



COLLEGE  
OF NURSING

**Undergraduate Nursing Program  
Pre-Licensure BSN &  
RN to BSN  
Options**

**Student Handbook**

*2022 - 2023*

(Updated March 2022)

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## **Message from the Dean College of Nursing**

It is my distinct pleasure to welcome you to The University of New Mexico College of Nursing. You are joining the ranks of an impressive list of nurses that include our faculty, past and present, our esteemed alumni and many other friends and colleagues that have helped educate future nurses, nurse practitioners, educators, leaders and scholars. The College has continued its tradition in being on the forefront of nursing in New Mexico and the nation throughout our 60-year history.

We have nationally ranked nursing programs, and the faculty's achievements include nationally funded projects, state-funded contracts, and organizational leadership in Sigma Theta Tau International, the Western Institute of Nursing, and many other significant organizations. The faculty are excellent methodologists, content experts, and mentors, and you can find their publications in many nursing and interdisciplinary journals.

The College historically has focused its research and service projects on promoting health and preventing disease, while helping patients and families manage illnesses. Much of our work has been community based, centered on improving health outcomes for vulnerable populations and reducing health disparities. The College also leads in health policy research, analysis, and advocacy to create interdisciplinary solutions to urgent health care and health policy problems. We are also innovating the educational opportunities throughout the state through our work with the New Mexico Nursing Education Consortium and our Veterans Administration Nursing Academic Partnership designation.

Our students and growing alumni represent a rich ethnic and cultural diversity and a wealth of personal and professional experience. UNM continues to be one of the leading Hispanic-Serving Institutions in the country. Students have the opportunity to participate in many interdisciplinary activities at UNM and in the Robert Wood Johnson Foundation Center for Health Policy. The courses in Health Policy provide the opportunity to learn from a wide network of scholars in health policy and to increase the influence of nurses in establishing policy and decreasing disparities.

I am pleased to greet you on behalf of the faculty, staff, and students. Please take full advantage of the intra- and interdisciplinary opportunities at the University. I know your educational endeavor will be a truly rewarding one. I wish you a professionally growth-producing and personally satisfying journey!



Christine E. Kasper, PhD, RN, FAAN, FACS  
Dean and Professor

## **Interim Executive Vice Dean**

Congratulations on your acceptance into the UNM College of Nursing (UNM-CON) BSN program or the RN-to-BSN program! As a double graduate of the UNM-CON (BSN 1976; PhD 2013) I can assure you that you have made an excellent choice for achieving your goals in the nursing profession.

I hope that all of you can take advantage of the many opportunities offered by UNM and the CON. You can find out more about the resources available on main campus by accessing Campus Life at <http://www.unm.edu/campus-life/index.html> or Student Support Services at <https://ssstrio.unm.edu/> You can also find more resources on the UNM-CON website at <https://hsc.unm.edu/nursing/>

We look forward to celebrating your success!



Carolyn Montoya, PhD, RN, PNP, FAANP, FAAN  
Professor and Interim Executive Vice-Dean

## **Interim Assistant Dean – Undergraduate Program**

Greetings students and welcome to the Baccalaureate Nursing program! Congratulations on your selection to UNM CON, whether a Pre-Licensure BSN student just entering nursing school, a second-degree student, or an RN returning for our RN-BSN program. I am delighted to have the opportunity to welcome you and look forward to supporting your educational journey. Our faculty, academic success program, and our supportive staff are committed to your success and excellence in nursing. As a UNM nursing student, you have joined a community dedicated to diversity, inclusion, excellence and innovation. We care about the success of each student and we are ready to support you. Get ready to work hard, build your career as a BSN-prepared nurse and focus on improving New Mexico communities' outcomes.



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### **Chapter 1: GENERAL OVERVIEW OF THE COLLEGE OF NURSING**

#### **UNM Indigenous Peoples' Land and Territory Acknowledgement**

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico – Pueblo, Navajo, and Apache – since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples.

We gratefully recognize our history.



## **Introduction: Purpose of the Handbook**

The Bachelor of Science (BSN) Programs Student Handbook has been developed to help students find the answers to common questions that arise as they progress through the undergraduate program. This handbook does not constitute a binding contract between the College of Nursing and the student, and does not supersede information and binding policies that are described in the *UNM Catalog* and *The Pathfinder-UNM Student Handbook* that are in effect at the time of admission or readmission. Policies and procedures included in this document are subject to change and may be superseded by the policies of your program or changes in University or College of Nursing (CON) policies.

## **Vision & Mission**

### **College of Nursing**

#### **Mission Statement**

The mission of the CON is to provide exemplary and innovative education, research, practice, service, and leadership that improve state, national, and global health. The College's efforts focus on the scholarship of nursing education, research, practice, and policy to inform and lead in the delivery and analysis of nursing and health care.

#### **Vision Statement**

The vision of the CON is to develop solutions for the most important nursing challenges pertaining to human health and health equity in our communities through education, scholarship, practice, and service.

#### **Diversity Statement**

The University of New Mexico College of Nursing wants each and every one of our community members to be educated and work in an inclusive environment. We are open and respectful of all Lobos. Our diverse backgrounds – your diverse backgrounds – enhances our insights and learning.

We know we have more listening and learning to do. We do not have all the answers. We are counting on you – our students, faculty and staff. Lead the conversation, join the conversation. Raise awareness and respect for all the different ways of being and thinking.

#### **Values**

The following five core values serve as guiding principles:

- Academic Excellence
- Diversity and Inclusion
- Innovation
- Integrity
- Respect

## **UNM Health Sciences Center**

### **Vision**

The University of New Mexico (UNM) Health Sciences Center (HSC) will work with community partners to help New Mexico make more progress in health and health equity than any other state by 2020.

### **Mission**

Our mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care. More information about the HSC can be found at <http://hsc.unm.edu/>

In order to realize our Vision and Mission, we will achieve the following goals:

- Improve health and health care to the populations we serve with community-wide solutions.
- Build the workforce of New Mexico by providing a premier education and transformative experience that prepares students to excel in the workplace.
- Foster innovation, discovery and creativity; and translate our research and discoveries into clinical or educational practice.
- Provide the environment and resources to enable our people and programs to do their best.
- Deliver a well-integrated academic health center that provides high quality of care and service while being accessible to all New Mexicans.
- Nurture and embrace an environment of diversity, integrity and transparency.

### **Values Statement**

The UNM Health Sciences Center's most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with integrity and accountability. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of diversity; to fully understand the health needs of our communities, and to advance clinical, academic, and research

## **College of Nursing: Program Offerings**

### **Bachelor of Science in Nursing**

There are four entry options for the Bachelor of Science in Nursing (BSN) program: Traditional Pre-Licensure BSN Option, Freshman Direct-Entry Pre-Licensure BSN Option, NMNEC ADN/BSN Co-Enrolled Option, and the RN-to-BSN Degree Completion Option. These options are based on the same program objectives, although each has its own prerequisite criteria.

### **Master of Science in Nursing**

Graduate programs offer baccalaureate RN students the opportunity to continue their education. The CON offers a graduate program in nursing leading to the Master of Science in Nursing (MSN). Advanced practice concentrations prepare graduates to assume roles in health care as an adult-gerontology acute care nurse practitioner (AG-ACNP), a family nurse practitioner (FNP), a pediatric nurse practitioner (PNP), or a nurse-midwife (NM). The CON offers a concentration in nursing education and nursing administration, as well as post-master's certificates in the MSN programs.

A **Post-Master's Professional Certificate** program is available to nurses holding an MSN who wish to complete additional graduate work in an area of nursing not included in their initial master's program. A minor in nursing is also available to nurses pursuing their degree in another field. The graduate program is accredited by the Commission on Collegiate Nursing Education.

### **Doctor of Philosophy in Nursing**

The CON offers a Doctor of Philosophy (PhD) in nursing degree. The program prepares nurses to become researchers and scholars in academia, health policy, and healthcare settings. The PhD Program provides students the opportunity to explore the healthcare needs of underserved and vulnerable populations (especially women, youth, and families) through substantive area and elective coursework. Students may select a focus area for their dissertation within the College priorities of rural health, disease prevention, and health promotion, or an area based on student's nursing background, interests, and goals. PhD students may pursue an individualized plan of study or concentration in Health Policy (if accepted to the concentration). The majority of the program is available online. Students are expected to spend one week in Albuquerque each summer for Residency Week and attend the Western Institute of Nursing annual meeting each year.

### **Doctor of Nursing Practice**

The CON Doctor of Nursing Practice (DNP) is a post-master's professional nursing clinical doctorate. This program provides a curriculum that leads to a DNP for students who enter the program as master's-prepared advanced practice registered nurses or nurse administrators/executives. The DNP, an alternative to the traditional research-focused PhD in nursing, has an emphasis on practice and is considered the terminal degree for advanced nursing practice. Core courses for the Nurse Executive Organizational Leadership (NEOL) concentration and the Clinical Concentration are online also offering synchronous Web conferencing for students to interact with faculty and their research colleagues. Students are required to spend one week on campus in Albuquerque the first week of Summer semester each year they are in school.

### **Program Accreditation**

The College of Nursing baccalaureate program has the full approval of the New Mexico Board of Nursing. The baccalaureate, master's & DNP programs at the College of Nursing, University of New Mexico are fully accredited by the Commission on Collegiate Nursing Education (CCNE) through December 31, 2030.

### **The New Mexico Nursing Education Consortium (NMNEC)**

NMNEC is a consortium of nursing education programs, organizations, and individuals throughout the state connected by an innovative common nursing curriculum which allows students to receive quality education and bachelor's degrees in nursing in their home community. The UNM CON is a member of NMNEC.

## **Chapter 2: UNIVERSITY OF NEW MEXICO ACADEMIC POLICIES**

### **UNM Student Handbook: *Pathfinder***

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the UNM Catalog and the Pathfinder-UNM Student Handbook <http://pathfinder.unm.edu/> that are/were in effect at the time of admission or readmission.

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. In addition, important messages will be sent to students through their UNM\_HSC email, i.e. [UNMNetid@salud.unm.edu](mailto:UNMNetid@salud.unm.edu). Students should not hesitate to contact the student advisors in the CON Student Advisement Office with additional questions.

### **UNM Course Catalog**

The UNM Course Catalog is an online tool that provides universal information regarding all academic programs offered at the University of New Mexico. Students can find specific information in the catalog including course descriptions, program objectives, course requirements, and other policies and procedures associated with University requirements for degree completion. The general academic regulations of the University as well as the specific regulations of the CON are found in the UNM catalog. Students are responsible for knowing and meeting these regulations. Access the online catalog at: <http://catalog.unm.edu/catalogs>

### **Office of Equal Opportunity**

UNM Policy 2720: **Equal Opportunity, Non-Discrimination, and Affirmative Action**, prohibits religious discrimination and requires reasonable accommodation of employees and students sincerely held religious beliefs, observances, and practices when requested, unless accommodation would impose an undue hardship on business operations. Religious Holidays and Observances calendar is updated on the Division for Equity and Inclusion's website: <http://diverse.unm.edu/> .

For more information about the Office of Equal Opportunity: <https://oeo.unm.edu/> or (505) 277-5251

## Chapter 3: UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES

### Academic Disputes and Resolution

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in a degree program at The University of New Mexico. These procedures are followed for a variety of issues related to the academic process, including progression or alleged improper or unreasonable treatment. The grievance policy and procedures are explained in the Pathfinder-the UNM Student Handbook: <http://pathfinder.unm.edu/>.

**Note:** for course-related issues or questions, **students are to contact the course instructor first**. Any course or program questions or concerns that cannot be resolved at the level of the advisor or course instructor follow the **informal** process outlined in the Flow Chart in **Appendix G**. The **formal** process for resolution of issues not otherwise resolved is described in the [UNM Pathfinder](#) under Student Disciplinary Procedure (previously Student Grievance Procedure).

### Attendance and Absence Policy

The CON, in compliance with the academic regulations of UNM, follows the attendance and absences policies as described in the UNM Catalog.

#### **Attendance is required at all class, lab, and clinical days.**

Successful completion of all lab/clinical competencies/skills and related assignments is required for completion of clinical courses. Excessive Class/Lab/Clinical **absences may compromise the student's ability to pass the course**. Students who are absent for unforeseen/unavoidable, documented circumstances, with prior notice, might be afforded the opportunity to make up lost clinical/lab time. The availability of lab/clinical make up time is not guaranteed, and the ability of the student to sufficiently make up course/clinical objectives, will be determined by the faculty course coordinators and program director. Specific requirements for lab/clinical skill competencies and skill assessment schedules will be announced for each level.

**Clinical/Lab attendance is mandatory.** If an emergency prevents you from attending, contact your clinical instructor prior to the lab or clinical experience. Any no-show, no-notification or unexcused absence is grounds for immediate failure. Clinical make-up for unavoidable absences, as determined by the course coordinator will be assigned. Missing scheduled times compromises your ability to demonstrate attainment of the clinical objectives required to pass the course.

### Caregiver Criminal History Screening Policy

All students admitted to the CON will be required on admission, and annually, to submit to a criminal felony screening at their own expense at a facility identified by the CON. Clearance by the New Mexico Department of Health to work with patients with whom our students may come in contact will be required before a student can be considered in good standing for clinical activities. The CON, in cooperation with the New Mexico

Department of Health, retains discretionary authority as to any action that may be taken in response to the criminal screenings.

**\*RN-BSN students must complete the screening to participate in fieldwork hours required for NURS 410.** A Criminal Background Check may be required through the agency chosen for fieldwork hours in whichever state the fieldwork is completed.

### **Course Withdrawal**

Students are responsible for completing all courses in which they are enrolled. Changes in enrollment, drops or withdrawals must be officially processed. A student who does not follow proper withdrawal procedures may be given a failing grade and is responsible for tuition charges associated with the course.

Deadlines for course withdrawals are established by the UNM Registrar's Office and may be found at <http://registrar.unm.edu/> . Withdraw dates vary by type of course (full-term, first-half, second-half, for example). Students should familiarize themselves with drop deadlines.

Generally, students have a brief window when they may drop the course on LoboWeb with no grade and a full refund. The next drop window allows students to drop on LoboWeb with a grade of "W" and no refund. After that deadline, course drops are only processed with approval of the Dean and require the Enrollment Authorization-Drop with Dean's Permission form, found at <http://registrar.unm.edu/> .

The Dean will only grant approval to withdraw from a nursing course with written support of the course instructor. If the Dean grants approval, a grade of "W" is issued and there is no refund. If the course instructor does not support the drop of the course the student must remain in the course and the letter grade will be issued.

Any student considering dropping should first consult with the instructor. If an Enrollment Authorization-Drop with Dean's Permission form is to be processed, it should go to the academic advisor, who will work with the instructor, the Dean, and the Registrar to drop the course.

Any student who does not have active enrollment for three terms is dis-enrolled from the University and the College of Nursing. A student wishing to return to the College of Nursing must reapply to UNM and the CON and may be held to any new policies and requirements in place at readmission.

Students who withdraw from a Nursing course within the **Pre-Licensure BSN**, and **NMNEC ADN/BSN Co-Enrolled** programs are not allowed to progress before passing the course. Prior to repeating a nursing course, the student's record is reviewed by their academic advisor; progress will be monitored by the advisor.

**Pre-Licensure BSN, and NMNEC ADN/BSN Co-Enrolled students who withdraw from any two NMNEC nursing courses are dis-enrolled from the College of**

**Nursing** (*unforeseen emergency situations will be taken into consideration by the advisor*).

### **Drop Policy for Capped Enrollment Courses**

At the discretion of the faculty teaching the course, **Pre-Licensure BSN, and NMNEC ADN/BSN Co-Enrolled students who** do not appear in class and who have not made prior arrangements with faculty during the first week of the semester may be dropped to allow students from the waiting list to enroll as soon as possible. **The first week of class is defined as the first five (5) days (Monday to Friday) of the class.**

**RN to BSN** web-based **students who** have not made prior arrangements and do not log into their Learning Management System **by the end of the first week of the term** may be dropped.

