also be placed on a probationary contract or Performance Success Plan if behavioral, professional, or academic issues warrant such an intervention.
A probationary contract or Performance Success Plan is a written agreement between an instructor and/or the Director of the Nursing Program which specifies expected behaviors, positive and negative consequences (up to and including dismissal from the Nursing Program) and a time frame for improvement with review dates. Both the student and the instructor sign the contract.

Student Suspected of Impairment

Although Northern New Mexico College enforces a policy regarding substance abuse, the special needs of the Department of Nursing & Health Sciences/ADN Program requires additional procedures for handling the suspected drug/alcohol impairment of students enrolled in ADN coursework designated as clinical, classroom or laboratory courses. Due to the nature of the course of study, students enrolled in nursing 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 patient care, clinical, classroom, or laboratory setting. This policy demonstrates the Department of Nursing & Health Sciences/ADN Program commitment to safeguard the health of the students and public and provide a safe place for students to learn. Please see Appendix 1

Drug or alcohol use, either while on campus or in a clinical or laboratory setting can seriously endanger the safety of patients and students, as well as render it impossible to provide safe

healthcare and service. Impairment or potential impairment of judgment in the clinical, 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 that affect 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 NNMC 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.

Definitions:

    a. Legal Drugs: Legal drugs include medications prescribed by a physician for a specific individual, over-the-counter medications, and alcohol. The Department of Nursing & Health Sciences/ADN prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.

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

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

Legal Use of Substance under Direction of Physician: A student taking legal drugs must be able to provide documentation of a medical reason for such in the event of a positive drug screen. This student may not participate in any clinical, 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 or program.

Factors Suggesting Impairment: Any nursing student, while in the patient care setting and 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 that the student is under the influence of a chemical substance that impairs or could impair clinical, classroom or laboratory judgment
- Repeated failure to follow instructions or operating procedures
- Violation of clinical, classroom, laboratory, facility or NNMC 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

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/preceptor reasonably suspects impairment, the student shall be sent for a drug screen if the Chair of the Department of Nursing & Health Sciences deems 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 10+ alcohol split specimen forensic urine drug screen with proper chain of custody to be administered by S.E.D. Medical Laboratories (Espanola Sports Medicine, 706 D La Joya Street, Espanola, NM 87532) or any other facility deemed appropriate for conducting urine drug screening. These facilities are licensed in compliance with the law that will be used for the testing.

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.

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 himself/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. The student will need to arrange for transportation from the testing facility to home.

f. NNMC will pay for drug/alcohol screening whether the results are positive or 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 or Chair of the Department of Nursing & Health Sciences and to those with a legitimate need to know.

Consequences:

a. 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 that prompted the drug/alcohol screen will be discussed and a decision will be made whether disciplinary action will be taken. If disciplinary action is indicated, a decision on the matter will be made by the Nursing Program Director and the Chair of the of Nursing & Health Sciences.

b. If the drug or alcohol screen is POSITIVE, the following actions will occur:
   - The student will be notified by the Nursing Program Director of the results of the test and that 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 Chair of the Department of Nursing & Health Sciences office for further action.
   - A positive urine drug screen is grounds for immediate dismissal from the ADN program.
   - The student shall contact the Chair of the Department of Nursing & Health Sciences by the next working day after being notified of the test results.
   - If 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 Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services 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 for a positive drug screen. All documentation will be forwarded to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services for further action.

d. In the event that a disciplinary action includes suspension or dismissal from the nursing program and the student thereafter requests and is allowed to return to the Nursing Program, the following steps will be required prior to re-entry:
   - All 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.

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- The student must submit to random urine screens, at their expense, as long as the student remains enrolled in a clinical, classroom or laboratory program within the nursing department. SED labs will be used. A positive test will result in referral to the Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services 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 Chair of the Department of Nursing & Health Sciences and the Vice President of Student Services for further action, with a recommendation from the Nursing Program Director for permanent dismissal from the nursing program.

Attendance Policies

Dress Code

Clinical Experience

ATTENDANCE POLICIES

<u>CLASSROOM ATTENDANCE POLICY</u>
Regular classroom attendance relates directly to success in academic work, provides opportunities for important communications between teachers and students, and helps establish regular habits of dependability important to the future success of the student.

ZOOM attendance is not an option in a traditional, nursing theory classroom format. In order to be counted as present in a nursing theory class, the student must be **physically present** in class. However, students may be permitted to attend class via ZOOM at the instructor's discretion for illness or emergency circumstances, but ZOOM attendance will still be counted as an absence.

ZOOM attendance is not an option in a skills lab setting. In order to be counted as present in a skills lab, the student must be **physically present** in class. However, students may be permitted to attend skills lab via ZOOM at the instructor's discretion for illness or emergency circumstances. ZOOM attendance will still be counted as an absence and the skills lab must be made up.

- Students are expected to attend all scheduled classroom hours
- Missing more than 20% of any lecture course will constitute a FAILURE in the course
    - An example of 20% of a four (4) credit hour class (60 clock hours) is twelve (12) hours or six (6) 2-hour classes
- Tardiness > 10 minutes or leaving class > 10 minutes before class is adjourned will be considered an absence
- Students wishing to appeal the course failure due to attendance related issues must submit documentation of significant extenuating circumstances to the Program Director for consideration.
    - Below is a list of extenuating circumstances that are considered justifiable excuses for classroom absence. To qualify for an excused absence, the absence must be verified with appropriate documentation.
        - Hospitalization or emergency room visits (to include children, spouses, parents)
        - Death of an immediate family member (husband, wife, domestic partner, father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, grandparents, grandchildren).
        - Jury duty
        - Military deployment of family members
        - Verifiable weather-related closures of roads.
        - The director may deem other situations justifiable and excused, at their discretion

STUDENT RESPONSIBILITIES:
- It is the student's responsibility to **attend all assigned classes** in a timely manner.
- It is the student's responsibility to obtain any missed assignments, notes, and schedule missed exams due to an absence.

INSTRUCTOR RESPONSIBILITIES
- It is the instructor's responsibility to maintain accurate attendance records.
- It is the instructor's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly.
- It is the instructor's responsibility to provide any student who has been absent with any missed assignments upon request.
- It is the instructor's responsibility to work cooperatively with the student to solve any attendance problems that may arise.
- It is the instructor's responsibility to notify the Program Director of any student with > 20% classroom absence.

PROGRAM DIRECTOR'S RESPONSIBILITY
- It is the Program Director's responsibility to require students to attend all assigned classes.
- It is the Program Director's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly.
- It is the Program Director's responsibility to review cases of > 20% classroom absence.

Children in the Classroom Environment

The nursing program adheres to the college's policy on Children in the Classroom Environment.

Northern New Mexico College
Policy on Children on Campus in the Classroom Environment

1. **Purpose**

   NNMC values its employees and students and recognizes the importance that families play in our communities. The College desires to be a family friendly place of business, to faculty and staff as well as to students; however, the workplace is not the appropriate place for childcare. This policy serves to address guidelines for bringing non-student, minor children to campus. These guidelines are intended to foster respect for all parties impacted by the presence of non-student, minor children on the campus, in the workplace, or in the classroom.

   The college recognizes that family needs and responsibilities may in some circumstances require the presence of a child on campus for a limited amount of time. Any individual who brings a child to campus should be aware of and respectful of the needs of others to have a quiet educational and/or work setting. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of NNMC must be under the supervision of a responsible adult while on NNMC property.

   Employees of the college have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. It is not appropriate for a non-student, minor child of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.

   This policy is not intended to prohibit appropriately supervised children from the campus when their purpose is to attend specific specified cultural events, sporting events, or to accompany students and families seeking advisement or information about the college.

2. **Definitions**

   For the purposes of this policy, a child/minor is defined as any youth under the age of 18 who is not officially enrolled in classes at Northern New Mexico College (NNMC). Emancipated minors are considered adults.
   An adult is any person 18 years of age and older.
   An adult is also any emancipated minor or a parent (even if is under the age of 18).
   Minors under the age of 18 who are enrolled in credit classes at NNMC are considered NNMC students.

3. Policy

3.1 The College assumes no responsibility or liability for children in violation of this Policy. For the purposes of this Policy, a child is defined in the section 2.

3.2 Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. In emergency situations, if it is necessary for an employee to briefly bring a child to the workplace during working hours, the employee's supervisor must be informed. Sick children are not to be brought to campus.

3.3 Children are not allowed in the classroom as an alternative to procuring regular childcare or when the child is too ill to attend regular childcare or school. At the discretion of the instructor, children may be allowed in classrooms *on rare occasions due to unforeseen emergency or circumstance and must be supervised by the parent (or guardian)*.

> 3.3.1 Under no circumstance will children be allowed in high risk areas, including but not limited to scientific/medical laboratories, commercial kitchens, server rooms, studio spaces, machine shops or other marked areas.

3.4 Any student whose child is considered disruptive or unsupervised will be asked to remove the child.

3.5 A child should never be left unattended while the parent or guardian is attending class, conducting other business, or attending a public event on campus. Line of sight supervision by the parent or guardian is required at all times.

3.6 Chairs/Directors/Supervisors have the discretion to develop stricter supplemental child-related policies for their areas of management that address specific concerns related to their scope of work/supervision. These supplemental policies must adhere to the College-wide policy.

4. Procedures

All NNMC employees, students, and visitors are expected to abide by this policy.

Procedure for Unattended Children on Campus
- If an unattended child observed on campus is a cause for concern NNMC employee, student, or visitor will report the situation to Campus Security (747-2158).
- Campus Security will employ their protocol for contacting parents, guardians, caregivers, or, if necessary, may contact local authorities.