### **Essential Qualifications**

The CON has adopted criteria for student behavior, the “Essential Qualifications for Undergraduate Progression & Graduation.” These criteria set forth minimal expectations for behavior and practice capabilities for students in all of CON baccalaureate programs. To assure the public and potential employers regarding what they may expect from CON graduates, students are expected to meet these Essential Qualifications.

During the program, faculty who perceive student behaviors to either significantly exceed these expectations or to fail to meet the minimal standards, will document their observations as they relate to the Essential Qualifications. The goal is to use these observations to assist students in modifying their learning goals. They will also be used to help determine eligibility for graduation awards.

Students who grossly violate these minimal standards or are not able to successfully complete a plan of action that might be required of them, may be prevented from progression in the program in accordance with established due processes within the College. See **Appendix E** for further information.

### **Family Education Rights Protection Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is the federal statute that governs student educational records. Everyone who works with student records should be familiar with the law's provisions governing students' rights to access their records, students' rights to amend their records, and students' rights to limit disclosure of personally identifiable information. The Office of the Registrar offers a workshop that covers these aspects of the federal law, as well as our responsibilities to protect the confidentiality of student education records. Questions regarding the application of the law in your particular area are encouraged. For more information go to: <https://registrar.unm.edu/privacy-rights/ferpa.html>

### **Grade Replacement**

UNM policy allows students to repeat a course for a higher grade and have the lower grade removed from the grade point average, although it remains on the



transcripts. Please see the Catalog for details. This process must be initiated by the student and is done at <http://registrar.unm.edu/>.

### **Health Insurance Portability and Accountability Act (HIPAA)**

The federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) protects the privacy and confidentiality of an individual's health information. Known as “protected health information” or “PHI”, the health information **generally** cannot be used or disclosed unless the individual who is the subject of the PHI has given prior written authorization or permission.

**Each student is responsible for knowledge of and compliance with HIPAA privacy policies. Students cannot remove PHI from any clinical site and are responsible for the protection of a patient's private health information.**

UNM HSC compliance website: <http://hsc.unm.edu/admin/compliance/HIPAA.html>

### **Identification and Dress Code**

Proper display of the UNM HSC identification badge as prescribed in the HSC Policy, “HSC Identification Badges,” is required. The wearing of an HSC Identification Badge is mandatory at all times when a student is on the UNM HSC campus or in a clinical experience.

### **ID Badges**

All CON students must wear their UNM HSC ID badges when on campus or in clinical for safety, security, access to buildings, and identification in case of an emergency. For information about how to obtain an ID badge, call the UNM Hospital Badging Office at 272-1757. Failure to wear the badge may result in a student being escorted from campus or clinical or denied access to the campus during emergencies. Students must use their UNM HSC ID badges (if in person) and their names as they appear on UNM records on all correspondence or contacts with any College of Nursing Office such as the Dean's Office, and any main campus office, such as the OGS or the Registrar.

### **Banner ID**

The Banner number is the student's personal identification number, which replaces the Social Security number. The Banner system contains all the personal and identifying information on each student, including grades. Students use LoboWeb <http://my.unm.edu/home> to register for classes.

### **UNM Net ID and HSC Net ID**

The UNM Net ID is the user name that is used to navigate MyUNM/LoboWEB and the Learning Management System. Students set this up at the time they set up their accounts as per the *Undergraduate Student Orientation*. It may or may not be the same as their HSCLink user name.

The HSC Net ID, which is also your HSCLink user name, is created automatically for



each CON student within two weeks of the start of the student's first term. It is also used to log on to CON Building computers.

### **Student Records**

The CON policy related to content, confidentiality, and accessibility of student records conforms to UNM policy, which may be found in *The Pathfinder – UNM Student Handbook* at <http://pathfinder.unm.edu/>

### **Dress**

Classroom attire is casual and is determined more by good sense than restrictions. Whether in class or during personal time, students' personal appearance is a reflection of the nursing profession and the College of Nursing. Dress can be relaxed, but should not be offensive or distracting. Artwork on clothing should not contain offensive material.

See **Appendix C** for Pre-Licensure BSN Clinical Dress Code.

### **Policy on Academic Dishonesty**

Adopted by the President, June 15, 1992, Amended: 06-12-2012

UNM Regent's Policy <https://policy.unm.edu/regents-policies/section-4/4-8.html>

#### Definition

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

#### Policy

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

In addition, students are to review the following UNM policies:

- **Section 4.8:** [Dishonesty in Academic Matters \[D100\]](#)
- **Section 4.3:** [Student Conduct and Grievance Procedures \[D175\]](#)
- **Section 4.2:** [Student Code of Conduct](#)

### **Policy for Enrollment in Clinical Courses**

Priority for clinical courses is always given to "progressing students." Enrollment in the CON clinical courses is limited due to limited clinical space. Students who enroll in clinical courses are ranked by the following:

1. A progressing UNM CON student.

2. A UNM CON student who dropped a course while they were passing or skipped a term for reasons beyond their control.
3. A UNM student who took a term off voluntarily without a failure.
4. A UNM student who has successfully repeated a failed or dropped required course and is now seeking to join an existing cohort.
5. Progressing student from a partnership NMNEC school.
6. Progressing student from a non-partnership NMNEC school.
7. A NMNEC student who took a term off voluntarily without a failure.
8. A NMNEC student who has failed or dropped a required course while failing that course.

### **Professional Performance Improvement**

Students in the CON are expected to demonstrate professional conduct and behaviors consistent with professional nursing, CON Undergraduate Handbook, UNM Pathfinder, and the ANA Code of Ethics for Nurses. As such, the CON has adopted Nursing Student Professional Improvement Guidelines in order to strengthen academic, clinical, and professional behavior and facilitate growth toward achieving program outcomes by providing honest, direct, and immediate feedback.

If a student demonstrates unsatisfactory professional performance, a student may be given verbal notice and allowed a reasonable amount of time to demonstrate improvement. However, if the conduct in question is unsafe or unethical in nature, a written Performance Improvement Plan will be initiated to correct identified knowledge and/or behavioral deficits by providing the necessary guidance, support, and resources to the student.

Please see **Appendix H** for further information.

### **Program Withdraw/Readmission Procedures**

CON students who withdraw from the University in good academic standing may reapply for admission to the College. *CON students who do not have active registration for three terms must reapply for readmission to the College. A returning student cannot be assured of an immediate placement in the upper-division nursing curriculum* because of constraints in the clinical courses.

- The student must notify the CON ***in writing*** of his or her intent to return, and this letter must be received by March 15 for return in Summer and Fall terms and by November 1 for the Spring term.
- Because a returning student is subject to the rules and regulations of the Catalog in effect at the time of readmission, the student's academic record will be reevaluated prior to readmission.
- Any student considering this option should stay in contact with the Student Advisement Office.
- Students who have been dis-enrolled from the CON for academic failure have an opportunity to re-apply to the CON after 2 years.

### **Students with Disabilities**

Reasonable accommodations are made to all qualified students, employees or prospective employees, unless such accommodations fundamentally alter a program or service or place an undue hardship on the operation of the University. Qualified students with disabilities should contact the Accessibility Resource Center. The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans With Disabilities Act (ADA), section 504 of the Rehabilitation Act of 1973, as well as The Americans with Disabilities Act Amendments Act (ADAAA) amended in 2008. Qualified employees or program users with disabilities should contact the Office of Equal Opportunity (OEO).

**Accessibility Resource Center** ((505) 277-3506) <http://as2.unm.edu/>, Mesa Vista 2021.

The Accessibility Resource Center provides a full range of academic accommodation services. A student seeking academic accommodations must provide documentation of their disability and meet with a staff member to determine reasonable accommodations. University policy regarding academic adjustments is found in University Business Policies and Procedures 2310. Adaptive Equipment and Software is maintained by Accessibility Services for student use within the department, classroom, or computer labs as needed.

### **Title IX**

All matters of allegations involving University Administrative Policies [2720](#) and [2740](#) will follow Faculty Handbook Policy [D175](#) and the OEO Discriminations [Grievance Procedure](#). In accordance with D175, the Dean or designee of the College of Nursing will issue a sanction for the responsible student as both a student at the University of New Mexico and the UNM College of Nursing. D175 indicates that the Dean or designee is to be the sanctioning authority for all violations of the UNM Student Code of Conduct, including those matters involving sexual harassment.

## **Chapter 4: STUDENT RESOURCES**

### **College of Nursing: Student Resources**

#### **Academic Advising**

The College of Nursing Academic Advising is located on the 2<sup>nd</sup> floor of the CON, Room 255.

Services offered by the Academic Advisors include:

- Assist all baccalaureate students to plan their progression in the curriculum at UNM.
- Supply registration information, as well as assist in schedule preparation.
- Monitor academic status of students to determine whether curriculum requirements are being met according to academic regulations and maintain all CON student records.

- Advise students referred by faculty for various academic or related personal problems, with referrals made as necessary to support systems within UNM and the CON.
- Assist students in preparing exception requests when they wish to ask for a waiver of CON academic regulations.
- Offer information regarding graduation requirements.

Current students can schedule an appointment with their College of Nursing advisor by looking up the advisor through LoboAchieve in six easy steps. Here's how:

1. Log into <http://loboachieve.unm.edu/> with the UNM username and password
2. On the "**Home**" screen, click on the "**Schedule Appointment**" link located near the top right corner of the screen.
3. View assigned advisor's available appointments by day or by week. After finding the preferred day to make an appointment, observe available appointment times; available times are green.
4. Click the preferred time and a new window will pop up.
5. Enter a Description for discussion, and the major area of study in the "**Appointment Reason**" text box.
6. Click "**Schedule**". The student will then receive a confirmation of the appointment in their UNM email and are encouraged to make note of it in a calendar.

### **Student Success**

Throughout the undergraduate program of studies, students will find faculty and staff who are ready to facilitate their progress.

Student Success is available to students who may need academic assistance, and to connect students to the appropriate services or departments to facilitate academic success. Students are encouraged to contact the team about using effective study methods, test taking skills, and adjusting to the nursing school in general.

| <b>Faculty</b>  | <b>Staff</b>   |
|---|--|
| Kristen Ostrem-Niemcewicz<br>DNP, RN, CNM, FNP-BC, EFM-C, FACNM<br>Interim Assistant Dean-Undergraduate<br>Program & Associate Professor<br><a href="mailto:kostrem@salud.unm.edu">kostrem@salud.unm.edu</a>  | Marcelo C Olguin<br>Program Coordinator<br><a href="mailto:MarOlguin@salud.unm.edu">MarOlguin@salud.unm.edu</a>  |
| Jacqueline Wuellner, DNP, MPH, MSN, RN<br>RN to BSN Program Director<br><a href="mailto:JWuellner@salud.unm.edu">JWuellner@salud.unm.edu</a><br><br>Mitch Irvin, MSN, RN<br>Direct Admit Program Director<br><a href="mailto:mirvin@salud.unm.edu">mirvin@salud.unm.edu</a> | Roxanne Humphries<br>Clinical Operations Manager<br><br>Neolia B Hein<br>Program Coordinator<br><br><a href="mailto:HSC-CON-Placements@salud.unm.edu">HSC-CON-Placements@salud.unm.edu</a> |
| Student Success   | <b>Academic Advising</b>   |

|  |   |
|--|---|
| <a href="mailto:HSC-CONStudentSuccess@salud.unm.edu">HSC-CONStudentSuccess@salud.unm.edu</a> | <p>William McClary, Supervisor for Academic Advisement (<a href="mailto:WAMcClary@salud.unm.edu">WAMcClary@salud.unm.edu</a>)</p> <p>Nissane Capps, Senior Student Success Specialist (<a href="mailto:ncapps@salud.unm.edu">ncapps@salud.unm.edu</a>)<br/>NMNEC Co-Enrolled ADN/BSN Programs</p> <p>Brianna Kerwin, Sr. Academic Advisor (<a href="mailto:bmkkerwin@salud.unm.edu">bmkkerwin@salud.unm.edu</a>)<br/>HSC Albuquerque Pre-Licensures BSN Program<br/>HS Rio Rancho Pre-Licensure BSN Program<br/>Freshman Direct Entry Program</p> <p>Megan Speck, Sr. Academic Advisor (<a href="mailto:mlspeck@salud.unm.edu">mlspeck@salud.unm.edu</a>)<br/>RN to BSN Program</p> <p><a href="mailto:HSC-CON-Advising@salud.unm.edu">HSC-CON-Advising@salud.unm.edu</a></p> |
|--|---|

### **Clinical Affairs**

Clinical Affairs is located on the 3<sup>rd</sup> floor of the CON, Suite 356.

[HSC-CON-Placements@salud.unm.edu](mailto:HSC-CON-Placements@salud.unm.edu) or 505-272-4796

Students receive real time, hands on experience in simulation labs and opportunities for supervised internships. For more information on simulation, internship support, and clinical practice visit the Clinical Affairs website at

<https://hsc.unm.edu/nursing/practice/students/>

### **Financial Aid**

CON Financial Aid is located on the 2<sup>nd</sup> floor CON, room 260.

[HSC-CON-FinancialAid@salud.unm.edu](mailto:HSC-CON-FinancialAid@salud.unm.edu)

Tuition and fees for nursing students are higher than the standard UNM tuition and fees. Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the CON website <https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html>. To assist with offsetting the educational expense for nursing students, CON Financial Aid Officers advocate to provide financial assistance to qualified students. Scholarships, loans, grants and student work-study may be awarded once the UNM Financial Aid Office has received the results of the FAFSA application submitted.

Schedule appointments with CON's Financial Aid Officers via the on-line scheduling link at: <https://booknow.appointment-plus.com/3v655pee>.

## **Calendars and Important Events**

**\*\***It is important to note that the CON course calendars differ from the UNM main campus calendar. The Pre-Licensure BSN and RN to BSN programs have different course calendars also. The Pre-Licensure BSN calendar is available on the CON website at

<https://hsc.unm.edu/college-of-nursing/education/student-affairs/index.html>

Students should check with their program advisor or faculty for correct timeframes for course delivery.

## **Pre-Licensure BSN White Coat Ceremony**

This event is held for each incoming class and participation is a requirement for incoming students from the Rio Rancho and main campuses. Co-enrolled students from outlying campuses are invited to attend. Information, including the date and time will be received via email.

The ceremony is designed to formally welcome a new cohort of nursing students to the profession of nursing and the UNM College of Nursing. Students from the CON will be formally coated by CON leadership in the presence of family and friends and a small reception will be held afterwards. Dress will be business attire. Students will receive invitations in person at New Student Orientation with instructions for the event. Coats will be available for purchase from the UNM Medical/Legal Bookstore on North Campus, (505) 277-5828.

## **University Commencement Ceremony**

Commencement occurs twice a year – in May and December. This is the formal campus-wide ceremony of the University community paying tribute to its graduates. Students from the CON march as a group behind a banner carrier representing the College. Students receive a graduation invitation in the mail from the Office of the University Secretary, (505) 277-4664, with instructions to complete a ceremony participation and diploma sign-up form online at <http://graduation.unm.edu/>.

Caps and gowns are available at the Medical/Legal Bookstore, (505) 277-5828. Questions regarding your diploma should be directed to Records and Registration at (505) 277-2916 or by email to [unmreg@unm.edu](mailto:unmreg@unm.edu).

## **CON Convocation**

The CON convocation ceremony is conducted once a year in May. This formal convocation in academic regalia recognizes the graduates from the Bachelor, Master's, and Doctoral nursing Programs. Students graduating during the previous fall and following summer terms are invited to attend the May Convocation Ceremony. Information regarding graduation and convocation can be found on the College's website: <https://hsc.unm.edu/nursing/about/news/events/graduation/>.