- If you observe that a child is injured, call 911 immediately, then contact Campus Security.

5. Exceptions

Exceptions to this policy are activities which, by their very nature, might be attended by children. It is assumed, however, that children are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such events are athletic events, performing arts performances, special events, or other activities such as an after-school program sponsored by the college.

USE OF ELECTRONIC DEVICES

- Laptops and handheld devices (to include cell phones) are allowed in class only for course related activities
- Personal cell phone use in the class is prohibited. In extenuating circumstances, please consult with the instructor
- All electronic devices are absolutely prohibited in testing areas
- No videos may be taken in class without instructor permission

E-MAIL AND BB POLICIES

- All students must have access to a NNMC e-mail account
- All nursing courses have a Blackboard course site where course documents and important information can be accessed as well student/instructor communication can take place
- Faculty will only use a student's NNMC email and the BB site for communications such as updates, changes, announcements, etc. Please check these sites on a regular basis
- It is the individual instructor's choice if texting is an additional permissible means of communication

SMOKING

NNMC is a Smoke Free and Tobacco Free Campus.

No smoking is allowed except in designated areas. The following are the areas where smoking is allowed:

- The Montoya Building outdoor patio, located east of the Board of Regents room
- The outdoor patio located south of the General Education Building
- The attached portal on the south side of the Eagles Gymnasium

WEATHER CLOSINGS/CANCELLATIONS

Notification of delays/closures due to inclement weather will be distributed via the following avenues:

- NNNMC's phone system-505-747-2100
- NNMC Website-nnmc.edu
- NNMC Facebook Page—facebook.com/NorthernNewMexicoCollege
- NNMC email—news@nnmc.edu, Subject: Inclement Weather Notification

- Local news stations—KOBTV Channel 4, KOAT Channel 7, KRQE Channel 13
- KDCE Radio 950am or 100.7fm

Definition of the Clinical Experience

The "clinical experience", as defined by the NNMC ADN program, includes the acute care and long-term care experience; facility orientation; simulation lab experience; skills lab experience; observational setting experience; pre and post conference; and any other setting designated as the equivalent of a clinical experience by the clinical instructor.

Facility orientation is part of the clinical experience, is mandatory and **must be** completed on or before the 1st clinical facility day. Students will not be able to attend a clinical site without facility orientation.

Clinical/Skills/SIM Lab Attendance Policy

Clinical attendance is essential and mandatory for successful completion of clinical course objectives.

When considering the extensive knowledge and skills that are learned and applied in the clinical setting, the value of the clinical experience cannot be underestimated. Students are encouraged to make clinical attendance a priority. Clinical absence or tardiness is considered a serious matter.

Clinical attendance is defined as being present from the beginning and staying for the entire clinical duration.

Clinical tardiness is defined as being late (less than 10 minutes) and/or leaving early (less than 10 minutes)

Any tardiness or early departure that exceeds 10 minutes is considered excessive and will be counted as a clinical absence.

- If a student is absent due to an emergency or illness or tardy, the student must **personally** notify the clinical instructor of the absence or tardiness.
    - Failure to notify the clinical instructor of an absence or tardiness in the appropriate manner will be reflected in the weekly evaluation tool and will be escalated as defined in the student handbook if the behavior continues.
- In the event of an anticipated absence (i.e. pregnancy, pueblo events, etc.) the student may make arrangements with clinical instructor with sufficient notice (minimum of four weeks) for completion of clinical days without penalty.

- Make-up time for a clinical that is cancelled or delayed due to inclement weather is determined and set by the individual clinical faculty. All weather-related and make-up time inquiries should be made directly with your clinical faculty member.
- Break and lunch times are included in the posted hours when appropriate (usually for a session lasting more than three hours). Published hours can and do vary according to the clinical experience or rotation.
- Multiple tardiness (3 episodes in a 15-week course) will not be tolerated and **will result in failure for the clinical course.**
  - **For shorter clinical courses** (ex: 5-week or 5-session courses) more than 1 episode of tardiness will result in a clinical failure.
- Any students who misses one clinical experience or accrues one excessive tardy, must make up the missed clinical day in order to pass the clinical course.
  - A clinical make-up day is dependent upon the clinical institution and the clinical instructor availability.
  - It is the **student's responsibility to work with the clinical instructor to arrange** the clinical make-up day.
    - Every effort must be made to arrange the face-to-face make-up clinical day with the primary clinical instructor.
    - If this is not possible, then the student and primary clinical instructor will work together to make arrangements with an instructor who is able to accommodate your schedule.
    - The student and clinical instructor may also explore the possibility of a virtual simulation experience/alternative assignment to make-up the missed clinical hours.
    - Regardless of the instructor, a *clinical make-up form* (see student handbook appendices) must be completed and turned in to the primary clinical instructor for approval.
- *A second clinical absence or excessive tardiness, regardless of a make-up of a prior clinical absence, is a serious matter and cannot be made up. Therefore, **a second clinical absence or excessive tardiness will result in a failing grade for the clinical course and dismissal from the clinical course.***
  - *The student may complete other nursing course work for the current semester, but must exit the nursing program at the completion of the semester.*
  - The student may reapply to the ADN program at a future date if the student exited the program with a satisfactory grade in all other nursing course work. A student slot, however, is not guaranteed.
- Students wishing to appeal the course failure due to attendance related issues must submit documentation of significant extenuating circumstances to the Program Director for consideration.
  - Below is a list of extenuating circumstances that are considered justifiable excuses for classroom absence. To qualify for an excused absence, the absence must be verified with appropriate documentation.

- ▪ Hospitalization or emergency room visits (to include children, spouses, parents)
- ▪ Death of an immediate family member (husband, wife, domestic partner, father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, grandparents, grandchildren).
- ▪ Jury duty
- ▪ Military deployment of family members
- ▪ Verifiable weather-related closures of roads.
- ▪ The director may deem other situations justifiable and excused, at their discretion

Clinical Behavior Guidelines

- Northern New Mexico College (NNMC) Department of Nursing and Health Sciences (heretofore referred to as "department") is committed to ensuring the safety of our nursing students, faculty, and staff.
- The department follows recommendations and guidelines put forth from the Centers for Disease Control (CDC), the New Mexico Department of Health (NMDOH), and the American Association of Colleges of Nursing (AACN) for mitigating the risk of Covid-19 spread.
- Nursing student smoking is discouraged during clinical rotations. However, smoking is allowed only per clinical facility policy and will vary from clinical facility to facility.
- Students will be advised of facility smoking, break and lunch policies during facility orientation and must follow these facility guidelines while in clinical rotations. Failure to abide by facility guidelines for smoking, break time, and/or lunch times, will be reflected as a lack of professionalism in the weekly student evaluation.
- A student must always notify the faculty member and the patient's primary nurse if the student leaves the unit or agency for any reason.
- **Students should never perform invasive procedures, pass medications; perform any IV therapy or administer injections without direct supervision of the clinical instructor or their designee. Breach of this guideline will result in failure of the clinical course**
- Students assigned a client who expressed discomfort with a nursing student or who verbally states they do not want a nursing student to care for them will be re-assigned to another client. Students assigned a client who is no longer at the facility the day of the clinical rotation or a client who is discharged early in the day will be re-assigned a client or given other clinical activities as deemed by their clinical instructor.
- Students should always ask politely for permission to touch a client prior to initiating physical contact, personal care, physical assessment or any other task that might expose the client. Contact your clinical instructor if the client's wishes are unclear or if the client

is unwilling to allow the student to touch the patient. Never touch or perform a personal task for a client without their consent.

- Clinical faculty must have current information on how to reach each student during or following each clinical day. If documentation of medication administration or procedures done for the patient is omitted by the student, the institution will attempt to contact the faculty or student for clarification. The clinical instructor needs to be able to contact the student.
- It is unprofessional and unacceptable to use the clinical institutions telephones or computers for any personal reason. Using a unit/agency telephone should be reserved for patient care and emergencies only. Use of telephones, computers or any other clinical facility equipment for personal student use is prohibited. Failure to abide by these guidelines will be reflected in the clinical evaluation tool.
- Students impaired in any way (**including signs of sleep deprivation from working nights)** will be sent or escorted home. This will be noted in the weekly evaluation tool as an unexcused absence**. It is expected that students will not work at least 8 hours prior to any clinical rotation.**

Schedules & Nursing Clinical Courses

Clinical nursing experiences are designed to provide students with the best possible learning experiences. In order to achieve this, it may be necessary to make changes from the published schedule as the clinical rotation nears. Every effort is made by the ADN Program to keep these changes to a minimum and to notify students as soon as the changes are known. Student specific requests and preferences for the assignment of clinical experiences may be expressed prior to clinical assignments; however, students are not guaranteed their request can be accommodated. Assignments will be made to ensure the student receives the most diverse clinical experiences possible.

The following guidelines will be used concerning clinical assignments and rotations:
- Clinical courses may be scheduled at any time in the 24-hour day, 7 days a week. While the majority of clinical courses will take place between the times of 6:00 a.m. and 11:00 p.m. on any day of the week. Students must be available for assignments.
- A one-credit-hour clinical course generally meets for three hours a week and a two-credit-hour clinical course generally meets for six hours a week with accommodations for short courses. These hours are often adjusted to accommodate the clinical agencies' hours and flow of care.
- Human Patient Simulation ("SimMan") experiences will replace or be in addition to a clinical day as indicated in the course syllabus. Students should prepare and dress as for any clinical day.
- Although the most diversified clinical experiences are sought for each student, the NNMC ADN Program cannot guarantee each student will receive exactly the same experience in their clinical rotations.

- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes use of professional terminology, professional etiquette, tone and level of voice. Violations of professional behavior, as deemed by the clinical instructor/simulation lab instructor, or facility staff, will result in immediate dismissal from the clinical site and be considered a clinical absence. **This is a zero-tolerance rule**.
- Students should be aware that they may be required to collect patient care data at the hospital or agency the afternoon prior to the assigned clinical day.
- Clinical sites may be located at agencies throughout Española, Santa Fe, Los Alamos, Las Vegas, Taos, Albuquerque and other areas as necessary. **Students should have reliable transportation and childcare arrangements, and should plan time to accommodate expected travel times**, including travel during inclement weather.
- Clinical group sizes need to be as uniform as possible to provide students with the best learning and supervision. It is possible that students will be switched between clinical sections after registration in order to achieve this equity.

Confidentiality & Patient Care

Every clinical institution has strict guidelines regarding patient information and confidentiality. These specific guidelines are available at each institution, and students will be asked to sign a confidentiality statement. Violation of these guidelines can result in disciplinary action by the institution, the assignment of a failing grade for a nursing course, and/or dismissal from the Nursing Program. In general, the following guidelines are to be followed by students unless the specific institutions policy differs from these guidelines:

1. Original patient records are not to be removed from their location as per the facility policy. Online records and computer screens must be protected from view of unauthorized persons.
2. Students granted record accesses are accountable for the protection of the record and its contents while in their possession. Never leave the patient record unattended.
3. It is prohibited to share the medical record with family, friends, and staff not directly involved in the patient's care. When in doubt, excuse yourself and check with your instructor or the nurse in charge of the patient.
4. Students are expected to keep the medical records accessible at all times for medical care purposes.
5. Photocopying any part of the medical record for any purpose is strictly prohibited. Students may not photocopy parts of the record for learning purposes.
6. When referring to patients in written work for schoolwork purposes, only gender, age, and initials are to be used. When possible, all identifying information should be kept to a minimum.
7. Census records used for report should be shredded before the student leaves the unit.

Clinical Evaluation

Written evaluation of student progress in clinical nursing courses is provided on an ongoing basis. Students will receive several formative clinical evaluations such as weekly, bi-weekly at

mid-term (NURS 1125L, NURS 2225L, NURS 2235L), and a final summative evaluation at the end of each clinical course. Due to the short nature of the clinical rotation NURS 2214L, NURS 2217L, and NURS 2218L will not have a mid-term evaluation. The clinical evaluation tool (CET) is used in all clinical courses (with the exception of NURS 1113L and NURS 1114L) throughout the four semesters of the ADN program. It is used to measure expected levels of student performance in the nine ADN program outcomes. This tool also serves as an effective instrument for both the instructor and student to monitor progression, identify need for improvement, and acknowledge stellar clinical performance. Self-evaluation is an important component of the evaluation process as well. Students are required to self-evaluate their performance in the clinical setting on a weekly basis, at mid-term, and at the end of the semester.

Some form of response will indicate that the student is aware of the content of the evaluation; the response does not imply agreement with the instructor's evaluation or comments. Behaviors needing improvement are documented by the instructor and discussed with the student. Once a plan for improvement has been created, the plan and the expected improvement are reviewed periodically by the instructor.

- **At any point during the clinical experience a student may be terminated for unsafe or incompetent care. All course evaluations become a part of the student file.**

Clinical Group Assignment

At any time in the program you may be required to change clinical groups. Should you desire to change to another clinical group you must submit your request in wring with rationale to the ADN Program Director. Approval of a request to change clinical groups is **not** guaranteed.

Expectations for the Clinical Experience

- You may be required to obtain your clinical assignments the day prior to your scheduled clinical experience at the hospital/agency to which you are assigned, unless specified differently for individual courses. (See Dress Code for proper attire when getting assignment).
- **You may not change your clinical assignment without permission from your clinical instructor.**
- You must wear both the clinical agency ID and the NNMC ID badge when a clinical location.
- You are to be prepared in advance for clinical experiences.
- Clinical preparation includes completion of all required assignments. If you are not prepared for client care, if you are not in appropriate uniform, or if you arrive late you will not be allowed to participate in the clinical experience. **The clinical instructor has the right to send you home if you are not prepared. If you are sent home, it will be considered an unexcused absence.**

- You are expected to arrive on time for clinical experiences prepared with the necessary equipment and supplies. You are expected to be well rested and alert in order to provide safe and competent care. If the instructor determines that you are not able to function safely you will be asked to leave the clinical area and counted absent. If you are ill, you may be sent home at the discretion of the clinical instructor, or given an alternate clinical assignment other than direct patient care.
- Do not act as legal witness for consent forms or permits.
- Do not take any type verbal order for a patient.

Course Requirements for Medication Administration

Every student must complete theoretical material on pharmacotherapeutics, and master medication administration skills and dosage calculation in the simulated lab and clinical laboratory. The following requirements must be fulfilled:

- Medication Administration and dosage calculation testing occurs in NURS 1113L, NURS 1125L (within first two weeks) and 2225L and 2235L (in first week). You must obtain the required examination score prior to administering medications in the clinical setting. Mandatory scores are as follows: NURS 1113L-77%, NURS 1125L – 80%; NURS 2225L – 85%; NURS 2235L – 90%.

3. You have a maximum of two testing opportunities to complete the medication exam at each level. If you do not pass at the first writing, you are allowed two weeks for retesting. The medication exam must be completed within the two weeks allowed. If you do not pass the second time – **you will be dismissed from the program**. Please see readmission policy.
4. You may use a standard calculator provided by the Nursing Department for testing. You may not share calculators during testing. Cell phones, PDAs, and other electronic devices are not permitted during testing.
5. Medication administration skills MUST be confirmed by instructor observation in the simulated lab prior to performing in the clinical setting.
6. When administering medications, you must follow the policies for supervision of medication administration. You must know and follow the "10 Rights of Medication Administration."
7. Prior to administering medications in clinical settings, you must demonstrate knowledge of the drug classification, generic and trade name, actions, usual route, safe dose, expected outcomes, side effects, contraindications, and nursing implications to the clinical instructor.
8. Students may not administer medications in the clinical setting by ANY route unless accompanied by a clinical instructor.
9. Failure to comply with these requirements will be reflected in the clinical evaluation and may result in dismissal from the program.

Medication administration and dosage calculation is incorporated throughout the entire curriculum and test questions are included in all ADN program course examinations.

Written Assignment/Care Plan Guidelines:

1. You are expected to turn in written clinical assignments when they are due. Papers submitted late without prior approval by the instructor will not be accepted. Instructors will follow the late assignment grading policy.
2. Consistently late assignments will lead to failure in the course. Students are responsible for following individual instructor directions concerning submission of clinical written assignments.

Dress Code

- The following dress code is required of all nursing students in the clinical setting:
- The student will report for clinical/simulation experience in a clean, pressed student uniform with a name badge.
    - The official uniforms for NNMC nursing students are: The official Northern Nursing student scrub set and cardigan/jacket.
    - A white or black cotton T-shirt (long or short sleeve) may also be worn for additional warmth.
    - A standard ADN program approved name tag is required to be worn any time you are in the clinical area.
    - Shoes must be white or black with closed toes and heels, clean and/or polished and with either white of black shoes laces. White leather gym type shoes with minimal accent color are permitted. White or neutral colored hose or plain white socks are to be worn with uniform.
- For obtaining clinical assignments, you are to wear the official uniform and name tag.
- A watch with additional second hand or digital seconds display and a stethoscope is required for all clinical experiences.
- At all times hair must be neat, clean, and in a hairstyle which has the hair well contained and off the collar. A beard or mustache must be neat and well groomed.
- Make-up should be light and fingernails must be kept short and clean. No nail polish may be worn. Artificial nails are not permitted.
- Cleanliness of body and clothes is a "must."
- Students should be scent free at all times in the clinical setting i.e. perfumes, cologne, hairspray, tobacco, body odors.
- Jewelry may not be worn with the exception of one simple ring, watch, and/or small stud earrings (in ears only). No other visible body piercing and/or jewelry are permitted.
- Body tattoos must be covered for any clinical experience, observation or when obtaining assignments.
- For specified clinical experiences you MUST wear appropriate street clothing. Shoes must have a closed toe and heel and must be clean and/or polished. Skirts and dresses must be of at least knee length. Plain T-shirts, T-shirts with logos, tapered knit pants or leggings, and denim, shorts, or sweat suits are inappropriate and are not permitted.

Student Refusal to Care for Any Client

It is the expectation that students will care for all clients regardless of race, gender, diagnosis, culture, ethnicity, beliefs, and values. Should a student refuse to care for a client, the situation will be addressed on an individual basis. Students will be excused from the care of clients under the following circumstances:

- The student with a documented immune disorder, which would make the student more susceptible to opportunistic infection, will be excused from the care of a client with known communicable disease.
- Pregnant students may be excused from selected client assignments based on treatment modalities (i.e. ribavirin therapy) or the presence of opportunistic infections (i.e. CMV, TB).

Transportation

Students are responsible for their own transportation to clinical agencies. NNMC is not responsible for medical coverage or car damage incurred in an accident on the way to a clinical assignment.

Exposure Control Plan

Healthcare workers are potentially exposed to a variety of hazardous substances in the work environment. You are responsible for following the policies, rules and regulations of NNMC ADN Program and the assigned clinical agencies regarding infection control and hazardous substance exposure control. Each clinical facility has requirements regarding safety-engineered devices (ex. protected needle devices) that must be met. Also, students and faculty must adhere to safety standards while in the campus/simulation laboratories.