## **Student Organizations**

### **Student Nurses Association (SNA)**

<https://hsc.unm.edu/nursing/students/experience/organizations/sna.html>

Undergraduate students receive opportunities for growth and advancement in the Nursing field through this organization. Networking, community involvement, peer mentoring, travel opportunities for the National SNA conferences, and other graduation incentives are available for SNA members. For more information on the national organization and how to join visit the website here: [www.sna.org](http://www.sna.org).

### **Sigma Theta Tau International**

Sigma Theta Tau International is the Honor Society of Nursing. Founded in 1922, there are now more than 600 chapters around the world. Gamma Sigma Chapter is the 88th Chapter, chartered in 1978 at the UNM CON. Chapter website:

<http://gammastigma.nursingsociety.org/>.

The mission of the organization is to—support the learning, knowledge and professional development of nurses committed to making a difference in health worldwidell. This is achieved through:

- (1) Recognition of superior achievement,
- (2) Recognition of the development of leadership qualities,
- (3) Fostering high professional standards,
- (4) Encouraging creative work, and
- (5) Strengthening commitment to the ideals and purposes of the profession. It offers professional nurse-clinicians and nurse-educators an opportunity to mix in a stimulating and professional atmosphere.

The vision of Sigma Theta Tau International is “to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world’s people.”

*Membership.* Membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Invitations are sent twice a year to eligible candidates meeting criteria. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration through online application process at [nursingsociety.org](http://nursingsociety.org). Membership is available by invitation through active chapters and is awarded (conferred) during a public ceremony. Inductees’ families and friends are invited to attend. Membership assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau International. For more information visit [www.sigmanursing.org](http://www.sigmanursing.org).

## **Health Sciences Center: Student Resources (North Campus)**

### **Center for Native American Health** (505) 272-4100

Located on the 2<sup>nd</sup> floor of the Integrity Building. Provides personal & academic



support, and mentorship for Native UNM HSC students. For more information visit: <http://hsc.unm.edu/cnah/>

**Office of Diversity, Equity, and Inclusion (505) 272-2728**

Located on the 1<sup>st</sup> floor in the UNM Health Sciences and Services Building. The purpose of this department is to provide programs and resources that advocate and uplift the diverse groups of students, faculty/staff, and the greater community members in New Mexico. Website: <http://hsc.unm.edu/diversity/>

**Health Sciences Center Library & Informatics Center (HSCLIC) (505-272-2311)**

Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, [ihendrix@salud.unm.edu](mailto:ihendrix@salud.unm.edu)

Ingrid Hendrix is the librarian dedicated to the College of Nursing to help with questions about doing literature searches for papers, finding full-text articles, and anything else related to finding information for papers or projects nursing students are doing. She is available to work one on one to navigate through the array of resources available to students. The best way to reach her is either through [ihendrix@salud.unm.edu](mailto:ihendrix@salud.unm.edu) or [AskIngrid@salud.unm.edu](mailto:AskIngrid@salud.unm.edu). You can set up an appointment or just ask your question via email. Got questions? Get answers - Ask Ingrid!

The Health Sciences Library and Informatics Center is here to support students in reaching their goals throughout the education here. Students might be wondering what does that mean and what does that support look like. Here is a brief overview of some of the ways in which the library is here to help – but always feel free to reach out to your **Student Success and Engagement Librarian, Kelleen Maluski**, if you have any questions about other resources!

- Electronic and print access to a myriad of databases, books, articles and more. If we don't have something needed request it through Interlibrary Loan!
- Consultations, chat, email, and more are available for students to get the assistance they need! Students can have one-on-one or group appointments. Find all of our help information at <https://hsc.unm.edu/hslic/help/ask-a-librarian.html/>
- Workshops to help with research and development of the student approach to balancing the various needs of academic, professional, and personal lives. Students can find all of our workshops at <https://libcal.health.unm.edu/calendar/events/> (we constantly update this calendar as we plan more) Some examples of workshops are:
  - o Zotero (Citation Management)
  - o PubMed Like a Pro
  - o Implicit Bias in the Research Process
  - o Moving Beyond Imposter Syndrome
  - o Time Management
  - o Planning a Systematic Review
  - o Health Literacy



- Research Guides to help students find resources specific to their topic or to walk through how to use a database. We are always adding more! Students can find all Research Guides at <https://libguides.health.unm.edu/> but remember, these are not intended to replace asking questions!
- Stay in the know on all the services, programming, and resources at the library by subscribing to our blog at <https://libguides.health.unm.edu/blog/>

### **HSC Wellness Center & HS Rio Rancho Fitness**

Located on the 2<sup>nd</sup> floor of the Domenici Center West Wing. The purpose of the gym is to provide health and wellness activities for HSC faculty, staff and students on campus. Services include fitness classes, meditation groups, live music and healthy living tips. Website: <http://hsc.unm.edu/about/wellness/>

### **Student Lounge**

A 24-hour student lounge is located in the Domenici Auditorium Building on the East end and available to students with a valid HSC badge.

## **University of New Mexico: Student Resources**

### **Academic**

#### **African American Student Services (505) 277-5645**

Located at 1130 Mesa Vista Hall. Offers personal, academic, educational and social developmental support from the perspective African American/Black experiences as a minority population on the UNM campus. All students, regardless of ethnicity, are encouraged to participate in the cultural and academic programming. Website: <https://afro.unm.edu/>

#### **American Indian Student Services (505) 277-6343**

Located at 1119 Mesa Vista Hall. Offers academic advising, scholarship opportunities, information about financial aid, computer access, and free printing up to 10 sheets. All students are welcome. Website: <http://aiss.unm.edu/>

#### **Career Services (505) 277-2531**

Located on the 2<sup>nd</sup> floor in UAEC Building 85, room 220. Offers a variety of career planning and preparatory services including career advisement, career fairs, career resources, opportunities for cooperative education, internships, and workshops. All students are encouraged to participate. Website: <http://career.unm.edu>

#### **Center for Academic Program Support (CAPS) (505) 277-7205**

Located in various locations around main campus as well as online. Offers tutorial assistance to students on a wide variety of subjects. Any UNM student may attend study skills workshops. Services are free of charge. Website: <http://caps.unm.edu/>

#### **College Enrichment & Outreach Programs (CEP) (505) 277-5321**

Located on the 3<sup>rd</sup> floor in Mesa Vista Hall, room 3011. Offers services to prepare

students for holistic success when transitioning to the University of New Mexico, through the academic pursuit, and life after graduation. Website: <http://cep.unm.edu/>

**Education Abroad (505) 277-4032**

Located at 2120 Mesa Vista Hall. Offers support and scholarship opportunities to gain international linkages, cultural exchange experiences, and the development of international expertise through studying abroad. Website: <http://studyabroad.unm.edu/>

**El Centro de la Raza (505) 277-5020**

Located on the 1<sup>st</sup> floor in the Mesa Vista Hall, room 1148. Offers mentoring, recruitment efforts, cultural programming, civic engagement, advocacy, student internships, professional development and emergency scholarships. Website: <http://elcentro.unm.edu/>

**LGBTQ Resource Center (505) 277-LGBT (5428)**

Offers safer sex resources, universal restrooms, educational resources, social events, Café Q\* lecture series, HIV testing, counseling, and confidential advocacy efforts for UNM's lesbian, gay, bisexual, transgender, and queer student population. Website: <http://lgbtqrc.unm.edu/>

**Libraries (505) 277-2311**

The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts Library, Parish Memorial Library, and the Centennial Science and Engineering Library. For Main Campus UNM libraries contact information see **Appendix F**. Website: <http://hsc.unm.edu/library/> .

**Mentoring Institute (505) 277-1330**

Offers a culture to promote mentoring services that advocate and embrace academic freedom, diversity, creativity and initiative, excellence, integrity and professionalism for faculty staff and students. Website: <http://mentor.unm.edu>

**Student Publications (505) 277-5656**

Located on the 1<sup>st</sup> floor of Marron Hall, room 107. Offers a conducive environment and resources to support optimal learning experiences for student writers, editors, photographers, designers and advertising professionals for the future. Website: <http://pubboard.unm.edu/>

**UNM Financial Aid**

There are several financial assistance programs for qualified students attending the University of New Mexico.

For information about UNM Financial Aid and a complete listing of available aid visit, <http://www.unm.edu/~finaid/>. The Free Application for Federal Student Aid (FAFSA) is also available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **Health & Well-Being**

### **Agora Crisis Center** (505) 277-3013 or 866-435-7166

This program offers free volunteer paraprofessional listening and referral service. Services include phone and computer chat. Website: <http://www.unm.edu/~agora/>

### **Counseling Services** (505) 277-3136

Located in the west wing of Student Health and Counseling (SHAC) Office. Provides assessment, referral, crisis and emergency interventions, therapy, and medication services. Open Monday through Friday. Information on hours, fees and services is available on the website: <http://shac.unm.edu/counseling/index.html>

### **Department of Psychology Clinic** (505) 277-5164

Located at 1820 Sigma Chi Road NE. This clinic offers a broad range of psychological services, including therapy for the adult individual, family, child, couples, and psychological testing. By appointment only; sliding scale; waiting list. Website: <http://psych.unm.edu/> (*from the community tab*).

### **Student Health and Counseling (SHAC)** (505) 277-3136

Located on main campus. This center provides comprehensive primary medical care. It is available to all UNM students. Open Monday through Friday. Information on hours, fees and services is available on the website: <http://shac.unm.edu/>

### **UNM Collegiate Recovery Center** (505) 277-0560

Located in the Department of Psychology in Logan Hall, B67E. Offers peer led support for students recovering from substance abuse addiction. Website: <http://recovery.unm.edu/>

## **Military and Veteran**

### **ROTC – Army** (505) 277-2270/2275/2284

Located on the 2<sup>nd</sup> floor in Onate Hall, suite 235. The Army Reserve Officer Training Corps offers leadership training, peer support, higher rate of graduation, extracurricular activities, financial support (*scholarships & stipends*), and guaranteed employment following program completion and graduation. Website: <http://armyrotc.unm.edu/>

### **ROTC – Airforce** (505) 277-4502

Located in the Aerospace Studies Building. The Air Force Reserve Officer Training Corps provides the opportunity to prepare for positions in the Air and Space Force following the completion of the program and graduation. Website: <http://afrotc.unm.edu/>

### **ROTC – Navy** (505) 277-3744

The Navy Reserve Officer Training Corps offer full tuition scholarships, monthly living stipends, and are guaranteed to be commissioned as officers in the United States Navy or Marine Corps. Website: <http://nrotc.unm.edu/>

**Veteran & Military Resource Center (505) 277-3181/3184**

Located in the SUB Suite 2002. This center offers many services to veterans including help with certification to receive their VA education benefits. Website: <http://vrc.unm.edu/>

**Social, Cultural, and Student Life****Community Engagement Center (505) 277-9523**

Located in the University Advisement and Enrichment Center, suite 255F. Academic partnership focused on community-driven learning initiatives to identify the needs and potential improvement of communities in the greater New Mexico area. Website: <https://communityengagement.unm.edu/>

**Parking and Transportation Services (PATS)**

PATS makes every effort to offer the most convenient parking available by dividing parking by groups of students based on their academic program. Permits may be purchased online from your “My Parking Portal” website or in the PATS office.

If you already hold a permit you may contact Parking and Transportation Services to transfer to a closer lot, such as M, G or Q lots. If you are new to UNM, you may purchase a parking pass from PATS. Their website is <http://pats.unm.edu/parking/students/index.html>. The website also has bus and biking information. A parking map is found on the PATS website. While not marked on this map, the College of Nursing is just north of the University of New Mexico Hospital.

**Recreational Services (505) 277-0178**

Located in the Office of Student Affairs. Provides opportunities to enhance the educational, recreational and cultural experiences for the diverse student populations at the University of New Mexico. Website: <http://recservices.unm.edu/>

**Student Activities Center (505) 277-4706)**

This office oversees over 300 student organizations and many student events. Their services also include an off- campus housing service and student government. Website: <http://sac.unm.edu/>

**Women’s Resource Center (505) 277-3716**

Located on the 1<sup>st</sup> floor in Mesa Vista Hall, room 1160. The purpose of the center is to improve the status of women in the academic community by offering academic advising, workshops, and counseling. Website: <http://women.unm.edu/>.

**See UNM Pathfinder for many additional listings:** <http://pathfinder.unm.edu/>.

## Chapter 5: GENERAL NURSING STUDENT REQUIREMENTS

### Learning Management System & Online Courses

Online and Web Enhanced courses offered at the CON are delivered through Learning Management System. Because core classes and many specialty classes are offered online, all CON students must be proficient with the Learning Management System required at that time. Students are granted access to courses on the first day the course is schedule to begin and are required to log on within the first five days of the start of class or be dropped from the class.

#### Online Courses

Online learning requires that the student be motivated and self-directed to participate in the classes each week. A significant factor in the quality of the learning experience is the level of student engagement. It is important for students to keep up with class schedules, anticipate deadlines, and to be prepared in the event of technical problems. Multiple resources are available in the Web courses to assist students with online learning and the Learning Management System. Faculty are available via e-mail and telephone. Students should be sure to contact them with questions. Contact information for the faculty is available on course syllabi.

### Clinical Education

The clinical experience provides students with the opportunity to apply the knowledge and skills acquired in nursing courses.

- Clinical experiences are provided both online/virtually and in-person in a variety of settings including laboratories, hospitals, schools, clinics, community agencies, and clients' homes.
- Clinical experiences may occur during day, evening, or nightshifts and any day of the week, including weekends.
- Clinical experiences expose the student to a wealth of learning opportunities. For this reason, consistent attendance in each clinical course is essential and required.

The information in this section is of extreme importance related to clinical course work.

#### **Clinical Expectation**

Students are expected to complete their clinical rotations by the end of the term. Clinical rotations during the break between terms, including observational experiences, are not allowed. Any exception to this rule needs to be approved by program faculty.

#### **Illness**

It is the student's responsibility to notify the instructor of any illness, change in health status, pregnancy, or other condition that may affect their health, the student's ability to complete a course, or the direct patient care during a clinical rotation.

### **Liability Insurance**

The CON provides liability insurance for all students admitted and enrolled in the College.

### **Needle-Stick Policy and Insurance**

Any needle-stick or other exposure to blood and body fluids during clinical must be reported immediately to the clinical instructor. The student must then report to the Student Health Center on main campus. A needle-stick insurance policy is mandatory and will be billed to the student's account at a cost of \$16.00 per academic year. Information for reporting process is located on the UNM Student Health and Counseling (SHAC) website: <https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>

### **Signature when Charting**

All Pre-Licensure BSN students will follow their signature with "SN UNM" when signing charting as part of all coursework.

### **Electives**

As part of the program of study, all undergraduate students are required to complete 6 credit hours of upper division electives. These electives can be taken from the CON, or from other departments if applicable to nursing. A number of electives are offered at the CON and are offered on a rotating basis. Check the current UNM schedule for availability for these electives.

### **Email Policy**

College of Nursing (CON) students have an HSC email account (@salud.unm.edu) automatically provisioned for them upon enrolling in any HSC course of study. Students are required to use their HSC email for all official HSC correspondence. It is strongly suggested that students check their HSC email account a minimum of 2-3 times per week.

**NOTE: Upon graduation, your HSC email address will be deactivated within 24 to 48 hours.**

Prior to graduation, please take steps to transition your communications to another email address. It is a HIPAA violation to forward email messages from your HSC email account to any other email account. Please provide the College of Nursing's Academic Advising Office with the change in email address for future correspondence.

### **Independent Study Option**

The CON offers an opportunity for independent study.

- Independent study courses have variable 1 to 3 credit hours;
- The course numbers are 297, 397, and 497.

The student who enrolls in an independent study course will collaborate with instructor to identify learning experiences that will meet the learning objectives the student

formulates. These learning objectives should specifically relate to one problem or a specific amount of knowledge to be gained.

The student must then specify ways to achieve these objectives, showing that the amount of work justifies the number of credits for which they are registered. The University policy is that one didactic credit = 16 hours' work per semester plus additional study time. One clinical credit = 32 hours' work per semester plus additional study time.