Standard Precautions

Standard Precautions are used for *ALL* patients. These are precautions that help eliminate transmission of organisms such as HIV, which travel in blood and other body fluids and substances. You will use these precautions for *EVERY* patient you work with. The term *Universal Precautions* is interchangeable with the term *Standard Precautions*.

Transmission-Based Precautions

Transmission-Based Precautions provide extra protection in addition to Standard Precautions. You will use transmission-based precautions for patients who have contagious illnesses that are spread by contact, droplet or air. These precautions also guide care for patients who are suspected of having such illnesses. Together, these precautions (Standard Precautions and Transmission-Based Precautions) help you fulfill the Health Care Agency's isolation precautions.

If you breach either of the above policies and are at risk for disease (HIV, hepatitis, etc.), you are responsible for the cost of your own testing and medical care. The incident will be documented and kept on file in the nursing office. The information will remain confidential.

Management of an Exposure Incident

Occasionally students are exposed to blood or other body fluids. It is important to report this immediately, before you or your instructor leaves the facility. If an exposure incident occurs, the following plan will be followed:

You (the student) will:

1. Obtain recommended first aid for exposure.
2. Report exposure to instructor.
3. Report the exposure to the appropriate personnel at the agency at which the exposure occurred.
4. Meet the requirements of the exposure policy at the affiliated agency.
5. Be responsible for any medical bills incurred as a result of the exposure, i.e., lab work, vaccines, physician, etc.
6. Provide personal demographic information to the agency so that the appropriate follow-up can be initiated.
7. Provide ADN Program Director a written summary within 24 hours including description of exposure, incident date, time, location, first-aid received, and planned follow-up.

Student Role

Student Success

Student Conduct

Academic Misconduct

Tutoring

A variety of free tutoring services <u>may be</u> available within the college-wide system to all nursing students.

Faculty Tutoring

Instructors of non-clinical courses are available on a limited basis to provide guided tutoring to students. Each instructor will post the times the tutoring is available. Additional tutors will be available also to help in all nursing courses. Contact the Administrative Assistant to schedule a tutoring session with either a faculty member or a designated tutor.

Peer Mentor Program

The NNMC Nursing Student Peer Mentoring Program is a voluntary program designed to match level 2 nursing students with incoming or current nursing students who need academic and social support. This program has been designed to provide nursing students with an opportunity to connect with their peers and receive guidance and both emotional and/or academic support as they progress through the nursing program of studies. Both the mentor and the mentee are awarded a financial stipend for participation in the mentorship program.

Student Success Coach

The ADN Program Student Success Coach is an expert in the use of testing and remediation resources. The Success Coach is available to assist students in the use of these resources to enhance academic success. The Success Coach also offers a variety of integrated workshops that include test-taking skills and understanding test blueprints throughout the semester. Please refer to the Faculty List for Success Coach contact information.

Performance Success Plan Guidelines

1. A *Performance Success Plan (PSP)* will be initiated by the faculty member whenever a student demonstrates a behavior(s) that is **unsafe** or in **noncompliance** outside of the clinical setting. Each *Performance Success Plan* will address **one** student learning outcome/performance issue. A student may receive more than one *Performance Success Plan* in order to address behavior(s) that do not meet expectation in multiple learning outcomes/performance issues.

2. Unsafe and noncompliance behaviors are defined as, but not limited to:
   a. <u>Unsafe</u> = not in compliance with ADN nursing program policies such as not following safe needle handling procedures in lab.

    b. <u>Non-compliance</u> = Not complying with the ADN nursing program policies OR not demonstrating improvement in professional behaviors such as not attending required classes/events or not following assignments guidelines.

3. Completion of the Form

    a. Complete <u>student name</u>, <u>course number</u>, <u>faculty name</u>, and <u>date and time of incident.</u>

    b. <u>Policy</u>: Identify the non-compliant student learning outcome and/or department policy.

    c. <u>Occurrence Description</u>: Complete with a description of the behavior that is unsafe or in non-compliance.

    d. <u>Success Plan</u>: Check the box that corresponds with the phase of the learning track that is being addressed.

    e. <u>Phase 1</u> – Advising/Counseling: In the box complete a narrative description of the discussion in the advising/counseling session. Include the mutually agreed upon plan for improvement.

    f. <u>Phase 2 </u>– Growth Plan: A separate document titled "Phase 2 – Growth Plan" is to be completed collaboratively by student and faculty. This separate document should be attached to the PSP.

    g. <u>Phase 3 –</u> Probation: A separate document titled "Probation" is to be completed by the faculty. This separate document should be attached to the other PSP documents.

    h. <u>Phase 4</u> – Dismissal: A separate document titled "Professional Behavior Failure" is to be completed by the faculty. This separate document should be attached to the other PSP documents.

    i. <u>Follow-up</u>: Complete with what type, when and how follow-up of any phase will occur between the student and faculty.

    j. <u>Next action if performance problem continues:</u> Complete with the phase number the student would move to if the behavior/performance goals are not met.

    k.   <u>Signatures:</u> The student and faculty sign and date.
               (Director signature required for Phase 4)

    l.   <u>Student File:</u> An audit will be conducted anytime a PSP is initiated.

    4. Student Learning Track and Phases

a.   The student learning track provides faculty a mechanism to address unsafe and non-compliant student behaviors out of the clinical setting as they move through the nursing program curriculum.

b.   The learning track has 4 phases as defined below. The phases are progressive and specific to a policy or behavior.

- <u>Phase 1 – advising/counseling</u> – This phase is initiated the first time an unsafe/noncompliant behavior is assessed as unsatisfactory by faculty.

- <u>Phase 2 – growth plan</u> – This phase is initiated the second time the same or similar unsafe/noncompliant behavior is assessed as unsatisfactory by faculty. Phase 2 requires a written growth plan.

- <u>Phase 3 – probation</u> – This phase is initiated the third time the same or similar unsafe/noncompliant behavior is assessed as unsatisfactory by faculty. Phase 3 requires a written learning contract and the student is considered to be on probation. The learning contract outlines the unsafe/non-compliant role behavior that **must be corrected** in order to pass the course.

- <u>Phase 4 – Dismissal</u> – This phase is initiated if the student fails to successfully meet the identified behaviors on the learning contract outlined in Phase 3 and will receive a classroom grade of "C-".

c.   A student could be on different phases for different behaviors as they move through the nursing curriculum. PSP's for unsafe/noncompliant role behavior are possible for more than one incident and the student would progress separately for each incident.

d.   The phases of the learning track follow the student across the semesters of the nursing curriculum. If, in the new semester the student exhibits the same behavior, the phases progress as follows:

- If the student was on a Phase 1 for a particular behavior in the previous semester, the first time they exhibit the same behavior in the current semester, they will be placed on Phase 2. The student will then progress on the learning phases in the current semester as described in #4 above.

- If the student was on a Phase 2 for a particular behavior in the previous course, the first time they exhibit the same behavior in the current semester, they will be placed on Phase 3. Phase 3 requires a written learning contract and the student is considered to be on probation. The learning contract outlines the unsafe/non-compliant behavior that **must be corrected** in order to pass in the classroom.

- If the student was on a Phase 3 for a particular behavior in the previous semester, the first time they exhibit the same behavior in the current semester, they will proceed into Phase 4.

- Phase 4 - This phase is initiated if the student fails to successfully meet the identified behaviors on the learning contract outlined in Phase 3 and will receive a classroom grade of "C-".

5. The faculty keeps the original copy and the student receives a duplicate copy.

6. The faculty are to keep original Phase 1 or 2 forms until completion of the course. Any Phase 3 or Phase 4 original documents are to be put in the student's file in the nursing department office at the time they are completed and signed by all parties.

7. At the end of the semester faculty are to place all original PSP's in the student's file in nursing department office.

Performance Success Plan

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reiterate Northern New Mexico College Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

Student: Course: Faculty:

Date and Time of Incident:

Occurrence Description:

<u>Success Plan:</u>
__ Phase 1 – Advising and Counseling:

__ Phase 2 – Growth Plan: Developed by student and faculty (See Attached)
__ Phase 3 - Probation (See Attached)
__ Phase 4 - Dismissal (See Attached)

Follow-up:

Next action if performance problem continues:

Student Signature: _____Date: _____
Faculty Signature: _____Date: _____

Performance Success Plan (Example Phase 1)

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reinforce Northern New Mexico College Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

Student: _____Course: _____   Faculty: _____

Date and Time of Incident: __*00/00/0000*_____

Role/Policy: ***Professional / Attendance/Absences/Tardiness:*** *Professional – promotes professionalism with role behaviors, appearance, and timeliness. Tardiness - punctual attendance is part of professional responsibility and expected at all scheduled classroom and directed lab sessions. If you are going to be late for your scheduled college lab, you must notify the lab instructor prior to the start of lab.*

Occurrence Description: *You were late to lab by 20 minutes and did not notify the lab instructor.*

Success Plan:

☒ **Phase 1 - Advising / Counseling:**

> *Please note in your handbook and syllabus the policy about being late. You are to notify the lab instructor prior to the start of lab. In this case, no one was notified. You must be timely and understand that it is your professional responsibility to be on time with lecture and all directed lab activities. Student reports that she will set two alarms and prepare her things the night before lab.*

☐ **Phase 2 – Growth Plan**: Developed by student and faculty (See Attached)

☐ **Phase 3 - Probation** (See Attached)

☐ **Phase 4 - Dismissal** (See Attached)

Follow-up: *The student will meet with the instructor in one week to discuss the progress of your growth plan.*

Next action if performance problem continues: *A Phase 2 - student growth plan if you are late again for either directed lab or class.*

<u>Guidelines for Phase 2 – Growth Plan Form</u>

1. A growth plan is a document to assist the student who is having a pattern of unsafe/non-compliant behaviors to plan and set goals to improve. The growth plan is to be completed collaboratively by the student and faculty.

2. A growth plan is to be completed any time a student is progressed to a phase 2.

3. Completion of Form

    a. Student name
    b. Goal – complete with the goal to improve the behavior
    c. Action step – complete the box with the list of action steps the student will take to improve the behavior.
    d. Date to begin – complete with the date the growth plan is to start
    e. Completion date – complete with the date the growth plan is to be completed (generally the end of the program for the student)
    f. Resources to be used to reach the goal – complete with the box with the list of resources the student will use to improve behavior.
    g. Signatures – the student, faculty

4. Faculty keeps the original copy and the student receives duplicate copy.

5. Faculty are to attach the growth plan original to the phase 2 PSP original document.

6. At the end of the semester faculty are to place all original growth plans and PSP's in the student's file in nursing department office.

Performance Success Plan (Example for Phase 2)

The purpose of this Performance Success Plan (PSP) is to define gaps in your performance, areas for growth, to reinforce Northern New Mexico College ADN Nursing Program's expectations, and provide you the opportunity to demonstrate growth and success.

Student: _____   **Course:** _____   **Faculty:** _____

Date and Time of Incident: ___*00/00/0000*_____

Policy: *Professional / Directed laboratory Requirements: Professional – Complies with standards of the Nurse Practice Act and NNMC policies of appearance, timeliness and prep work. Directed laboratory – if a student is going to be late/absent from a clinical session, the student must notify the instructor prior to the scheduled clinical start time.*

Occurrence Description: *Student was 20 minutes late for clinical. The student called the unit and left a message for the instructor. This is the second occurrence of lateness to a directed lab session which is a pattern of behavior.*

Success Plan:

☐ **Phase 1 - Advising / Counseling:**

☒ **Phase 2 – Growth Plan**: Developed by student and faculty (See Attached)
☐ **Phase 3 - Probation** (See Attached)
☐ **Phase 4 - Dismissal** (See Attached)
Follow-up:
Schedule a follow-up conversation in 1 week with your faculty to discuss the progress of your growth plan.
Next action if performance problem continues: *Probation for not following the Directed lab requirements and program outcome Professional.*
Student Signature: _____ Date: _____
Faculty Signature: _____Date: _____

Phase 3 – Probation Plan

Student Name: _____

Goal: _____

_____

Action Step(s):

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Date to begin: _____

Completion Date: _____

Phase 3 - Probation Plan (Page 2)

<u>Follow-up</u>:
 Next action if performance problem continues:

_____

_____

 Resources to be used to reach goal:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Phase 4 – Professional Behavior Failure

Student Name: _____

Date: _____

Describe the event in detail:

Student Signature: _____   Date: _____

Faculty Signature: _____   Date: _____

Director Signature: _____   Date: _____

GENERAL STUDENT POLICIES

Student Professional Liability Insurance

NNMC requires students enrolled in the nursing program to purchase professional liability insurance in a group plan available through the College. Cost for the coverage is included in student fees. There is no additional cost to the student for this coverage.

Student Health Insurance

Students are required to carry personal health care insurance during their enrollment in the nursing program. Neither NNMC nor any clinical affiliation sites are responsible for any injury or communicable disease contracted during training.

Current Contact Information

Students are responsible for providing *current* contact information, including e-mail address, to Admissions and Records office as well as the nursing department office.

Release of Information – Appendix F

Students are responsible for release the following information to the appropriate clinical practicum site during their tenure as a student officially enrolled in the nursing program at NNMC.

- Criminal background check results
- Drug scree results
- Copies of my immunization records
- Verification of current American Heart Association (AHA) Basic Life Support CPR

STUDENT CONDUCT

General Rules for Clinical and Classroom

The nursing profession is based upon standards of legal, ethical, and moral accountability. You are expected to be <u>polite</u>, <u>courteous</u>, and <u>cooperative</u> in all interactions with peers, instructors, staff, and personnel at clinical sites.

You are expected to follow the policy regarding student conduct as described in the NNMC Catalog and the NNMC Student Handbook (available from Admissions or Student Services). If you demonstrate unsafe or disruptive behavior in clinical facilities or in class, you will be sent home, resulting in formal documentation of the occurrence and possibly resulting in termination from the program and/or disciplinary action per the Code of Conduct outlined in the NNMC Student Handbook.

Uniform

When you are wearing the Northern uniform and/or name tag you are representing the College and all College and Nursing Program policies apply.

Cell Phone Policy

1. Client/patient care must never be interrupted or compromised to respond to a personal cell phone.
2. When carried in the clinical agency, cell phones must be OFF.
3. If the student is experiencing a family emergency, or there is threat of inclement weather and the cell phone must be kept on vibrate mode, the student must obtain instructor, preceptor and charge nurse permission to keep the phone in vibrate mode prior to the start of the clinical.
4. If an emergency situation warrants that a cell phone call must be returned, the student must inform the instructor, preceptor and charge nurse of the need to leave the clinical floor. Cell phones may only be used in the break areas, cafeteria, and main lobby.
5. Any other personal use of cellular phones, including text messaging, is to take place only during breaks and lunch periods and in the appropriate, designated areas.
6. The inappropriate use of cell phone features, including any use of recording and photography features, is prohibited in all areas of the clinical site and will result in **immediate dismissal from the nursing program.**
7. The cell phone clinical site policy is to be followed by all nursing students.
8. Sanctions for violation of this policy include disciplinary action up to and including dismissal from the nursing program.

USE OF SOCIAL MEDIA

- NNMC presence or participation on social media sites is guided by college policy
- This policy applies to ADN students who engage in social media for school-related purposes or school-related activities
- It is the student's responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about NNMC, staff, students, faculty, clinical facilities, patients/clients, or others with whom one has contact in the role of an NNMC nursing student
- It is **absolutely prohibited** to post a picture of a patient/and or the clinical host site on social media
- Do not use NNMC marks, such as logos and graphics, on personal social media sites
- Do not use NNMC's name to promote a product, cause, or political party or candidate
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information
- Use of the NNMC ADN marks (logos and graphics) for school sanctioned events must be approved (posters, fliers, postings)

Proscribed Conduct

Students must abide by the proscribed conduct policies as stated in the current NNMC Student Handbook.

Academic Misconduct

Northern New Mexico College and the ADN program strive to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. The ADN program has responsibilities to all those within its sphere of influence, both within the academic community itself and to all clinical sites that provide educational experiences for ADN students. ADN program integrity can only be achieved through honesty, conscientiousness, and credibility of the students, faculty and staff. To that end, all NNMC ADN students, faculty and staff are expected to comply with the ADN program's values and with its codes of conduct, which expressly forbid cheating and plagiarism in all their possible manifestations.

Acts of Academic Misconduct include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student looks at and/or copies another student's work or copies an exam by any means including a cell phone or any other type of electronic device.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own without giving proper citation to the original author. Students are guilty of plagiarism if they submit as their own work:
- part or all of a written assignment copied from another person's manuscript, notes, or computer code

- part or all of an assignment copied or paraphrased from a source, such as a book, magazine, pamphlet or electronic document, without giving proper citation

- a paper purchased from any vendor

- reusing or modifying a previously submitted paper for a present assignment without obtaining prior permission from the instructors involved

Students are guilty of being accomplices to plagiarism if they:

- allow their paper (in outline or finished form) or other independent work to be copied and submitted as the work of another

- prepare a written assignment for another student and allow it to be submitted as that student's own work

- keep or contribute to a file of papers with the clear intent that those papers will be copied or submitted as work of anyone other than the author

- students who know their work is being copied are presumed to consent to its being copied

C. Fabrication
Fabrication is the invention or counterfeiting of data and/or research, this includes patient data, vital signs, assessments, and medication records (this is not an exhaustive list).

D. Complicity
Complicity occurs when a student provides assistance in any act that violates this policy. Complicity includes allowing other students to copy one's own work, assisting in cheating, sharing test questions/answers, selling a paper to a paper vendor, and any other act that would assist another student in engaging in academic dishonesty. Talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.

E. Multiple Submissions
Multiple submissions occur when a student submits the same (or largely unaltered) work in multiple courses without instructor approval.

STRATEGIES TO DETER CHEATING

- Testing procedures will be posted in all course syllabi

- Test proctors will be fully attentive to supervising students, not reading or involved in any other activity

- Seats may be assigned before the exam

- Adequate space will be provided between seats

- Students will be required to leave all books, notes, bags, cell phones and electronic devices in the front of the room

- Students will never be left alone during testing

- Students should not be allowed to leave the classroom once testing begins. If a student should choose to leave, for whatever reason, the test will be turned in to the instructor and considered completed

- The *Exam Honesty Statement* will be signed by the student prior to the first exam of the semester.

- Students are not allowed to bring paper into the exam. Scrap paper will be provided if necessary

- Only calculators provided by the program will be used for testing purposes

- The instructor will provide a test review at a later date.

- If students should have any questions regarding the exam, they will be advised to complete the *Student Test Item Protest Form*----found in the Nursing Student Handbook or arrange to meet with the instructor during office hours.

- **Please Note: If a student witnesses or suspects academic dishonesty it is the student's ethical responsibility to report such actions. The following confidential hotline number is provided to report academic misconduct. (747-2256).**

Procedures for Suspicion of Academic Misconduct during an Exam

When an instructor suspects an act of academic misconduct during an exam, the exam period will be stopped, and the student will be asked to leave. There will be no discussion at that time. The student exam will be graded based on what has been completed.