All independent study planning must be done jointly with the instructor. The course number that is chosen must be based on the level of content and depth to be achieved. In view of this, collaboration with faculty needs to begin before enrollment.

- Students usually need faculty help with writing objectives and focusing on a problem to study.
- The objectives need to be distinguishable and different from required course objectives. This may be achieved through increased depth or breadth, or different content.
- In addition, student and instructor must identify the means by which attainment of objectives will be determined (i.e., paper, project, etc.).
- The instructor and student should meet during the first week of the semester and a minimum of three times during the semester.

### Registration

Students are responsible for registering for courses prior to the end of the term for all nursing classes they intend to take the next term. This is necessary because of multiple nursing programs sharing limited space in clinical facilities. Clinical agencies must be notified early as to the number of students that will be on each unit. Any student that has not registered by the end of the prior term is not guaranteed a clinical space. This means the student may be unable to enroll in the course.

Students should follow the registration windows found at <http://registrar.unm.edu/> and the specific registration appointment date for individual students is found in LoboWeb.

- **RN to BSN** enrollment is limited and priority is given to progressing students.
- Once registered, students may process schedule changes during appropriate periods through the add/drop procedures.
- Deadlines for processing drops, adds, withdrawals and grade options vary according to the length of the course.
- See Course Withdrawal in [\*Chapter 3: Undergraduate Nursing Program Academic Policies\*](#).

### Social Media Usage

The College of Nursing Social Media Policy, policy number CON-401, applies to students, faculty, and staff and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner.



## Policy Statement

1. Students, faculty, and staff should conduct themselves in a professional, respectful, and civil manner when using social media of any kind.
2. Any situation involving named or pictured individuals acting in a UNM capacity on social media requires their express written permission.
3. If you identify yourself as a UNM faculty, student, or staff in any online forum and/or use a UNM or HSC email address, you must make it clear that you are not speaking for UNM. Any content posted to a website outside of UNM that has something to do with your UNM affiliation, or any other subjects associated with UNM, must be accompanied by a disclaimer such as, "The postings on this site are my own opinions and do not represent the views or opinions of UNM."
4. The use of any UNM Logo or protected images requires written permission.
5. The use of verbally abusive, disrespectful or aggressive language or content communicated via email or used when posting to public forums of any kind by faculty, staff, or students **may result in disciplinary action, up to and/or including dismissal.**

Please refer to the UNM Social Media Guidelines for additional information  
<http://social.unm.edu/guidelines/>

## CON Student Rights and Responsibilities

The UNM College of Nursing is dedicated to supporting and maintaining a well-regarded and respectful scholarly program. As members of the CON, students, faculty, and staff are expected to uphold a high standard of professional and academic conduct. Rights and responsibilities have been outlined and provide insight to behaviors which may be deemed as inconsistent with the values and/or standards of the CON.

The CON's Student Rights and Responsibilities **do not** replace the UNM policy located in *The Pathfinder – UNM Student Handbook* at <http://pathfinder.unm.edu/>, but works in conjunction by suggesting behaviors warranting possible sanction.

Refer to **Appendix B** for the outlined College of Nursing Student Rights and Responsibilities.

## Technology

There are technology requirements for students at UNM CON. Pre-Licensure BSN students are required to have a computer they can bring to class for learning activities and testing. Visit the [CON](#) website for technology information.

As the RN to BSN Option is online, students should have a reliable laptop or desktop computer with a web browser that is compatible. The connection will be best with a stable, high speed Internet connection such as cable or DSL. While smartphones and tablets can be used for access to UNM Learn, it is highly recommended that those are not the only or primary devices used for work in UNM Learn.



Technical support is available to students by submitting an IT Support Ticket at: <https://hsc.unm.edu/college-of-nursing/about/support-resources/index.html>. The CON building and the Domenici Center buildings are Wi-Fi accessible.

### Use of Cell Phones

To decrease class or meeting disruption, students should turn off all devices unless they are absolutely essential, and then the vibration mode should be used. Students who expect an emergency call should sit near the door and leave quietly to take the call. Texting during class is also strongly discouraged. Students are responsible for material covered while these devices are used.

### Writing

Writing and critical thinking in support of advancing nursing knowledge and systems are important professional and leadership skills for nurses and are included throughout the baccalaureate and graduate programs. Nursing is an evidence-based profession, and learning experiences include the reading, interpretation, and application of relevant professional literature.

A portion of the evaluation of course work in nursing school includes written term papers. While each course and instructor may have different content and format requirements for specialty area papers, certain standards and scholarly expectations exist.

Students are expected to incorporate the basic skills into their writing:

1. Able to use correct grammar and spelling in writing assignments.
2. Able to write complete thoughts using appropriate sentence structure and form.
3. Able to clearly express thoughts and feelings in writing.
4. Able to write a paper using the elements of an introduction, body, and conclusion.
5. Able to identify and summarize key concepts or issues based on readings.
6. Able to understand the difference between paraphrasing, citing, and plagiarizing.
7. Able to apply library/internet skills to find and identify appropriate sources for nursing.

Other Requirements:

- Students are expected to use the current edition of the *Publication Manual of the American Psychological Association (APA)* for reference citations and all outline and bibliographic format issues. This is a standard form for many publications, and the student should become well versed in its use. Exceptions are made when the student is writing for a publication that uses a different format.
- Papers must be word processed and should be carefully edited and proofread prior to submission. Always keep a personal copy of submitted materials.

- Any class work and papers written for one course are not acceptable for meeting the requirements of another course. Students who wish to study different perspectives of a single topic in different courses should first seek approval from the course instructors.

Issues of academic property and proper acknowledgement of the work of others are an underlying theme in written work. Students are expected to cite sources properly. Refer to <http://libguides.health.unm.edu/content.php?pid=191251> for resources on citing sources properly (click on the APA tab) and literature search skills (click on the Research Skills Tutorials tab).

## Chapter 6: PRE-LICENSURE BSN OPTIONS

### Learning Outcomes

The graduates of the Baccalaureate in Nursing program will:

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

### Program of Study (POS)

The Pre-Licensure BSN Options are accelerated, full-time program of study completed in 20 consecutive months. The program of study is divided into five levels. Each level builds on the previous level.

The total credits required for the Pre-Licensure BSN Option is a minimum of 122 credits. To achieve a BSN degree from UNM, 30 credit hours must be completed at UNM. Reference **Appendix H** for Pre-Licensure BSN Program of Study.

The information age, technological advances, an aging populace, and the growing inability to meet the health needs of our society dictate the need for change in health sciences education. The curriculum represents a paradigm shift in nursing education. In the process of development, the faculty sought input and direction from national health reports, professional nursing organizations, and faculty from throughout the state. The following highlights the intention of the curriculum:

- A shift from a specialty or medical-based curriculum to a concept-based approach
- Incidence and prevalence used to make exemplar decisions

- Flexibility in clinical options based on geographical, clinical, and faculty availability, student's interests and needs
- Clinical experiences independent from didactic courses
- Simulation experiences to provide a safe learning environment and to assure competency in high risk, low volume, and/or high impact scenarios.

Clinical experience progresses from fundamentals through health promotion, chronic, acute, complex and integrative care. Clinical rotations are based in the community and in-patient settings, as well as simulation and public health experiences. Clients are individuals across the lifespan, families and communities.

## **Features of the Undergraduate Curriculum**

### **Concept-Based Curriculum**

Concepts provide the foundation and structure the undergraduate curriculum. Three general groups of concepts have been developed:

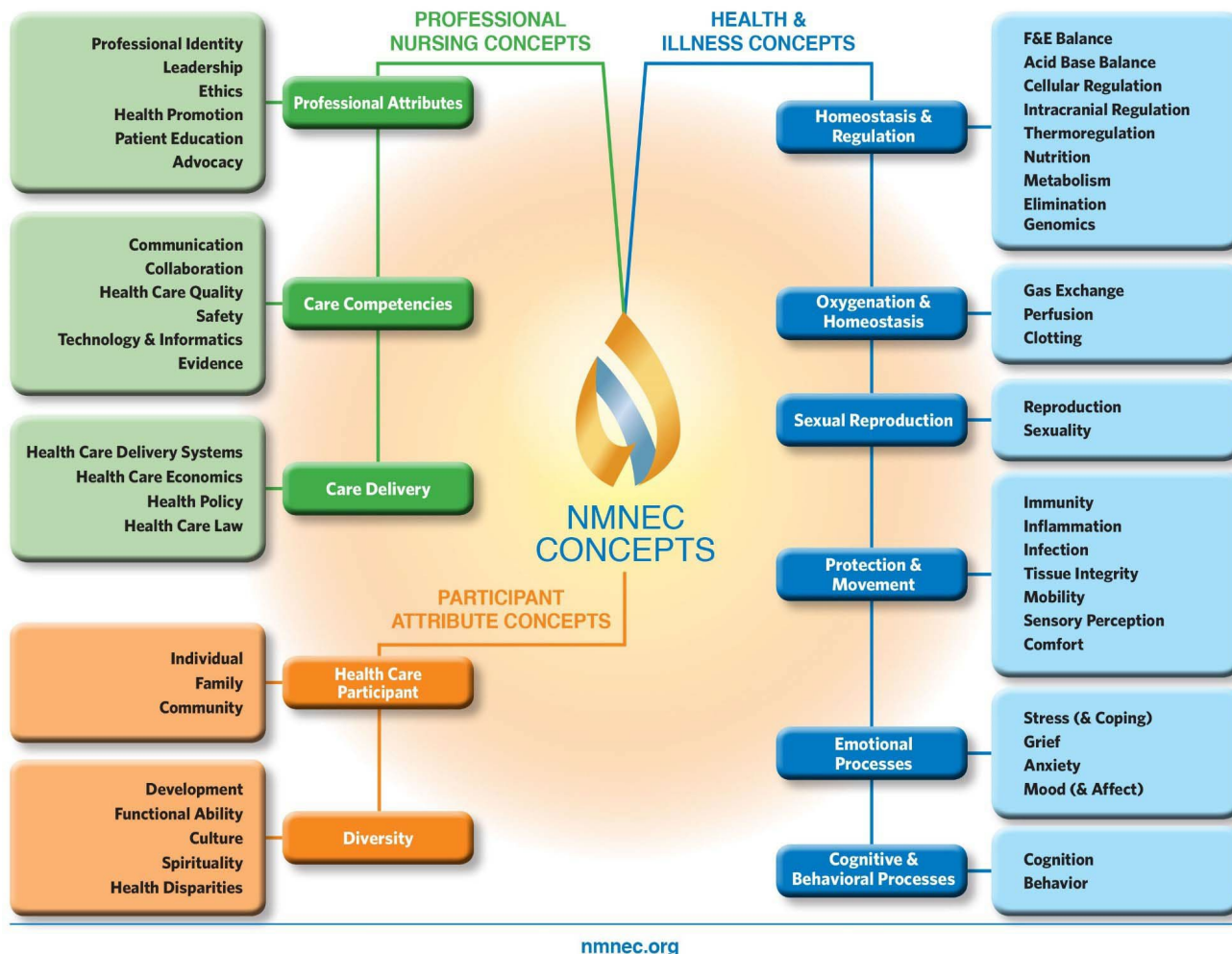
***Patient Attribute concepts,  
Professional Nursing concepts and  
the Health and Illness concepts.***

All concepts are throughout the curriculum; the context of application however, may vary.

Following is a list of the concepts suggested by NMNEC, and have been approved by the College of Nursing faculty.

### **CON/NMNEC Curricular Maps**

The UNM College of Nursing Pre-Licensure Curricular Map outlines the level, course and concepts with their exemplars and population of placement in **Appendix A**.



## **Electives**

All UNM undergraduate students are required to complete 6 credit hours of electives. Refer to [Chapter 5: General Nursing Student Requirements](#) of this handbook for more information.

## **Grade Requirements**

The UNM CON follows the Pre-Licensure program NMNEC progression policy as follows:

### **Level 1:**

- One course failure/withdrawal – Dismissed from program; must reapply for readmission to program.
- Two course failures/withdrawals – dismissed from program; may reapply after two years.

### **Levels 2, 3, 4, 5:**

- Second course failure/withdrawal – dismissed from program and may

reapply after two years.

- This policy applies to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs.

\* This policy does not apply to course failures for pre-requisite (non-NMNC) courses.

The passing grade for all NMNEC nursing courses is "C" or 77%. Students who do not earn a grade of "C" (77%) or better in any NMNEC Nursing course within the nursing program or who withdraw from a course are not allowed to progress. Prior to repeating a nursing course, the student's record is reviewed by the academic advisor and the student must submit a petition letter to the Undergraduate Student Progression Committee requesting to repeat the course. This Committee considers the petition, and if approved, decides on a progression plan. Students who do not earn a grade of "C" (77%) or better in any Nursing course within the NMNEC nursing program on the second attempt or who withdraw from any two NMNEC nursing courses are disenrolled from the College of Nursing. They may reapply after 2 years.

Students who fail/withdraw from two courses and are being disenrolled from the CON may petition for consideration of an exception to the progression policy for extenuating circumstances. The process for initiating this petition is as follows:

1. The non-progressing student will notify their academic advisor of their intention to submit a petition;
2. The academic advisor will work with the student to formulate their petition letter explaining the circumstances that are the basis of the petition, and a plan for future success should the petition be granted;
3. The advisor will forward the petition to the pre-licensure undergraduate program director, the appropriate level coordinator, and the student success faculty for review by the Undergraduate Student Success Committee.

### **Honors Program**

This program is currently under revision.

### **Independent Study**

The CON offers an option for independent study.

- Independent study courses have variable 1 to 3 credit hours;
- The course numbers are 397, 397, and 497.

Refer to [Chapter 5: General Nursing Student Requirements](#) of this handbook for more information.

### **Professional Documentation**

All Pre-Licensure BSN students enrolled in courses are responsible for providing and maintaining current professional documentation.

- Current records are required to begin each term and to attend clinical.

- Failure to maintain records may result in disenrollment.
- Students may lose their slot to someone else if their immunizations and Professional Documentation is incomplete.

**Students are responsible to keep documentation updated by the first day of each term to prevent non-progression.** All documentation and immunizations must be current for the duration of the entire term; students will not be allowed to begin a clinical course if any requirements will expire during the term schedule.

**\*Albuquerque and Rio Rancho Pre-Licensure students** see a complete list of requirements concerning immunizations and certifications [here](#).

**\* NMNEC ADN/BSN Co-Enrolled Students** must meet the Professional Documentation Requirements for both their home school and the UNM CON. Documentation must be current at the start of the BSN Level 5 and throughout the entire level.

## Student Progression

### Definition of Terms

- **Progressing:** Full-time students who are successfully completing core and clinical courses as planned in the program of study.
- **Part-Time Progressing:** Students who are enrolled, with permission of the CON Dean, in a segment of a term and are successfully completing courses as planned in their individualized program of study. Only students with pre-approved programs of study may progress on a part-term basis in the Pre-Licensure baccalaureate program. This status would include students repeating courses after a course failure who have submitted a petition and have an approved progression plan.
- **Failing:** Students who have failed a core or clinical course and need to repeat this course prior to progressing to the next term on a space available basis.
- **Non-Current:** Students who have stopped attending UNM for one or more regular terms.
- **Leave-of-Absence:** Students who have informed the CON advisement office that they will not be taking any courses the current semester. Students are allowed to be in this status for two terms. If students do not register for the third semester, they will be dropped from the program and must reapply on return. See withdrawal policy. Reentry will be on a space available basis.

- **Non-Progressing:** Students who are not enrolled in nursing courses, nursing prerequisites, or electives.