The instructor will address the issue and the appropriate sanctions in writing with the student within 72 - 96 hours of the act. The student will be informed of his or her right to appeal the instructor's determination at this time. Sanctions, dependent on the instructor's discretion, may include a general warning, rewriting the paper/redoing the assignment, failing the assignment, failing the course, or dismissal from the program according to the severity of the offense.

Documentation of the incident shall be forwarded to the Program Director for review and a copy will be placed in the student's file. If the student acknowledges his or her actions and accepts the penalty, the matter shall be resolved.

If the student chooses to appeal the instructor's determination, the student will be referred to the Office of the Vice President of Student Services. The appeal must take place within ten days of receiving the instructor's determination. The appeals procedure can be found in the NNMC Student Handbook under *Disciplinary Action/ Judicial Appeals* or found online at www.nnmc.edu *NNMC Student Handbook*.

Note: A second violation recorded with the Program Director shall result in administrative sanctions which may include suspension and/or expulsion.

OPPORTUNITIES FOR STUDENT INPUT

Program Director's Meetings

Throughout the school year the Program Director is available to meet with students in informal gatherings. Dates and times will be posted. While students are not required to attend these meetings, they are encouraged to use this forum as a means of celebrating success and communicating general program concerns.

Faculty Meetings

Faculty meetings may be held one or twice a month. Students elect two representatives (one from each level) to provide student input at faculty meetings. Occasionally faculty meetings are open to all students to allow for individual student input.

Community Advisory Board Meetings

Twice yearly community advisory board meetings allow for community stakeholder input.

Student Nurses Association (SNA)

The Student Nurses Association (SNA) serves to encourage students to become active citizens of the community and future participants in professional organizations. The SNA provides leadership and teamwork experiences not available in the classroom. The SNA elects' representatives to nursing program meetings (see Opportunities for Student Input).

At the beginning of the fall semester, students organize, elect officers and representative, and plan the activities for the year. Membership, bylaws, budget, names of officers, student representatives, and a faculty advisor must be submitted to the Dean of Student Services for endorsement as an organization.

The Student Nurses Association must follow the regulations listed in the current Student Organization Handbook which is provided through Student Services.

Ladder of Responsibility

Grade Appeals

Complaint/Grievance Policy

Ladder of Responsibility

If you have a problematic concern about a specific course or academic policy, you should seek advice or resolution by contacting the appropriate person according to the following ladder of responsibility:

1. Faculty member of the course and section where the problem exists
2. ADN Program Director
3. Chair of the Department of Nursing and Health Sciences
4. Provost or Student Appeals Committee. See NNMC Catalog and NNMC Student Handbook or NNMC web site at www.nnmc.edu for further information.

It is not appropriate to involve other parties in your issue.

Grade Appeals

Only you, the affected student, may challenge or appeal a grade which you feel is improper or incorrect. You have 15 College business days from the date when the grade was assigned and recorded in your records to complete the appeal process. *To initiate the appeal, you must complete the following steps:*

1. Complete the *Grade Appeal Form* available on the Registrar's webpage.

2. Submit the Grade Appeal Form and a letter or memo stating the nature or reason for your appeal to the course instructor. If the matter is not resolved to your satisfaction, you may appeal to the program director.

3. Provide the Program Director with a written summary of the situation and a detailed, specific statement of what you want. If the matter is not resolved to your satisfaction by the program director you may appeal to the Chair of the Department of Nursing and Health Sciences. If the matter is not resolved to your satisfaction you may appeal to the Academic Standards Committee, which is a faculty committee.

4. Provide the Academic Standards Committee chairperson with a written summary of the situation and a detailed, specific statement of what you want. The Committee recommendation will be forwarded to the Provost for appropriate action.

Note: Please get all signatures on this form in the appropriate place before submitting your appeal to the Academic Committee. Upon receipt of this form, the Academic Standards Committee chair will schedule your appeal time and date. Please remember that it is not appropriate to involve other parties in your issue.

Termination from Program Appeal/Complaint & Grievance

Policies & Procedures

Termination from Program Appeal

If you have been terminated from the nursing program, you have the right to appeal the decision within 10 business days of receiving the termination letter. You must file a formal written appeal to the Program Director stating the reasons your appeal. The Program Director will forward the appeal to the Department Chair who will organize a committee within the Department of Nursing and Health Sciences to hear your appeal.

1. The Committee shall consist of two Nursing Faculty members, the ADN Program Director, and the Department Chair (Chaired by the Chair)
2. The committee will notify you of their decision in writing within 10 business days of receiving the appeal letter.
3. The decision of the committee is final.

The ability of the student to continue in class/clinical pending appeal will be determined on a case by case basis

Complaint & Grievance

The purpose of this ADN program policy is to ensure that students with a complaint or grievance are able to follow a procedure that can resolve grievances and/or complaints as quickly and as fairly as possible.

This policy applies to complaints or grievances relating to persons, services, or processes only and does not include the process for filing a grade appeal.

Any complaint or grievance will be forwarded immediately to the Provost of Student Services when a perceived or actual threat to personal safety is expressed by the complainant.

Definitions: A **complaint** is when a student tell us that they are unhappy with a person, service or process within the ADN program. These are some examples of a complaint:

* The student is unhappy with the behaviors of an instructor (ex: the instructor is consistently late for class).
* The student is unhappy with a process (ex: dissatisfaction with bookstore services)
* The student is unhappy with a policy (ex: dissatisfaction with grading policy)

A **grievance** is what a student files when they do not agree with the program director's decision regarding the complaint.

Procedure--Complaint

1. Any student who is unhappy with a person, a service, or a process should attempt to resolve the issue directly with the involved party in a calm and orderly way.
2. Should the student be unable to resolve the matter and desires to take further action, a written complaint must be sent to the program director.

3. Upon receipt of the written complaint, the Program Director will attempt to mediate and resolve the matter within two weeks of receiving the complaint. The complainant will receive a written summary of the Program Director's decision/actions at that time.
4. Should the complainant be unhappy with the outcome of the complaints process, an NNMC Student Complaint form can be filed with the Vice President of Students/Registrar's Office (this form is located on the Office of the Registrar's website) or a written grievance can be filed with the Program Director.

Procedures—Grievances

1. The complainant must submit a written grievance statement to the Program Director.
2. The Program Director will maintain a log of all grievances.
3. Within five working days, the Program Director will respond in writing to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. One ADN faculty member of the student's choice can be invited to be present at the meeting. The Chair of the Department of Nursing and Health Sciences will be invited to attend this meeting as well. At this time, the student will also be informed of the right to be accompanied by one additional person to the meeting.
4. This meeting will be scheduled to take place as soon as possible and normally within 5 working days.
5. After the meeting, the Program Director will provide the student with a written summary of the decision or action and the right to appeal the decision. This letter will be sent within five working days of the grievance meeting and will include the details of the appeals process.

Caring for Yourself

Caring for Yourself & Your Colleagues

Rationale Being a nursing student can present significant challenges, regardless of your prior academic or life success. In addition to the classroom, laboratory and clinical experiences that comprise your program here, you may face stresses in your relationships or finances, or with issues related to becoming a nurse. Sometimes the stresses of academics, career and other aspects of your life are hard to manage. These stresses affect everyone, and every student has different methods of coping. Some methods, of course, are more effective than others. When the stresses become too much for your coping skills to handle, things can start to break down. It may be your physical health that shows the first signs. It may be your memory and concentration that start to lose their edge. You may become more easily irritated with things that are ultimately not that important. You may start to cope in less healthful ways (like drinking too much alcohol). Any student can run into difficulties.

The signs of too much stress can manifest differently in different people. Such signs typically are visible to you early on (if you look for them) and to your colleagues (who might show signs of their own). Early detection of stress-related problems usually allows for an easier, more straightforward solution. Being mindful of your responses to stress and taking steps toward preventing such problems from happening in the first place is even better.

Steps to Caring

The faculty and staff at NNMC have received training about assisting students in need, and are available to help you with problems you may face while you're here. This guide will help you care for yourself and your colleagues by providing:

• Basic tools for preventing stress-related problems

• Ways to recognize early signs of difficulties

• Resources available for care

• Ideas about how to help others.

Prevention

Training for a career in nursing includes performance under varying degrees of stress. Students come to nursing programs with a wide range of strengths and coping skills for managing stress. You may be well prepared to deal with stress or you may benefit from additional help in learning how to manage stress. Although studies have shown that a certain degree of stress enables peak performance, studies have also shown that excessive stress has significant negative physical, cognitive and emotional consequences. Even the best-prepared students can have problems caused or triggered by stress.

You can reduce your chance of having excessive stress with these steps:

• Know the stressors

• Balance your lifestyle

• Change the system

Types of Stressors for Students

Academic – Fresh from past academic success and now faced with high expectations and outstanding peers in your classes, you may feel as if you are faltering (or even losing part of your identity as "top of the class"). Even if you're doing well, you can still feel significant pressure to perform. The academic culture of nursing school can often seem to reinforce competition, which can lead to undue stress.

Developmental – Learning the responsibilities and the role of a nurse frequently brings up problematic issues such as handling uncertainty, wielding authority, and acting professionally.

Financial - The rising fees for NNMC students and the rising cost of living both add to what may already be significant loan burdens from the completion of prerequisite courses. In addition, you or others in your class may have additional financial obligations to children or family members.

Social / Relationships – Stress can arise in developing new social connections (with colleagues, mentors, faculty, etc.) and managing changes in existing relationships. All new students must adjust to the unfamiliar social norms of their programs, schools, and the NNMC campus. Students relocating here encounter the added stresses of being in a diverse ethnic, social and cultural environment as well as separation from home, family, and friends. Even local students may face disrupted social networks and need to adjust to new living situations.

Diversity – NNMC celebrates the richness of diversity on campus, and diversity in itself is not a stressor. Nonetheless, ethnicity, race, culture, gender, age, health status, disability status, sexual orientation, and gender identity are all factors that can contribute to stress and influence how stress is shown.

Balance Your Lifestyle

Maintain a balanced and healthful lifestyle despite the many forces pulling you to devote yourself almost entirely to your studies. Make time for exercise, relaxation and fun. NNMC offers a variety of programs that can be useful toward these ends (yoga, music, Zumba, etc.).

Discuss coping techniques with your classmates, teachers and other students in order to increase the number of tools you have for managing stress. Let yourself connect with and learn from your colleagues.

Change the System

Identify and act upon stressors that are within your sphere of control.

Find ways in which you can limit the impact of stressors on you. For example, be aware of taking on too many responsibilities while you are in school, but don't entirely cut yourself off from activities that help reduce your stress level. Also, during certain times of the year, it may help to let your friends and family know that you're particularly busy, enabling them to either provide additional support for you or give you more space.

Identify and act upon stressors that are outside your sphere of control.

Bring systems issues creating undue stress to the attention of staff, faculty or Student Senate Officers, so that change might be affected. Look for opportunities to change the culture of NNMC so it reinforces healthy living.

<u>TIPS FOR PREVENTION</u>
Compete less; learn more It took a lot of talent and work to get here. You may have come from an academic background where information was a commodity to be hoarded, to distinguish you from your peers. Now you need to rethink competing. You need to consider the benefits of collaborating and working cooperatively – your peers are now valuable resources. Statistically, the odds that you're competing with your new peers for the one final spot in the one place you desperately want to go next in your career are slim.

<u>EARLY DETECTION</u>
Difficulties can manifest in five fundamental areas, affecting your work, relationships, thinking, feeling and physical well-being. Monitoring and assessing yourself in these areas can help to identify potential problems early on and enable you to prevent them from worsening.
Signs in any of the areas below may indicate a stress-related problem:
Work
• Declining academic or work performance
• Trouble finishing tasks
• Poor attendance
Relationships
• Withdrawal from social interaction
• Increased defensiveness, sensitivity or over-reacting in discussions
• Disruptive behavior
• Inappropriate or odd behavior
Cognition
• Difficulty comprehending
• Poor concentration
• Indecisiveness
• Forgetfulness
Emotion
• Elevated or depressed mood
• Negative outlook, hopelessness or suicidal thoughts
• Irritability
• Excessive worry or anxiety
Physical
• Significant loss or gain of weight
• Obvious fatigue / sleeping in class
Well-being
• Deteriorating personal appearance
• Increase in alcohol or drug use

A single sign from the table above indicates a need to assess your situation:
• *How long has this been going on?*

• *Do I have a good idea why it's happening?*
• *Have I tried to fix it, and has that helped?*
If the situation isn't changing for the better, and what you've been trying to do to cope hasn't yet addressed the problem, you should consider taking advantage of counseling. Contact either your instructor or the Program Director for assistance in obtaining counseling services. Multiple signs from the table above or a long duration of a single sign indicate an increased probability that you would benefit from some help in finding a solution.

Some of the signs listed in the table may indicate mood disorders (such as depression), anxiety problems, substance abuse, emotional crisis, recent trauma or exposure to violence. Because these conditions or situations can be helped or treated, early identification is important.

TIPS FOR EARLY DETECTION

Timing matters Keep in mind that holidays and exam periods are a common time for issues to surface on campus. Try to be more attuned to yourself and to colleagues during these times of increased stress.

Basic Self-Care

Good self-care practices are essential to handling stress. Good practices include:

• **Eat healthful foods.** Avoid high fat and high sugar foods.
• **Get regular exercise.** Maintaining physical fitness can make you more resilient to stress.
• **Avoid alcohol and illicit drug use.** Alcohol and illicit drugs, rather than relieving stress, can actually increase anxiety, depression and insomnia.
• **Limit caffeine and stimulants.** These actually cause anxiety and increase the stress response.
• **Have healthy sleep habits.** Keep regular hours and get at least 6 hours of sleep each night. Alcohol and caffeine both worsen insomnia.
• **Balance work and play.** Taking study breaks improves recall. When you notice symptoms of stress in your life, try to:
• **Use relaxation exercises.** Meditation, deep breathing, visualization (of a soothing scene) or deep muscle relaxation (tensing and relaxing muscles).
• **Reward yourself.** Give yourself a small treat or escape for a little while.
• **Talk about it.** Friends, family and peers can be invaluable support.
• **Change your environment.** Take a walk. Take a bath. Play some music.

Caring for Colleagues

In certain situations, you may become concerned about changes in the behavior of one of your colleagues. (This includes not only classmates, but also other students, faculty or staff.) This situation is not particularly easy to address, and is one that should be approached thoughtfully. You must carefully maintain your role as a student while not losing sight of being a caring individual who is part of the NNMC community.

Your role is not to become a therapist for your colleague, but to try to facilitate in an attentive, considerate way the process that will improve the person's physical and mental health.

When assisting a colleague, remember that all you can do is encourage that person to get the help he or she needs. You can be supportive of that pursuit. It's important to remember, though, that you aren't ultimately responsible for your colleague taking care of him or herself. There's a limit to what you can do, and if it feels like you're pushing too hard or like you're now in charge of the problem, that's probably a sign that you're taking on too much responsibility.

<u>An Approach</u> Your colleague may need support and encouragement to get help in coping with certain stressors.
- Offer support – Show your concern and care. Acknowledge that it is normal for anyone to need extra support periodically.
- Act concretely – Suggest possible resources where the colleague could get help.
- Encourage your colleague – Let him or her know that, in one way or another, the current situation can improve. NNMC is committed to helping its students, faculty and staff through difficulties, and the college provides valuable resources toward that end.
- Follow through - Check in with your colleague periodically to see if the situation has improved. If the individual hasn't followed up, see if there is any other way you can help the person.

Note that in many situations, the very act of following these steps, even when the colleague doesn't get help, provides significant benefit to your colleague.

A word about crisis situations: If your colleague has expressed a desire to hurt himself or herself, or to hurt other people, it is important for his or her safety that your colleague receives an evaluation at an emergency room. If your colleague doesn't want to go, and you remain concerned about his or her safety, you should call 911.

Appendices

Appendix A

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Release of Information

I hereby give permission to the NNMC/Department of Nursing and Health Sciences/ADN Program to release my name or photograph for educational and publicity purposes. This means my picture or name may be published in a newspaper, on a college or nursing department website or social media site, or in other materials, including college or nursing department presentations.

_____   _____
Print Name   Student Signature   Date

If you ***do not*** grant this permission, please sign below.

_____   _____
Print Name   Student Signature   Date

Potential employers and others often contact this office for a list of graduates. By law we may not give this information without your approval. If you would like your contact information released, please sign below.

_____   _____
Print Name   Student Signature   Date

This is due by August 20, 2025.

Appendix B

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Communicable Disease Student Release Form
Addendum to Contract with Christus St. Vincent Regional Medical Center

In consideration for participating in the *Department of Nursing and Health Sciences Associate*

Degree Nursing Program at Northern New Mexico College (the "School") I

_____ agree to indemnify and hold Christus St. Vincent

Regional Medical Center ("Hospital") and NNMC ("School"), their personal representatives,

agents and employees, harmless against any and all liability, claims, demands, causes of

actions, costs and expenses, including reasonable attorneys' fees, or any claim or allegation of

exposure to or contracting of any communicable disease, that might be asserted against or

incurred by the Hospital or the School resulting from or arising out of any actual or alleged

negligence of the Hospital or School, or any of their personal representatives, agents and

employees, in the performance of any action related to the program or to this Agreement.

_____   _____
Print Name   Student Signature   Date

This is due by August 20, 2025.

Appendix C

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Agreement for Students and Visiting Health Providers
Addendum to Contract with Presbyterian Healthcare Services

While performing a clinical rotation within any Presbyterian Healthcare Services ("PHS") facility (the "Hospital"), I hereby agree to the following provisions:

Medical Records Confidentiality:
I understand that while performing services under the Agreement, I might have access to records relating to the treatment of patients at the Hospital ("Medical Records"). I hereby agree not to disclose any Medical Records or the contents of any Medical Records to anyone other than (i) any employee of PHS who needs to know the contents of the Medical Records in the performance of their employment; and (ii) members of the Hospital Medical Staff involved in the direct care of the concerned patient. To the extent that the Medical Records relate in any way to the treatment of alcohol or drug abuse, I acknowledge (i) that I am bound by regulations governing confidentiality of Alcohol and Drug Abuse Patient Records, 42, C.F.R. 2.1 et. seq. and (ii) if necessary, I will resist in judicial proceedings any efforts to obtain access to the Medical Records, except as provided in the above-cited regulations. The extent that the Medical Records contain test results governed by the Human Immunodeficiency Virus Test Act, PHS makes the following disclosure to me regarding such records:

> "This information has been disclosed to you from records whose confidentiality is protected by State law. State law prohibits you from making any further disclosure of such information without the specific written consent of the person to whom such information pertains or as otherwise permitted by State law."

Non-Discrimination:
In performing services within any PHS Hospital, I understand that I and the Hospital will make services available for the sick of the area served without regard to race, color, religion, national origin, age, sex, sexual preference, ancestry, or handicap, and will not discriminate in any manner whatsoever.

Compliance with Hospital Policies and Applicable Law:
In discharging duties within the Hospital, I agree to comply with any Rules and Regulations, Hospital policies and procedures, standards and requirements of the Joint commission on the Accreditation of Health Care Organizations, Medicare, Medicaid, and other licensing and accrediting agencies, and all applicable federal and state statutes and regulations.