### **Student Evaluation and Progression**

1. The UNM College of Nursing requires that students earn a course grade of  $\geq 77\%$  to pass all courses.
2. In courses with a clinical/lab component, a student must pass the clinical/lab component as reflected in the clinical/lab rubric (P/F) in order to pass the course. The student must have a minimum of 'satisfactory' in all course objectives/competencies in order to pass the course. A clinical failure will be recorded as an 'F' as the final course grade and the student has failed the course regardless of whether the overall course grade earned was  $\geq 77\%$ .
3. Safe administration of medications is required in all clinical courses. Inability to administer medications for any reason, including failure of the dosage calculation exams is grounds for failure of the clinical course. A dosage calculation exam weighted as 10% of the overall course grade is given every term. Students must pass the calculation exam with a score of at least 90% to demonstrate competency. Students may retake the exam twice and must achieve a score of 90% in order to successfully meet the course requirements. While attempting to meet this competency, no medication administration may be performed in the clinical setting without the permission and direct supervision of the clinical instructor. Failure to achieve a score of 90% by the third exam will result in immediate failure of the course. If the student was required to retake the exam in order to achieve 90%, a score of 90% will be used to calculate that component of the overall course grade. This content is not taught during class time, and it is the responsibility of the student to use the required and recommended dosage calculation resources, including any workshops offered by the Student Success Team.
4. Standardized exams and educational resources are used in the nursing program to help assess student academic progress, facilitate remediation, prepare for professional licensure, and predict NCLEX-RN® exam success. Standardized specialty exams are administered in each level in assigned courses and contribute to the course grade. A student who fails to achieve an identified benchmark score must complete required remediation and show evidence of such completion before sitting for a retake exam. Students who fail to reach the benchmark on the first exam attempt and do not take the scheduled second attempt, will receive a grade of zero for that grading component in the course.
5. Completion of a live NCLEX Review Course (i.e. Kaplan, ATI) as scheduled and hosted by the UNM CON, or an approved equivalent product hosted by a NMNEC partnering school is **required of all Level 5 students.** Students will be required to pay approximately one-half of the discounted cost of the course (announced at beginning of term), while the CON covers the remaining cost. **Students are required to attend/complete all sessions and activities of this course as a**

**requirement for program completion and graduation.** This course may be scheduled during the week following the scheduled end of term.

6. In Level 5 (NURS 4510 Concept Synthesis) students are required to take a standardized NCLEX-RN readiness (exit) exam. This exam will be weighted as 20% of the overall course grade. The specific testing product and benchmark score will be announced prior to the first exam date.

Completion of a practice exam and other assigned preparation is required prior to taking the readiness (exit) exam (evidence of preparation will be required to be submitted by an assigned due date). Students who meet the benchmark score on the first attempt, will earn a grade of 100% for that component of the course grade. Students who do not achieve the designated benchmark score on the first attempt may take a second version of the exam and will be required to complete assigned remediation (and submit evidence of completion of remediation) prior to retaking the readiness (exit) exam. If a student achieves the benchmark score on the second exam, the earned grade component will be 100%. If a student scores less than the benchmark score on the first exam and does not take the second exam (without prior approval from the course coordinator and student success coordinator), the exam grade in the course will be zero and the student will fail to meet the requirements of NURS 4510 and the requirements to graduate from the Program.

7. Any student not achieving the designated benchmark score on either the first or second readiness (exit) exam will not meet the requirements of the NURS 4510 Concept Synthesis course and the requirements to graduate. A student will be eligible to receive a grade of Incomplete in NURS 4510 Concept Synthesis if they meet all other course requirements including:
  - a. achievement an overall course grade of  $\geq 77\%$ , excluding the exit readiness exam,
  - b. full completion of the required live NCLEX Review Course (as detailed in the NURS4510 course syllabus), as scheduled by UNM CON (or an equivalent course approved in advance by the UNM CON Undergraduate Program Director).

**Failure to complete the live NCLEX Review Course in its entirety will result in an Incomplete grade being changed to a course Failure.**

8. A student who qualifies for a grade of Incomplete in NURS 4510, as described above, may retake the readiness (exit) exam after completing a remediation plan designed in collaboration with the Student Success Coach and Coordinator, and approved by the Undergraduate Program Director. The student may retake the readiness (exit) exam after remediation is completed, no sooner than 3 weeks from the date of the second exam. A student who is not successful on the third testing attempt will be required to complete a content review-based remediation plan developed by the CON Student Success Program. Successful completion of this plan is required before a fourth readiness (exit) exam can be attempted. Students not successful on a fourth attempt may be required to purchase and complete a content review-based remediation product. All remediation course and readiness



(exit) exam retake expenses are the responsibility of the student. All retake exams will be scheduled by the CON on specified date/times based on availability of testing space, IT support personnel, and approved proctors. The CON will provide available date/time selections to students prior to scheduling.

9. When a student with a grade of Incomplete in NURS 4510 achieves the benchmark score on the readiness (exit) exam, the assigned score for that exam will be 77% for the NURS 4510 course grade component. Any student who is unsuccessful in achieving the benchmark score on the readiness (exit) exam after five (5) attempts, or within twelve (12) months of the assignment of the Incomplete grade, will fail NURS 4510. If this is the student's first failure in the Program, they may petition to repeat the course as set forth in the Undergraduate Nursing Student Handbook.
10. Unsafe, aberrant, or impaired behavior in the didactic, lab, or clinical setting is grounds for removal from the setting and for potential immediate failure.
11. After a course failure, the student must submit a petition letter to the Undergraduate Student Progression Committee requesting to repeat the course. This Committee considers the petition, and if approved, decides on a progression plan (which does not guarantee placement in clinical even if the petition is approved). Subsequent progression of the student follows the Policy for Enrollment in the CON Clinical Courses set forth below.
12. All students receiving a grade of less than a "C" or withdraws in any two required nursing courses and are not allowed to continue in the College of Nursing are entitled to file a petition for an exception to the progression policy as described above. However, students will not be allowed to enroll in any Nursing classes until the exception process is final.
13. Students who have failed a course may only re-enroll in the course AFTER the failing grade is officially recorded on the student's record. This process may NOT be started prior to the posting of the grade. Likewise, students who have received an Incomplete in a course or withdraw may only re-enroll in the course AFTER the Incomplete or Withdraw grade is officially recorded on the student's record. This process may NOT be started prior to the posting of the grade.

## **Chapter 7: RN to BSN COMPLETION OPTION**

### **Learning Outcomes**

The graduates of the Baccalaureate in Nursing (BSN) program will:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principals of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver nursing care that is evidence based.

4. Demonstrate leadership behaviors through the application of policies that apply to health care delivery.
5. Engage in effective inter-professional collaboration in the delivery of health care for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

### **RN to BSN Degree Completion Option**

This option is available to nurses with a valid RN license and a previous Associate Degree in Nursing or hospital diploma degree.

- Students must meet the UNM Core Curriculum requirements to graduate.
- The RN to BSN Option is an online program with the exception of the final synthesis course. This course has an applied practice component generally performed in the student's workplace. This is an administrative activity, not clinical care.
- The total program of study is a minimum of 120 credits.
- Courses may be taken on a full time or part time basis.

For more programs offered at the CON see [Chapter 1: CON Program Offerings](#).

### **Features of the RN to BSN Curriculum**

The completion track is 24 hours in nine upper division courses.

- Courses are offered during the first and second 8-weeks of each Spring and Fall term, as well as during the Summer term. This allows students to progress through the curriculum in four terms when focusing on three credit hours at a time, three credits per 8 weeks.
- Terms run fall, spring and summer.
- Prior college course work can be transferred where appropriate.
- See **Appendix H** for RN-BSN Program of Study.

### **Electives**

All UNM undergraduate students are required to complete 6 credit hours of upper division electives. Refer to [Chapter 5: General Nursing Student Requirements](#) of this handbook for more information.

### **Grade Requirements**

The passing grade in all Nursing courses is "C" or 77%.

- Students who do not earn a passing grade in a required upper division nursing course must repeat the course.
- Students who do not earn a passing grade in a total of 2 division nursing classes or do not earn a passing grade on the second attempt of a previously failed course are **disenrolled from the CON**.
- Disenrolled students may reapply to the CON after 2 years. Seek advisement with the CON Student Advisement Office RN to BSN student advisor.
- All students earning a grade of less than "C" in any two required nursing courses are entitled to file an exception to the policy. However, students will

not be allowed to enroll in any nursing classes until the exception process is final. Seek advisement in CON Student Advisement Office.

### **Fieldwork Experience**

The final Nursing class, NURS 410 Foundation of Leading Change and Advancing Health, is a combination of clinical (2 credit) and didactic (1 credit). This course focuses on the synthesis of knowledge and skills learned throughout the program, and their application to practice, to ensure attainment of the Essentials of Baccalaureate Education for Professional Nursing Practice. It is a combination of activities conducted in place of employment and then applied to on-line work, involving the development of a quality improvement project proposal. To successfully complete a meaningful project proposal, students will collaborate with their current work environment. Students will complete 2-3 key informant interviews, and at the end of the course, present a project proposal poster to their manager/director and other key stakeholders. If students are not currently working as a nurse, it is their responsibility to find an appropriate work environment willing to collaborate with them on this project proposal. Students must be sure that they can meet this requirement before registering for NURS 410.

### **Professional Documentation**

In addition to a current, unencumbered nursing license (RN) in the United States, all RN to BSN students are responsible for completion of UNM on-line training modules by the end of their first seven-week term, to be taken through UNM Learning Central. Proof of license and certificates of completion must be submitted to the RN to BSN Program Coordinator.

1. Non-UNMH Employees (4 total)
  - a. Bloodborne Pathogen Training for HSC 2019 (HSC 1982)
  - b. Infection Prevention and Control Best Practices for HSC 2019 (HSC 1984)
  - c. HIPAA and HITECH Training
  - d. HIPAA Security Training
2. UNMH Employees (3 Total)
  - a. Infection Control Training (CLT 1904)
  - b. HIPAA and HITECH Training
  - c. HIPAA Security Training

These online courses must be taken through UNM Learning Central:

<https://learningcentral.unm.edu/>

Professional documentation must also be current and on file with the Program Coordinator before taking NURS 410.

NOTE: Recent graduates have 14 weeks from start of the program to show proof of licensure.

## Student Progression

### Definition of Terms

- **Full-time Progressing:** Students who are successfully completing courses as planned in the program of study and taking 12 or more credit hours per term.
- **Part-Time Progressing:** Students who are enrolled on a part-time basis and who are successfully completing six credits per term.
- **Leave-of-Absence:** Students who have **informed the CON Advisement office** that they will not be taking any courses during a particular semester/term.
  - Students are allowed to be in this status for two terms.
  - If students do not register for the third term, they will be dropped from the program. See Course Withdrawal below.
  - Students must reapply to UNM and to the CON if they wish to return.
  - Accepted returning students may be held to policy and program requirements in place at the time of reentry.
- **Non-Progressing:** Students who are not enrolled in nursing courses, nursing prerequisites, or electives for three consecutive terms.

### Student Evaluation and Progression

- Nursing 301 Professional Communication and Nursing 302 Advancement of Professional Nursing are the prerequisites to all other upper-division nursing courses.
- Students may not progress if these courses are not successfully completed.
- A grade of C (77%) or better is needed in all courses for progression.

# APPENDICES

## Appendix A Pre-Licensure Curricular Map

The following table outlines the level, course and concepts with their exemplars and population of placement.

| Curriculum Map | Course  | Course Description   | Concepts                   | Exemplars                     | Population          |
|----------------|---|--|----------------------------|-------------------------------|---------------------|
| Level<br>1     | <b>Introduction to Nursing Concepts</b><br><u>NMNC 3110</u> | This course introduces the nursing student to the concepts of nursing practice and conceptual learning.  |                            | Team Based Learning           | Life Span           |
|                |   |  | Professional Identity      | Nursing Process               |                     |
|                |   |  |                            | Caring                        |                     |
|                |   |  |                            | Clinical judgement/reasoning  |                     |
|                |   |  |                            | Nursing History               |                     |
|                |   |  | Safety                     | QSEN                          |                     |
|                |   |  |                            | National Patient Safety Goals |                     |
|                |   |  | Health Care Law            | HIPAA                         |                     |
|                |   |  |                            | Nurse Practice Act            |                     |
|                |   |  | Genomics                   | Cystic Fibrosis               | Peds                |
| Level<br>1     | <b>Evidence-Based Practice</b><br><u>NMNC 3120</u>          | The focus of this course is the principles of evidence-based nursing practice. It includes the identification of clinical practice problems, the evaluation of available evidence, and the integration of evidence with clinical expertise and patient | Technology and Informatics | Library Searches              | Across the lifespan |
|                |   |  |                            | Consumer Health Informatics   |                     |
|                |   |  |                            | Pulse Oximetry                |                     |
|                |   |  | Evidence                   | Qualitative Research          |                     |
|                |   |  |                            | Quantitative Research         |                     |

| Curriculum Map | Course  | Course Description  | Concepts                      | Exemplars                                       | Population          |
|----------------|---|---|-------------------------------|---|---------------------|
|                |   | preferences in application to practice.   |                               | Practice Guidelines                             |                     |
|                |   |   |                               | Expert Opinion (Healthy People 2020)            |                     |
|                |   |   |                               | Legal and ethical issues                        |                     |
|                |   |   |                               | Application of research to patient care         |                     |
| Level 1        | <b>Principles of Nursing Practice</b><br><u>NMNC 3135</u> | This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions, including accurate calculation, measurement, and administration of medications will be included. | Communication                 | Therapeutic communication                       | Across the lifespan |
|                |   |   |                               | SBAR  |                     |
|                |   |   |                               | Documentation                                   |                     |
|                |   |   |                               | Lateral Violence                                |                     |
|                |   |   |                               | Conflict resolution                             |                     |
|                |   |   | Application of Concepts       | Skills  |                     |
| Level 2        | <b>Health and Illness Concepts I</b><br><u>NMNC 3210</u>  | This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement, and emotional processes.  | Fluid and Electrolyte Balance | Renal Failure, acute & chronic DRG 28, HCUP 38  | Adult               |
|                |   |   |                               | Fluid volume deficit                            | Peds                |
|                |   |   | Thermoregulation              | Hypothermia, exposure                           | Life Span           |
|                |   |   |                               | Hyperthermia, environmental vs. disease process |                     |
|                |   |   | Nutrition                     | Obesity   | Peds and Adult      |
|                |   |   |                               | Malnutrition                                    | Elders              |
|                |   |   | Elimination                   | Bladder incontinence/retention                  | Elders              |
|                |   |   |                               | Bowel incontinence and constipation             | Life Span           |

| Curriculum Map | Course                                      | Course Description  | Concepts           | Exemplars                                       | Population                   |
|----------------|---|---|--------------------|---|------------------------------|
|                |   |   | Reproduction       | Family Planning/Contraception                   | Child bearing family         |
|                |   |   |                    | Preconception & Antepartum Health Promotion     |                              |
|                |   |   |                    | Intrapartum & Birth Overview                    |                              |
|                |   |   |                    | Postpartum Health Promotion                     |                              |
|                |   |   |                    | Newborn Nutrition and Health Promotion          |                              |
|                |   |   | Sexuality          | Sexual Health                                   | Life Span                    |
|                |   |   |                    | STI's   |                              |
|                |   |   | Immunity           | SLE   | Adult                        |
|                |   |   |                    | HIV   |                              |
|                |   |   | Sensory/Perception | Nursing Care of People with Hearing loss        | Elders                       |
|                |   |   |                    | Nursing care of people with impaired vision     |                              |
|                |   |   |                    | Nursing care of people with sensory dysfunction |                              |
|                |   |   | Stress and Coping  | Effective coping                                | Peds and Adults              |
|                |   |   |                    | Maladaptive coping strategies                   |                              |
|                |   |   |                    | PTSD  | Veterans                     |
|                |   |   | Anxiety            | Anxiety continuum, including panic              | Life Span                    |
| Level 2        | Health Care Participant<br><u>NMNC 3220</u> | This course introduces the nursing student to the attributes of the health care | Individual         | Patient Centered Care                           | General: Across the lifespan |
|                |   |   | Family             | Family Assessment                               |                              |