Limitation on Liability:
While performing services within the Hospital, I understand that PHS will not be liable to any student, instructor, or any other person affiliated with the program or employed by the Educational Institution or its agencies or branches in connection therewith, nor to any person making claim on behalf of such student, instructor, or other persons, for any injury, death or damage to the persons or property of such student, instructor, or other person arising from any cause whatsoever during the scheduled training within the Hospital when such student, instructor or other person is participating in training in connection with the program; unless injury, death or damage to the person or property is caused by the negligent acts of PHS, its officers, or employees.

Exposure to Blood or Body Fluids:
While performing services within the Hospital, I understand that it will be my responsibility to report any exposures to blood or body fluids to a representative of the Hospital as well as to my primary instructor at the school and to follow the exposure control plan which has been developed and adopted by the school.

Illness or Injury:
I understand that it is my responsibility to become familiar with and to comply with the particular policies of the school related to illness or injury while on the Hospital premises, including reporting of illness or injury and procedures to be followed. If I am unfamiliar with any policies or procedure in regard to illness or injury, I agree to ask representatives of the school for clarification as soon as possible.

Supervision:
While performing services within the Hospital, I understand that I am not to initiate any patient care activities without the specific instruction of PHS personnel, which specifically outlines the duties to be performed.

_____   _____
Print Name   Student Signature   Date

This is due by August 20, 2025.

Appendix D

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Confidentiality Agreement

You will hold in confidence all matters relative to clients' affairs, unless required by law to divulge it. You will be required to sign a statement of confidentiality annually for the College of Nursing and Health Sciences Associate Degree Nursing Program and for the clinical facilities. Faculty and students must follow the federal HIPPA act. A breach in confidentiality may be cause for immediate termination from the nursing program.

This statement refers to client information including, but not limited to, patient data communicated through in-person conversation, by telephone, fax, e-mail or other computer transmission, written chart documents and any part of the medical record. Patient privacy will be maintained and information will be shared on a "need to know" basis only, and no part of the chart or patient records will be photocopied or electronically transmitted (fax, e-mail or computer) for any reason.

I have read and understand the intent and the consequences of violating the above confidentiality statement. I agree to maintain patient confidentiality and privacy as outlined.

_____ _____
Print Name   Student Signature   Date

This is due by August 20, 2025.

Appendix E

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Policy: Nursing Student Health and Facility Orientation Requirements

STATEMENT OF POLICY:

This policy defines the responsibilities of the Level 1 and Level 2 nursing students regarding submission of health requirements (i.e., proof of immunization, CPR/BLS) and clinical site orientation requirements.

REASON FOR THIS POLICY:

Nursing is predominantly a practice-based profession. It is vital that nursing education continues to have a strong practical, clinical element despite its full integration into higher education institutions.

The importance of providing a supportive clinical environment to enhance clinical learning and teaching is strongly portrayed in nursing literature. Nursing literature defines the clinical learning experience as the application of theory into the clinical setting and identifies the clinical learning experience as the major impetus for entry level safe nursing practice.

The NNMC ADN program maintains clinical affiliation agreements with multiple healthcare entities in order to provide clinical learning experiences for the nursing students that we serve. The agreements define the nature of the relationship between the NNMC ADN program and our respective clinical partners and outline essential requirements. The verbiage in the agreements often contains specific health (immunization, CPR/BLS) and facility orientation requirements that are expected of NNMC ADN nursing students.

Therefore, it is important for NNMC ADN nursing students to submit proof of immunization status and to complete the facility orientation procedures in a timely manner to the NNMC ADN program office. Any delay in the submission of the aforementioned requirements could negatively impact the teaching and learning process.

DEFINITION:

The NNMC ADN nursing student body is composed of two separate cohorts referred to as "Level One" and "Level Two," respectively. Level one students are the cohort that are in the first-year of nursing studies, while level two students are the cohort that are in their second-year of nursing studies.

GOAL:

The goal of this policy is to facilitate timely submission of health and facility orientation requirements by level one and level two nursing students to the NNMC ADN nursing office. As a result, the NNMC ADN curriculum can be delivered seamlessly without interruption and the clinical affiliation agreement requirements with our partners are met.

RESPONSIBILITIES:

The level one nursing students will:

1. Submit a complete record of health (immunizations, proof of health insurance coverage, and CPR/BLS) and facility orientation requirements by the assigned date.
2. Students who do not fulfill this responsibility will be unable to attend class or clinicals until all required documents are turned in.

The level two nursing students will:

1. Submit updated and complete health and facility orientation requirements by the first week of each respective fall semester.
2. Students who do not fulfill this responsibility will be unable to attend class or clinicals until all required documents are turned in.

    I have received and read the Nursing **Student Health and Facility Orientation Requirements** and understand that my enrollment in the ADN Program is conditioned upon my compliance with this policy.

_____

Student Name (print)

_____

Student Signature   Date

This is due by August 20, 2025.

Appendix F

Release of Information Form

I,_____give permission to the Northern New Mexico

(NNMC) Associate Degree Nursing Program to release the following information to the

appropriate clinical practicum site during my tenure as a student officially enrolled in the

nursing program at NNMC.

- Criminal background check results

- Drug screen results

- Copies of my immunization records

- Verification of current American Heart Association (AHA) Basic Life

  Support CPR

Student Signature:

Banner ID:

Date:

This is due by August 20, 2025.

Appendix G

The following are the **minimum** physical and mental qualifications for students in the Northern New Mexico College Nursing Education Program:

1. Frequently work in a standing position and do frequent walking.
2. Lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet.
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
5. Respond and react immediately to auditory requests, instructions, monitor equipment, and perform auditory auscultation without auditory impediments.
6. Physically perform up to a 12 hour clinical experience.
7. Perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Perform a patient assessment through visualization, direct and indirect auscultation, and detection of odors, palpation, and percussion.
10. Perform gross and fine motor movements.
11. Possess emotional stability.
12. Communicate effectively in English.

Please indicate below your ability to meet these qualifications. The nursing education department will endeavor to make reasonable modifications and otherwise reasonably accommodate students with disabilities. Any request for accommodation will be evaluated by nursing faculty members, NNMC special needs director, and representation from outside NNMC as appropriate.

_____ Yes, I meet these qualifications.

_____ No, I do not meet these qualifications and request accommodation.

Name_____ Date_____

This is due by August 20, 2025.

Appendix H

Northern New Mexico College / Department of Nursing and Health Sciences
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EXAM HONESTY STATEMENT

The intention of the following statement is to make students aware that honesty is essential to success, and that the ADN Program consistently expects honesty in all academic matters.

By providing an acknowledgement, I am aware of the Northern New Mexico College Associate Degree Nursing Program policy concerning academic honesty, plagiarism, and cheating. This policy is defined in the *2024-2025 Nursing Student Handbook* and in course syllabi. I further attest that the work I am submitting with this exam is solely my own, was done during the exam, and no copy of other tests were used to prepare me for this exam. I have used no notes, materials, or other aids except those permitted by the instructor.

_____   _____
Print Name   Student Signature   Date

This is due by August 20, 2025

Appendix 1

Northern New Mexico College / Department of Nursing and Health Sciences
Associate Degree Nursing Program

Suspected Impairment Form

On (date) _____/_____/_____/ **at** (time) _____ **at** (place) _____

(student) _____ in (course #) NURS_____

This student was removed from **clinical**, **classroom**, or **laboratory setting** (circle one) based on the factors indicated below. This student may not return to the clinical or classroom setting until they meet with the Nursing Program Director.

- Unsteady gait
- Blood-shot eyes
- Unusual sleepiness or drowsiness
- Unusual 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 CCC
- 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 (describe)

_____
_____
_____
_____

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):
_____
_____
_____
_____

_____ IF a preceptor, the time of notification and name of the instructor:
_____
_____

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, NNMC will provide a one-way trip from the clinical, classroom, or laboratory site to the drug testing site.
- ✔ The student must arrange for transportation home 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 program Director and Dean of Student Services for disciplinary action. Self-admission of drug or alcohol impairment or refusal to go for a drug testing will also result in immediate referral to the Dean of Student Services. All information is to be kept confidential.

_____
Instructor/Preceptor (Print Name)   Signature   Date   Time
_____
Student (Print Name)   Signature   Date   Time
If student would/could not sign, please indicate reason or reasons given:

_____
_____
_____

Notification to _____occurred on _____
                                                                Date   Time
(Copies of this form shall be given to: student, Dean of Student Services and Nursing Program Director. A copy will also be kept in the student's file)

Appendix 2

Northern New Mexico College / Department of Nursing and Health Sciences
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Request for Clinical Makeup Day Form

Fill this form out before completing any **make up** or **change** of clinical day. All students must have the primary clinical instructor approval for makeup. Anyone not completing this form prior to completing make up is subject to having those make up hours NOT approved.
Make up hours can only be completed at hospitals at which the student is currently attending for clinical.

Name_____

Date and Time _____

Name of the Hospital/Facility _____

Name of the primary clinical instructor_____

_____ 1. I have spoken to the primary clinical instructor and have received their approval to complete the clinical makeup.

Signature of primary clinical instructor: _____

_____ 2. I have spoken to a faculty member who has agreed to act as my clinical instructor for the make-up clinical day.

Signature of clinical instructor of who has agreed to the make-up clinical day:_____

Appendix 3

Northern New Mexico College / Department of Nursing and Health Sciences
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Student Test Item Protest Form

Name: _____

Course:_____

I am protesting the following item:

Rationale:

_____

_____

_____

Textbook Reference:

_____

_____