| Curriculum Map | Course | Course Description                                      | Concepts                | Exemplars  | Population |
|----------------|--------|---|-------------------------|--|------------|
|                |        | participant as an individual, a family, or a community. |                         | Family Centered Care   |            |
|                |        |   | Community               | Population health  |            |
|                |        |   |                         | Disaster preparedness  |            |
|                |        |   |                         | Vulnerable populations   |            |
|                |        |   |                         | Environmental health assessment  |            |
|                |        |   | Development             | Developmental assessment--e.g. Denver  |            |
|                |        |   |                         | Developmental implications of patient education                              |            |
|                |        |   |                         | Nursing implications of individual developmental stages                      |            |
|                |        |   | Functional Ability      | Functional assessment of elders and children                                 |            |
|                |        |   | Culture                 | Cultural competence  |            |
|                |        |   |                         | Cultural self-awareness  |            |
|                |        |   |                         | NM cultures, especially Anglo, Hispanic, Native American, (Military Culture) |            |
|                |        |   | Spirituality            | Spiritual beliefs and relationship to health and illness                     |            |
|                |        |   |                         | Spiritual needs assessment   |            |
|                |        |   | Health Care Disparities | Social determinants of health  |            |
|                |        |   |                         | NM health disparities  |            |
|                |        |   |                         | US and global health disparities   |            |
|                |        |   |                         | Health disparities in local community  |            |
|                |        |   |                         | Social justice/health care equity  |            |

| Curriculum Map | Course   | Course Description  | Concepts                         | Exemplars   | Population          |
|----------------|--|---|----------------------------------|---|---------------------|
| Level<br>2     | <b>Nursing Pharmacology</b><br><u>NMNC 3230</u>            | This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.  | Apply to classes of medications: | Specific classes of medications (not all classes of meds)   | Across the lifespan |
|                |  |   | Classification                   |   |                     |
|                |  |   | Pharmacokinetics                 |   |                     |
|                |  |   | Pharmacodynamics                 |   |                     |
|                |  |   | Adverse effects                  |   |                     |
|                |  |   | Safety                           |   |                     |
|                |  |   | Developmental concerns           |   |                     |
|                |  |   | Legal and Ethical issues         |   |                     |
|                |  |   | Genetics & Meds                  |   |                     |
|                |  |   | Nursing Process                  |   |                     |
| Level<br>2     | <b>Assessment and Health Promotion</b><br><u>NMNC 3232</u> | This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory and/or clinical settings. | Health Promotion                 | <b>Peds:</b> Immunization, Obesity<br><b>Adults:</b> Exercise education<br><b>Peds:</b> Developmental screening<br><b>Adults:</b> Hypertension, BMI, Cancer screening | As indicated        |
|                |  |   |                                  | <b>Peds:</b> Chronic disease management<br><b>Adults:</b> Medication Adherence, Smoking Cessation   |                     |
|                |  |   | Patient Education                | Health literacy   |                     |
|                |  |   |                                  | Teaching/ learning principles   |                     |
|                |  |   |                                  | Motivation and readiness to change  |                     |
|                |  |   |                                  |   |                     |

| Curriculum Map | Course  | Course Description  | Concepts             | Exemplars                            | Population                |
|----------------|---|---|----------------------|--------------------------------------|---------------------------|
| Level<br>3     | <b>Health and Illness Concepts II</b><br><u>NMNC 4310</u> | This course will cover health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and behavior processes. | Gas Exchange         | Atelectasis                          | Life Span                 |
|                |   |   |                      | COPD                                 | Elders                    |
|                |   |   |                      | Asthma                               | Pediatric                 |
|                |   |   |                      | Pneumonia                            | Life Span                 |
|                |   |   | Metabolic Regulation | Diabetes Mellitus                    | Across the lifespan       |
|                |   |   |                      | Thyroid Dysfunction                  |                           |
|                |   |   |                      | Exogenous adrenocortical dysfunction |                           |
|                |   |   | Inflammation         | Acute inflammation                   | Across the lifespan       |
|                |   |   |                      | Inflammatory Bowel Disease           | Adult                     |
|                |   |   | Tissue Integrity     | Pressure Ulcers                      | Elders                    |
|                |   |   |                      | Cutaneous traumas                    | Adolescents               |
|                |   |   |                      | Surgical incisions                   | Across the lifespan       |
|                |   |   | Mobility             | Spinal cord injury/defects           | Military                  |
|                |   |   |                      | Skeletal traumas                     | Adolescents, young adults |
|                |   |   | Comfort              | Pain                                 | Across the lifespan       |
|                |   |   |                      | Nausea                               |                           |
|                |   |   | Mood and Affect      | Suicide                              | Across the lifespan       |
|                |   |   |                      | Depression                           |                           |
|                |   |   |                      | Mania                                |                           |

| Curriculum Map | Course   | Course Description  | Concepts            | Exemplars   | Population          |
|----------------|--|---|---------------------|---|---------------------|
|                |  |   | Grief               | End of Life   | Across the lifespan |
| Level<br>3     | <b>Professional Nursing Concepts I</b><br><u>NMNC 4320</u> | This course covers foundational concepts for professional development, including selected professional attributes and care competencies.  | Ethics              | ANA Code of Ethics  |                     |
|                |  |   | Leadership          | Delegation  |                     |
|                |  |   |                     | Change Management   |                     |
|                |  |   |                     | Team Building   |                     |
|                |  |   |                     | Negotiation   |                     |
|                |  |   | Collaboration       | Nurse-Patient: Discharge Planning   |                     |
|                |  |   |                     | Nurse-Nurse: Implementing a plan to improve statistics on patient falls   |                     |
|                |  |   |                     | Nurse-Interprofessional: Care conference  |                     |
|                |  |   |                     | Nurse-Interorganizational: Working on the state nurse practice act to ensure nurses have the authority to practices at their level of training. |                     |
|                |  |   | Advocacy            | Informed Consent  |                     |
|                |  |   |                     | Patient Bill of Rights  |                     |
|                |  |   |                     | Chain of Command  |                     |
|                |  |   |                     |   |                     |
| Level<br>4     | <b>Health and Illness Concepts III</b><br><u>NMNC 4410</u> | This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, | Cellular Regulation | Breast Cancer   | Women               |
|                |  |   |                     | Colon Cancer  | Across the lifespan |
|                |  |   | Acid Base Balance   | Respiratory acidosis  | Across the lifespan |
|                |  |   |                     | Metabolic acidosis  |                     |

| Curriculum Map | Course | Course Description                            | Concepts                | Exemplars                                   | Population          |
|----------------|--------|---|-------------------------|---|---------------------|
|                |        | protection/movement, and emotional processes. |                         | Acidosis Compensation                       |                     |
|                |        |   | Intracranial Regulation | CVA   | Elders              |
|                |        |   |                         | Traumatic Brain Injury                      | Across the lifespan |
|                |        |   |                         | Seizures                                    | Pediatrics          |
|                |        |   | Clotting                | VTE   | Elders              |
|                |        |   |                         | DIC   | Across the lifespan |
|                |        |   | Infection               | Sepsis                                      | Across the lifespan |
|                |        |   |                         | RSV   | Pediatrics          |
|                |        |   |                         | UTI   | Elders              |
|                |        |   |                         | Cellulitis                                  | Across the lifespan |
|                |        |   |                         | MRSA  | Across the lifespan |
|                |        |   | Perfusion               | Heart Failure                               | Adults, Elders      |
|                |        |   |                         | Acute Coronary Syndrome                     |                     |
|                |        |   |                         | Hypertension                                |                     |
|                |        |   | Cognition               | Intellectual and Developmental Disabilities | Peds                |
|                |        |   |                         | Delirium/ Dementia                          | Elders              |
|                |        |   |                         | Alzheimer's                                 |                     |
|                |        |   |                         | Psychosis                                   | Adults              |

| Curriculum Map | Course  | Course Description   | Concepts                               | Exemplars   | Population          |
|----------------|---|--|--|---|---------------------|
|                |   |  | Behavior                               | Addictive behaviors                                     | Adolescents/Adults  |
|                |   |  |  | Violence behaviors/ child & elder abuse                 | Peds/Elders         |
| Level 5        | <b>Concept Synthesis</b><br><u>NMNC 4510</u>        | This course will focus on the synthesis of curricular concepts in the care of complex patients | Application of all curricular concepts | 1. Shock  |                     |
|                |   |  |  | 2. Multisystem problems                                 |                     |
|                |   |  |  | 3. Sepsis   |                     |
|                |   |  |  | 4. Burns  |                     |
|                |   |  |  | 5. Respiratory failure                                  |                     |
|                |   |  |  | 6. Liver Disease  |                     |
|                |   |  |  | 7. In-depth family/community problems                   |                     |
|                |   |  |  | 8. Problems across healthcare settings                  |                     |
| Level 5        | <b>Professional Concepts II</b><br><u>NMNC 4520</u> | This course covers policy concepts for professional nursing.                                   | Health Care Quality                    | Magnet designation                                      | Across the lifespan |
|                |   |  |  | TQI/CQI   |                     |
|                |   |  |  | Root Cause Analyses                                     |                     |
|                |   |  |  | PDSA  |                     |
|                |   |  |  | Core Measures   |                     |
|                |   |  | Health Care Delivery system            | Use local agency organizations                          |                     |
|                |   |  |  | Private vs Public vs Specialized mission (i.e. VA, IHS) |                     |

| Curriculum Map | Course | Course Description | Concepts              | Exemplars  | Population |
|----------------|--------|--------------------|-----------------------|--|------------|
|                |        |                    | Health Care Economics | Financing access: PPACA, Medicare, Medicaid, Private & public insurance                                    |            |
|                |        |                    |                       | Pay for performance  |            |
|                |        |                    |                       | Cost of patient care episode - different financing, facility   |            |
|                |        |                    | Health Policy         | Agencies that set policy: CDC, NIH, IOM, OSHA, CMS, WHO, RWJF  |            |
|                |        |                    |                       | Policies: HP 2020, Future of Nursing, State regulations for the immunization of children in public schools |            |

## Appendix B

### College of Nursing Student Rights and Responsibilities

| You have the right to...  | You have the RESPONSIBILITY to...  |
|---|--|
| Be treated with respect and professionalism.  | Interact with instructors, staff and peers, either in person, by phone or e-mail, in a respectful, professional, and constructive manner.  |
| Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course. | <p>Read the syllabus, comply with its guidelines for your performance in the course, and ask questions if anything in the syllabus seems unclear or unreasonable.</p> <p>Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.</p> <ul style="list-style-type: none"> <li>• Contact the Web resource assistants if unable to access the course syllabus during the FIRST week of a Web course.</li> <li>• If unable to access a Web course in the first week, contact the instructor by phone.</li> </ul> |
| Grading of your work that upholds the importance of excellence and is consistently applied to all students.   | <ul style="list-style-type: none"> <li>• Work diligently to fulfill assignment guidelines and grading criteria.</li> <li>• Complete course work as assigned and on time.</li> <li>• Use the available resources to improve the quality of your work as necessary.</li> <li>• Respond to the evaluation of your work in a civil manner, even if you do not agree.</li> </ul>  |
| A quality-learning environment that is conducive to your learning, comfort, and safety.   | <p>Contribute to a positive classroom learning environment by:</p> <ul style="list-style-type: none"> <li>• Silencing cell phones and pagers during class meetings (if you must respond to a page or call, leave the room);</li> <li>• Holding personal conversations of any sort outside of the classroom or during breaks;</li> <li>• Arriving on time for class meetings.</li> <li>• Contribute to a positive Web-based learning environment by observing "netiquette" rules as posted in the courses.</li> </ul>   |
| <i>During times of unforeseen personal emergency or crisis,</i>   | <ul style="list-style-type: none"> <li>• Attend all classes and clinical activities.</li> <li>• Be aware of and behave in accordance</li> </ul>  |



| You have the right to...   | You have the RESPONSIBILITY to...   |
|--|---|
| <p><i>which you have communicated responsibly to faculty, <b>reasonable</b> flexibility from instructors about attendance, deadlines, and other course policies.</i></p> | <p>with the instructor's guidelines in the syllabus for absences and other attendance requirements.</p> <ul style="list-style-type: none"> <li>• Contact the course/clinical instructor <b><i>in advance</i></b> if you are going to be absent or need special scheduling accommodations. <ul style="list-style-type: none"> <li>• <b>Consequences</b> of not contacting course/clinical instructor are the following: <ul style="list-style-type: none"> <li>○ The first no-show, no-notification or unexcused absence may be grounds for failure; a remarkable observation will be written to document the circumstances, and student will meet with the course coordinator/program director to determine course of action.</li> <li>○ Any subsequent no-show, no-notification or unexcused absence is grounds for immediate failure.</li> <li>○ Clinical make-up for unavoidable (excused) absences, as determined by the course coordinator will be assigned.</li> <li>○ Missing scheduled times compromises students' ability to demonstrate attainment of the clinical objectives required to pass the course.</li> </ul> </li> </ul> </li> <li>• Keep instructors informed about any emergency circumstances as soon as you become aware that they will affect your course work.</li> <li>• Anticipate nonemergency personal circumstances and make your own plans to avoid allowing them to affect your schoolwork and class attendance.</li> <li>• Take the initiative in arranging to "making up" any missed class by making your own arrangements to acquire the materials, announcements, and lecture content that were covered.</li> </ul> |

| You have the right to...   | You have the RESPONSIBILITY to...   |
|--|---|
| Expect faculty to be available for appointments.   | Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance.                      |
| Expect faculty to respond to email or phone messages within 2 working days unless students are otherwise notified about changes in faculty availability. For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.  | Include clear contact information with your messages.   |
| <p>Appeal any decisions made by an instructor by following UNM's established appeal process and chain of command.</p> <ul style="list-style-type: none"> <li>• You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances.</li> <li>• IN THE EVENT that discussion with the instructor does not result in resolution of the issue, you have the right to meet with the appropriate Concentration Coordinator.</li> <li>• IN THE EVENT that discussion with the Concentration Coordinator does not result in resolution of the issue, you have the right to meet with the appropriate Team Chair (Education or Practice).</li> <li>• IN THE EVENT that discussion with the Team Chair does not result in</li> </ul> | Behave in a professional and constructive manner when informing instructors that you would like them to reconsider a decision they have made. |

| You have the right to...  | You have the RESPONSIBILITY to... |
|---|-----------------------------------|
| <p>resolution of the issue, you have the right to meet with the Executive Associate Dean.</p> <ul style="list-style-type: none"> <li>• IN THE EVENT that discussion with the Executive Associate Dean does not result in resolution of the issue, you have the right to file a formal grievance in accordance with UNM policies (see Pathfinder for additional information).</li> </ul> |                                   |

## Appendix C

### Student Dress Code for Pre-Licensure BSN Option Clinical Courses\*\*

The UNM CON dress code is based in the reality that, as nurses, we are caring for a very diverse and often aging population. It is important that patients feel respected, safe, and comfortable. An overall appearance of neatness is key. Your clinical instructor's judgment and clinical agency policies must be respected.

#### Uniform

- ***Inpatient clinical:*** Approved style/color teal top and bottom purchased from the UNM HSC Bookstore only, with UNM CON patch sewn on the upper left chest. White (90% white) shoes or plain white leather tennis shoes, which must be kept polished and clean, are required. Clean, pressed white lab coat purchased/received at the White Coat Ceremony, with CON approved embroidery may be worn over the clinical uniform and to pick up patient assignments. **Do not wear jeans, leggings, jeggings, exercise attire, or shorts under a lab coat.**
- ***Community clinical & GEHM clinical:*** Navy or khaki slacks (Docker type – 4 pocket max, no cargo pants, no leggings or jeggings, clean & unstained). Closed toe flat shoes; clean, solid color (brown, tan or black). Collared polo shirt (white, red or navy) with the CON patch on left sleeve or CON approved embroidery on the left upper chest.

#### Accessories

- Jewelry should be kept to a minimum. Large, dangling ear hoops or necklaces are NOT appropriate. One pair of earrings ONLY, flat to the earlobe is acceptable. Rings with stones can tear gloves or patients' skin. Facial piercings are not appropriate for patient care. Medic alert bracelets are acceptable.
- Skin/flesh-tone plugs should be worn in ear gauges.
- Tattoos should be covered. A long white sleeve undergarment may be worn under scrub top to cover tattoos, a turtleneck may be necessary for some tattoos.

#### General Appearance

- Neat, tidy, and professional appearance at all times, including under lab coat.
- Fingernails must be cut short; no nail polish due to evidence-based practice standards. No false nails.
- No perfume.
- No chewing gum.
- Hair must be clean, restrained (not loose) and off the shoulders. No "neon"-color hair dye.
- Beards and mustaches are to be clean and neatly trimmed.
- The practice of good daily hygiene is expected.
- Check syllabus for specific clinical information regarding dress code.

**\*\*NOTE:** Students are also required to adhere to all dress codes required by the agencies and institutions where clinical experiences will be taking place. UNM CON is not responsible for placing students in particular agencies to meet a student's preference.

**Required Supplies for Inpatient Clinical**

- Stethoscope
- Penlight
- Hemostats
- Bandage scissors
- Analog watch

## Appendix D



### Professional Documentation Requirements for Pre-Licensure Nursing Students

#### STUDENT RESPONSIBILITIES

All pre-licensure nursing students are responsible for completing the requirements listed below. Students are also responsible for providing and maintaining current professional documentation uploaded into the myRecordTracker® system. Current records are required to attend clinical and failure to maintain these records may result in disenrollment.

**Be sure to start this process early** as some immunizations and certifications take time to complete.  
You may lose your spot in the program to someone else if your documentation is incomplete.

#### INSTRUCTIONS

1. Students will manage their professional documentation electronically using the myRecordTracker® system for a one-time fee of \$30.00. **Students will receive an email shortly after confirmation of admission** with instructions on how to access the system.
2. **Important Guidelines:**
  - a) The Student User Guide in myRecordTracker® provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before the 1<sup>st</sup> term starts.
  - b) Profiles must include university UNM/SALUD email addresses rather than personal ones. In the event a non-UNM email address is used to set up your account, please change the email address to your Salud email within the first week of the semester.
  - c) MyRecordTracker® provides scanning services if needed. Refer to the User Guide for Students. Allow at least 72 hours for a record to be uploaded.
  - d) The system will generate an email notification and will be sent to the student notifying them of requirements that will be expiring. Students are expected to keep documents current at all times while in the program.

#### PROFESSIONAL DOCUMENTATION CHECKLIST

The following six (6) professional documentation requirements must be completed and uploaded into the MyRecordTracker® system (see instructions above) prior to the **BSN Orientation**.

- ☐ **Student Health & Counseling Immunization Record Form** – Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. A complete list of required immunizations can be found online at: <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>

During your appointment, a SHAC nurse will authorize your immunization records and provide a signed UNM Immunization Record Form for you to provide to the CON. If necessary, the SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136.

➤ **Required Immunizations for CON Students:**

- Measles, Mumps, and Rubella (MMR)
- Tetanus-Diphtheria-Pertussis (TDaP)
- Varicella (Chickenpox)
- Hepatitis B Vaccination and Serological Testing
  - *Note regarding Hep B series:* Entering students are required to have at least the first two injections of the Hepatitis B series prior to starting clinical. Students are allowed to attend clinicals while their third dose and/or titer are in a pending status.
- Tuberculosis (TB) Screening
  - The CON requires annual TB screening.
- Seasonal Influenza
- COVID-19
  - Note regarding COVID-19 vaccination: All CON students are expected to have received the full vaccine series for COVID-19 or have received an approved UNM exemption to the vaccine as outlined on UNM's Bring Back the Pack website: <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>.
  - Students with an approved UNM exemption are required to provide weekly negative COVID-19 PCR testing every Friday by 12:00pm.

❑ **Urine Drug Screen (10 Panel)** – The CON has negotiated special student pricing (\$28 plus tax) at Any Lab Test Now facilities. Please refer to the Documents section of myRecordTracker® for the Test Form needed to complete your drug screen with the lowered rate.

❑ **BLS (Basic Life Support)** – Certification for HealthCare Providers (Adult, Child, & Infant) Certification to be completed through one of the following organizations: American Red Cross; American Heart Association; or American Health & Safety Institute. **Web only courses are not permissible.**

❑ **NM Caregivers Criminal History Screening – Annual update.**

To begin the process, email the following four items to [HSC-CON-Placements@salud.unm.edu](mailto:HSC-CON-Placements@salud.unm.edu) and a Clinical Affairs staff member will provide the next steps. Please include a note in this email that you are an **incoming BSN nursing student**. Screening to be completed annually.

1. Clear copy of your driver's license (text must be legible)
2. Name of the state you were born in or country if outside the USA
3. Phone number
4. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)  
Note: If you are uncomfortable providing your SSN or ITIN over email, please request a call back from a staff member to provide this information over the phone or schedule a time to meet in person.

❑ **Consent to Release Personally Identifiable Information Form** – Form located in the Documents section of myRecordTracker®. This form pertains to participation in clinical experiences.

❑ **N95 Respirator Training and Fitting**

1. Complete the *N95 Respirator Medical Evaluation Questionnaire* form found in the Documents section of myRecordTracker® and bring this with you to your SHAC appointment or upload via your SHAC Health Portal. A SHAC nurse will sign and return the Air Contaminant Evaluation form to you. Keep this form for your N95 Respirator fitting as **you**

will not be able to do the fit test if you do not have the signed medical form from the SHAC nurse.

2. Respirator fit tests are to be completed at UNM's Environmental Health & Safety (EHS) Department located at 1801 Tucker St. NE, Building 233 (north end of G-Lot). Appointments can be scheduled online at <https://ehs.unm.edu/laboratory-safety/respiratory-protection1.html>

Note: According to NIOSH, the “most important aspect of NIOSH-certified respirator’s performance will be how well it fits to the face and minimizes the degree of leakage around the face piece. This must be measured for each individual and their selected respirator.” Beards and other sorts of facial hair will break the seal of the respirator, which must have direct skin contact. Therefore, it is necessary to be clean shaven in order to be fitted for a protective respirator. **Facial hair must be clean shaven at least 10 hours prior to the fit test.**

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The additional two (2) professional documentation requirements listed below must be completed by **the first week of the semester** and uploaded into the myRecordTracker® system.

- ☐ **OSHA/Bloodborne Pathogens – Annual update.** External OSHA certificate can be accepted. Training can be completed online at: <https://learningcentral.health.unm.edu/learning/user/login.jsp> To locate training module in UNM’s Learning Central, search Catalog for “Bloodborne.”
- ☐ **UNM HIPAA Trainings – Annual update.** More frequent updates may be required. Must be taken through UNM’s Learning Central. Log on to <https://learningcentral.health.unm.edu/learning/user/login.jsp> and both HIPAA trainings (HIPAA Security and HIPAA & HITECH) should be pre-loaded into your account.

*To print or access the PDF of the completion certificates for the OSHA and HIPAA trainings, go to “Learning History,” hover over the module name and then click on “Print Certificate” in the popup.*

*Note: If you are not a current UNM student, you will not be able to access Learning Central until you register for classes.*

#### **ADDITIONAL REQUIREMENTS for HSC NURSING STUDENTS**

- ☐ **VA Required Paperwork:**  
All incoming Level 1 HSC (Albuquerque-based) nursing students are required to complete paperwork to be appointed for clinical rotations at the VA Hospital. Once you have been admitted to the College of Nursing, a Clinical Affairs staff member will be in touch to provide the forms and additional instructions.

NOTE: VA paperwork is not required for incoming Level 1 Rio Rancho nursing students.



## ADDITIONAL INFORMATION

It is advised that students keep copies of all professional documentation for their own records. The CON will not make copies of documentation after it has been submitted. Students who lose their records will have to return to the original source to replace them or access them electronically via myRecordTracker®.

Some health facilities may impose additional professional documentation requirements. Students will be notified of any additional requirements prior to their clinical rotation.

**Early submission of the above documents are encouraged and gladly accepted!**

Please direct any questions to the Clinical Affairs Office:

[HSC-CON-Placement@salud.unm.edu](mailto:HSC-CON-Placement@salud.unm.edu) or 505-272-4542

Office located on the 3<sup>rd</sup> floor of the Nursing/Pharmacology Building in room 356

## **Appendix E**

### **Essential Qualifications for Undergraduate Progression and Graduation**

The University of New Mexico College of Nursing Bachelor of Science in Nursing (BSN) signifies that the holder of that degree has been educated to competently practice professional nursing. The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment. The practice of nursing emphasizes interdisciplinary collaboration among patients, physicians, nurses, pharmacists, and other allied health care professionals.

The curriculum leading to the BSN from this College requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of fundamental nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSN, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

The essential proficiencies necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for progression by students for the BSN at the University of New Mexico College of Nursing include but are not limited to the following abilities:

#### **Communication**

The student must communicate in English effectively and sensitively with fellow students, faculty, staff, patients, family, and other professionals. The student must express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. Students must be able to: convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment. The student must be able to converse effectively in English, both in oral and written forms, and synthesize and communicate information on the patient's status accurately and efficiently, seeking additional guidance and supervision when appropriate.

#### **Behavioral/Emotional**

A student must possess the emotional health required for full utilization of intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities attendant to his/her education and the care of patients, families, and communities. In addition, the student must be able to maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Students must be able to experience empathy for the situations and circumstance of others and effectively convey that empathy. Students must understand that personal values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others. Students must be able and willing to examine and change behavior when it interferes with effective patient care or student and team relationships. Students must

possess the skills and experience necessary for productive and collaborative relationships in diverse academic and working environments.

**Professional Conduct**

Students must possess the ability to reason morally and practice nursing in an ethical manner. Students must be willing to learn and abide by professional standards of practice. Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, accountability, and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver respectful care to all patient populations.

**Reasonable Accommodation for Disabilities**

On admission, a student who discloses a disability and requests accommodation may be asked to provide documentation of the disability for the purpose of determining appropriate accommodations, including program modification. The CON will provide reasonable accommodations, but is not required to make adaptations that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the CON. To matriculate or continue in the curriculum, the student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to: Accessibility Services, 277-3506, <http://as2.unm.edu/>

This process, and the documents associated with it, is adapted, with permission, from the University of Washington, School of Nursing.

## Appendix F

### Main Campus UNM Library Resources

University resources are listed in The Pathfinder: [UNM Student Handbook](#).

#### **Zimmerman Library,**

**505-277-9100**, <http://library.unm.edu/about/libraries/zim.php/>

In addition to books and journals on humanities, social science and education, Zimmerman houses:

- Government Information <http://elibrary.unm.edu/govinfo/index.php/>
- Reference Department <http://libguides.unm.edu/reftools/> and <http://elibrary.unm.edu/>
- Center for Academic Program Support (CAPS) <http://caps.unm.edu/>

#### **Zimmerman Library, 1st Floor, West Wing,**

**505-277-6451**

- Center for Regional Studies, 505-277-2857 <http://elibrary.unm.edu/cswr/>
- Chaco Archives, 505-346-2884
- Spanish Colonial Research Center, 505-346-2890
- Center for Southwest Research, <http://library.unm.edu/cswr/index.php/>

#### **Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor,** **505-277-9100**

- Hard copy newspapers from Latin America & Iberia
- Core journals in Latin American/Iberian studies
- Internet access, conference room, exhibition gallery, affiliated programs

#### **Parish Memorial Library, Adjacent to Graduate School of Management,**

**505-277-5912** <http://library.unm.edu/about/libraries/pml.php/> .

- Books, journals, etc. on business, economics, management
- U.S. and international corporate annual reports
- SEC10 K reports
- Copy machines, study rooms
- Reference services, computerized databases, CD-ROMs, Internet access

#### **Fine Arts and Design Library, Fine Arts Center,**

**505-277-2357**, <http://library.unm.edu/about/libraries/fadl.php/>

- Books, journals, etc. for art, architecture, photography, music
- Recordings, music scores
- Listening/viewing facilities
- Exhibition catalogs

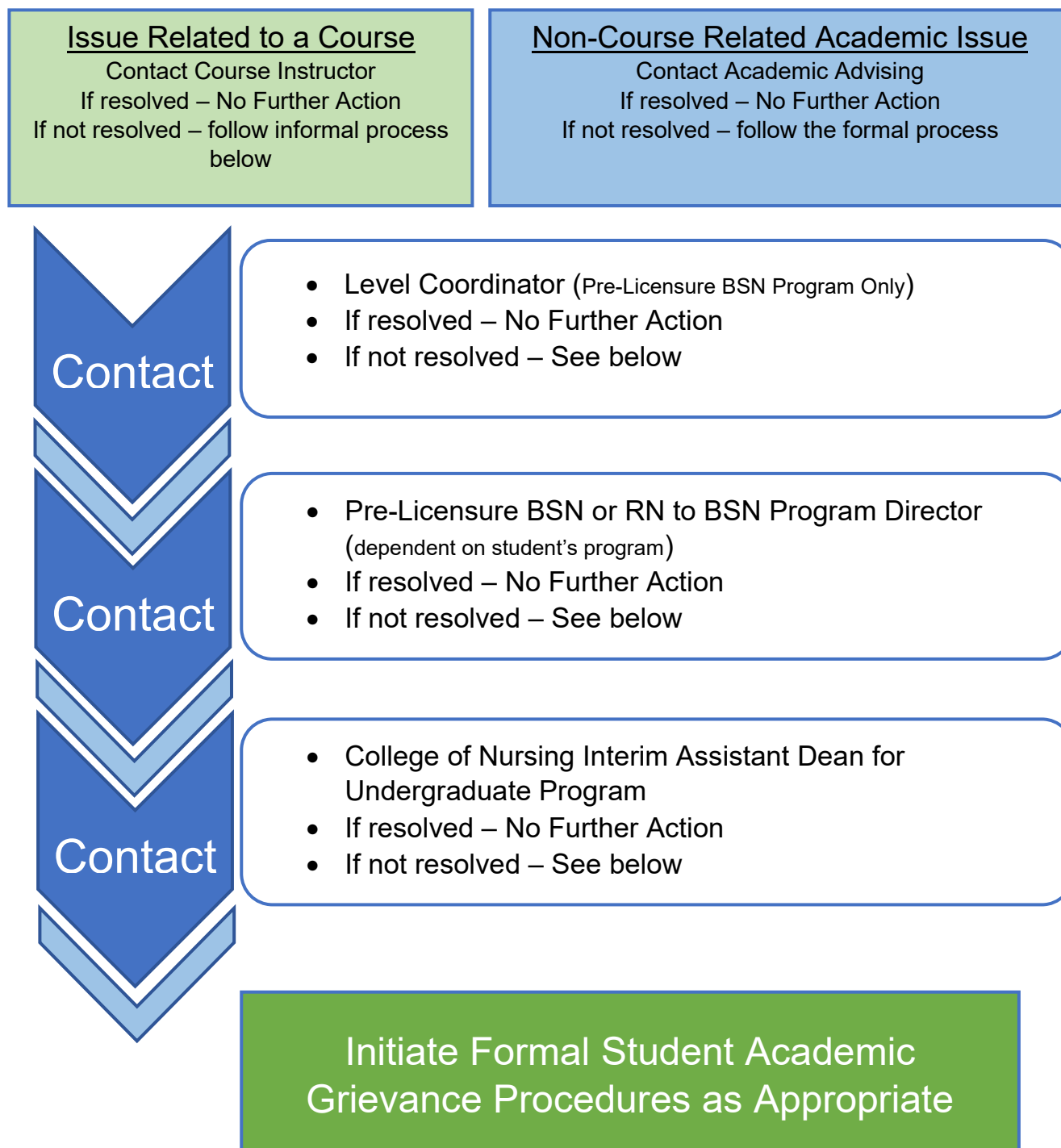
#### **Centennial Science and Engineering Library,**

**505-277-4858**, [http://library.unm.edu/about/libraries/cesl.php](http://library.unm.edu/about/libraries/cesl.php/)

- Books, journals for science and engineering
- Technical reports
- Maps & geographic resources
- Reference and database services

## Appendix G

### Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Undergraduate Nursing Program



## PRE-LICENSURE BSN OPTIONS PRE-NURSING CURRICULUM WORKSHEET

### FRESHMAN YEAR

| Prerequisite Semester 1  | Grade | Credit    | Prerequisite Semester 2  | Grade | Credits   |
|--|-------|-----------|--|-------|-----------|
| English 1110: Composition I  |       | 3         | English 1120: Composition II   |       | 3         |
| Biology 1140/1140L: Biology for Health Sciences  |       | 4         | Chemistry 1120: Introduction to Chemistry  |       | 4         |
| Psychology 1110: Introduction to Psychology  |       | 3         | Nutrition 2110: Human Nutrition  |       | 3         |
| Math Prerequisite as needed<br>(Not calculated in the application GPA)                         |       | 3         | Nursing 224: Growth and Development  |       | 3         |
| UNM General Education Area 1, 5, 6, or 7*<br>(Per NMNEC not calculated in the application GPA) |       | 3         | Math 1350: Introduction to Statistics<br>(Per NMNEC not calculated in the application GPA) |       | 3         |
| <b>Total Credit Hours</b>  |       | <b>16</b> | <b>Total Credit Hours</b>  |       | <b>16</b> |


### SOPHMORE YEAR


| Prerequisite Semester 3   | Grade | Credit    | NURSING LEVEL 1   | Grade | Credit    |
|---|-------|-----------|---|-------|-----------|
| Biology 2305 Microbiology for Health Sciences/Lab                         |       | 4         | Nursing 240: Pathophysiology II   |       | 3         |
| Biology 2210: Anatomy and Physiology I<br>(Lab Recommended, not required) |       | 3         | Biology 2225: Anatomy and Physiology II<br>(Lab recommended, not required)                  |       | 3         |
| Nursing 239: Pathophysiology I  |       | 3         | NMNC 3110: Introduction to Nursing Concepts   |       | 3         |
| UNM General Education Area 1, 5, 6 or 7*                                  |       | 3         | NMNC 3135: Principles of Nursing Practice<br>(4 Total Credit Hours: 3 Didactic, 1 Clinical) |       | 4         |
| UNM General Education Area 1, 5, 6 or 7*                                  |       | 3         | NMNC 3120: Evidence-Based Practice  |       | 3         |
| <b>Total Credit Hours</b>   |       | <b>16</b> | <b>Total Credit Hours</b>   |       | <b>16</b> |

Prerequisites may vary depending on test scores, course placements and specific school requirements. Please see your academic advisor. A minimum grade of C or CR is required in all courses.

Minimum Requirements to be considered for admissions to the College of Nursing:

- Meet minimum requirements to be accepted to UNM.
- Achieve at least a 2.75 grade point average in specified courses in prerequisites semesters 1-2.
- Successful completion of all courses in prerequisite semesters 1-3 by the beginning of Nursing Level 1.
- Score of 75% or better on each section of the HESI A2 (reading comprehension, vocabulary & knowledge, grammar, math , biology, and chemistry)
- Apply by the February 15 deadline for Fall term or September 15 deadline for the Spring term.

 - Pre-reqs that must be completed prior to submitting your application

 - Pre-reqs that must be completed prior to starting Nursing Level 1

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(Revised March 2022)

## PRE-LICENSURE BSN OPTIONS PRE-NURSING CURRICULUM WORKSHEET

### JUNIOR YEAR

| NURSING LEVEL 2  | Grade | Credit    | NURSING LEVEL 3   | Grade | Credits   |
|--|-------|-----------|---|-------|-----------|
| NMNC 3230: Nursing Pharmacology  |       | 3         | NMNC 4335: Care of Patients with Chronic Conditions<br>(4 Total Credit Hours: 0 Didactic, 4 Clinical) |       | 4         |
| NMNC 3210: Health and Illness Concepts I   |       | 3         | NMNC 4310: Health & Illness Concepts II   |       | 3         |
| NMNC 3220: Health Care Participant   |       | 3         | NMNC 4320: Professional Nursing Concepts I  |       | 3         |
| NMNC 3235: Assessment and Health Promotion<br>(4 Total Credit Hours: 1 Didactic, 3 Clinical) |       | 4         | Nursing Elective or Nursing Honors**  |       | 3         |
|  |       |           | UNM General Education Area 1, 5, 6, or 7*   |       | 3         |
| <b>Total Credit Hours</b>  |       | <b>13</b> | <b>Total Credit Hours</b>   |       | <b>16</b> |

### SENIOR YEAR

| NURSING LEVEL 4  | Grade | Credit    | NURSING LEVEL 5   | Grade | Credit    |
|--|-------|-----------|---|-------|-----------|
| NMNC 4435: Clinical Intensive I<br>(4 Total Credit Hours: 1 Didactic, 3 Clinical)  |       | 4         | NMNC 4535: Clinical Intensive III<br>(4 Total Credit Hours: 1 Didactic, 3 Clinical) |       | 4         |
| NMNC 4445: Clinical Intensive II<br>(4 Total Credit Hours: 1 Didactic, 3 Clinical) |       | 4         | NMNC 4545: BSN Capstone<br>(4 Total Credit Hours: 1 Didactic, 3 Clinical)           |       | 4         |
| NMNC 4410: Health and Illness Concepts III   |       | 4         | NMNC 4510: Concept Synthesis  |       | 3         |
| Nursing Elective or Nursing Honors**   |       | 3         | NMNC 4520: Professional Nursing Concepts II   |       | 3         |
|  |       |           |   |       |           |
| <b>Total Credit Hours</b>  |       | <b>15</b> | <b>Total Credit Hours</b>   |       | <b>14</b> |

A minimum of C or CR is required in all courses. The BSN is a minimum of 122 hours.

\*Core is required of all first bachelor-seeking students. Details can be found at [unmcore.unm.edu](http://unmcore.unm.edu).

\*\*Requirements for Departmental Honors are:

- To enroll in honors courses:
  - UNM GPA of at least 3.2
- To graduate with Departmental Honors all of the following are required:
  - UNM GPA of at least 3.5;
  - Six credit hours in honor study NURS 498 and NURS 499;
  - At least 60 credit hours earned at UNM;
  - Application for honors with approval of the faculty

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(Revised March 2022)



## RN to BSN COMPLETION OPTION

|                              |          |   |  |          |     |
|------------------------------|----------|---|--|----------|-----|
| GEN ED CURRICULUM            | 25 Hours | REQUIRED COURSES                                  |  | 12 Hours |     |
| Writing & Speaking           | 3 Hrs.   | ENGL 1120   | Composition I (Prerequisite to NURS courses) | 3 Hrs.   |     |
| Additional Course from List  |          | NURS 241  | Pathophysiology for Nursing Professionals    | 4 Hrs.   |     |
| Physical & Natural Sciences  | 4 Hrs.   | Math 1350   | Introduction to Statistics                   | 3 Hrs.   |     |
|                              |          |   |  |          |     |
| Social & Behavioral Sciences | 3 Hrs.   | BSN COMPLETION TRACK                              |  | 22 Hours |     |
|                              |          |   |  |          |     |
| Humanities                   | 3 Hrs.   | First Term/ First 7-Weeks                         |  |          |     |
|                              |          | NURS 301  | Professional Communication                   | 1 Hrs.   |     |
| Second Language              | 3 Hrs.   | NURS 302  | Advancement of Professional Nursing          | 2 Hrs.   |     |
|                              |          |   |  |          |     |
| Art & Design                 | 3 Hrs.   | These May Be Completed in Any Sequence as Offered |  |          |     |
|                              |          | NURS 404  | Research and Evidence-Based Practice         | 3 Hrs.   |     |
| Student Choice               | 6 Hrs.   | NURS 405  | Genetic Literacy Across the Lifespan         | 3 Hrs.   |     |
|                              |          | NURS 406  | Nursing in the Community                     | 3 Hrs.   |     |
|                              |          | NURS 407  | Care of Vulnerable Populations               | 3 Hrs.   |     |
|                              |          | NURS 408  | Leadership and Management                    | 3 Hrs.   |     |
|                              |          | NURS 409  | Health Policy, Economics and Systems         | 3 Hrs.   |     |
| ELECTIVES                    | 61 Hours |   |  |          |     |
|                              |          | Last Term/ Second 7-Weeks: Capstone Practicum     |  |          |     |
|                              |          | NURS 410  | Foundations of Leading Change and            |          |     |
|                              |          |   | Advancing Health                             | 3 Hrs.   |     |
|                              |          |   |  |          |     |
|                              |          | UPPER DIVISION ELECTIVES                          |  | 6 Hours  |     |
|                              |          | Courses Numbered 300-499:                         |  |          |     |
|                              |          |   |  |          |     |
|                              |          |   | Total Hours                                  |          | 128 |
|                              |          |   | UNM Residency Hours                          |          | 30  |

**A minimum grade of "C" or better is required on all coursework. Document reflects General Education and Numbering updates effective Fall 2022 catalog year. Details found at: <http://unmcore.unm.edu/>.**

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**(Revised March 2022)**



# Nursing Student Professional Performance Improvement Guideline

Nurses and students have ethical and professional standards to maintain in working with clients or patients. As members of the healthcare team, students are expected to demonstrate professional conduct and behaviors consistent with professional nursing, CON Undergraduate [Handbook](#), UNM [Pathfinder](#) and the ANA [Code of Ethics for Nurses](#).

## Professional Performance Improvement

Professional performance improvement process is intended to strengthen student's academic, clinical and professional behavior and facilitate student growth toward achieving program outcomes by providing honest, direct, and immediate feedback. The undergraduate student Performance Improvement Plan (PIP) signifies commitment between the student and faculty to establish a performance improvement plan to correct identified knowledge and or behavioral deficits. The student is asked to use reflection and self-evaluation during the remediation process. In turn, the faculty will provide the student with the necessary guidance, support and resources as outlined in the Remarkable Observation Form for student success.

### Purpose:

1. Provide the student with individualized, specific and mutually agreed upon action steps to improve student performance.
2. Promote professional responsibility and accountability in class, clinical experiences, simulation, lab or when representing UNM College of Nursing.

Unethical, dishonest, unsafe or illegal conduct that is inconsistent with the UNM Pathfinder, UNM Undergraduate Handbook or ANA Code of Ethics for Nurses may result in dismissal from the nursing program. Student conduct concerns are handled by the course faculty in collaboration with the level coordinator and program director. For further clarification, refer to [CON Undergraduate Student Handbook](#).

### Procedure:

The student PIP is initiated when a student is identified as demonstrating unsatisfactory professional performance (academic, clinical, practice and unprofessional behavior). Students will be given verbal notice when they demonstrate unprofessional performance or behaviors and allowed time to demonstrate improvement. **However, the verbal step is bypassed, and the written plan enacted when the performance or behavior is unethical or unsafe, placing the student, patient, faculty, program or even the agency at risk.** Examples: breaching confidentiality, being impaired or under the influence of alcohol or drugs during class or clinical,

performing an invasive nursing skill incorrectly or unsafely after having been validated performing a skill that the student has not learned yet, etc.

### **Verbal notice –**

When safe, but unacceptable performance or behaviors are witnessed or brought forward, the faculty will meet with the student to discuss (verbal notice) the behavior and outline acceptable performance behaviors. Date of the conversation and specific behavior will be documented on the abbreviated Remarkable Observation, checking the box indicating the form is documenting a verbal warning and completing in the information to describe the event only in the [Typhon System](#). If performance does not improve or is deemed unethical or unsafe, faculty will initiate a completed Remarkable Observation Form. Faculty will inform the level coordinator.

Examples of safe but unacceptable performance or behaviors: Five or more minutes late for clinical or classroom without prior notice and approval from the instructor, not meeting responsibilities outlined in the Undergraduate [Student Handbook](#) Appendix B (attached to this form):

Examples of irresponsible behavior from Appendix B: Disrespectful interactions with the instructor, staff or peers. Noncompliance with expectations outlined in the syllabus, including: completion of assignments, participating in activities and contributing the classroom in a civil manner. Attendance of all classroom, clinical and lab activities. Attendance is mandatory as outlined in the College of Nursing Syllabus, The UNM Pathfinder and the College of Nursing Undergraduate Handbook. Absences or tardiness that are unexcused and repetitive\* will lead to a reduction in the credit towards class participation and may result in withdrawal from the course or program.

\*tardy: > 5 minutes after the start of the class

\*number of absences that are repetitive are two.

### **Written Notice - A written student improvement plan is initiated when any of the following occur.**

- a. Student performance is clinically unethical or unsafe.
- b. Continual or repeated performance issues following the initial verbal notice documented in the abbreviated Remarkable Observation form, resulting in two or more Remarkable Observations.
- c. Student is at risk of not achieving one or more of the courses or learning outcomes.
- d. Student performance can be enhanced by remedial learning to meet the course or program outcomes.
- e. Student performance is unprofessional and violates College of Nursing standards, the Code of Ethics for Nurses or university student conduct code.
- f. Issues of academic integrity such as cheating, plagiarism, etc. should be addressed on the Academic Integrity Resolution Form following the UNM Dean of Students Guidelines: [University of New Mexico Academic Integrity/Honesty](#)

## Written Performance Improvement Process steps

1. When a student demonstrates unsuccessful academic or unprofessional behavior performance, faculty should document the behavior and other evidence using a Remarkable Observation Form found in the Typhon system. The faculty member responsible for coordinating the course or clinical experiences should review the academic or professional performance documentation to validate concerns when Clinical Faculty report a performance issue.
2. The course or clinical coordinator will then initiate a Remarkable Observation (RO) Form and ensure timely feedback to the student so that together, the student and faculty can develop a Performance Improvement Plan within the RO form to work on the performance issue.
3. The initiating faculty completes the Remarkable Observation Form in the Typhon system and includes the following:
  - a. List of learning outcome(s) not met or behaviors needing remediation
  - b. Detailed description of how the student's performance is not meeting learning outcomes
  - c. Plan of action for remediation for improved performance and behavior
  - d. Consequences if performance or behaviors are not improved
  - e. Evaluation plan, including dates of future meetings and consequences if behaviors and performance do not improve by pre-determined dates.
4. Prior to meeting with the student, the faculty will inform the Level Coordinator and Undergraduate Program Director.
5. Faculty schedules a time to meet with the student and discuss performance issues and review the expected behaviors and corrective steps. The Remarkable Observation Form is signed by the Faculty member and the Student is asked to enter remarks of understanding and agreement. A time stamp will be generated by the Typhon system to indicate when forms were created by the faculty and reviewed by the student.
6. The student and faculty sign the form within the Typhon system
7. The student is encouraged to download the form for their records.
8. A copy of the form is reviewed each term with the next Level Coordinator. The Remarkable Observation Form may be shared by the Level Coordinators from term to term and to faculty on a need to know basis (those who have a legitimate educational interest). The original Remarkable Observation will be retained by the Assistant Dean within the Typhon system until graduation, at which time the Remarkable Observation will be archived.
9. The student is responsible for executing the improvement plan as outlined on the Remarkable Observation within the agreed timeframe.
10. Any and all remediation for clinical performance must be completed prior to the deadline identified in the Remarkable Observation Form by the specified dates.
11. Following remediation and verification of satisfactory resolution of the identified knowledge, skill or professional behavior, the student will request a meeting to review the Remarkable Observation form with the initiating faculty before the identified deadline.
12. When unacceptable performance continues despite remediation, steps are taken to prevent further episodes, including removing the student from the clinical area if needed.

Consequences of repetitive and or continuing unprofessional performance or behavior may include a reduction of course points, removal from the clinical setting, or failure of the course or dismissal from the program. Repeated unresolved behavior or new situations should be documented on a new form.

Adapted from the South Dakota State University 2018/ ko 11.11.2021

Approved Undergraduate Program Committee 3.7.2022