EASTERN NEW MEXICO UNIVERSITY - ROSWELL

NURSING STUDENT HANDBOOK
2025-2026

ENMU
ROSWELL
NURSING

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DISCLAIMER STATEMENT

The content of this handbook is provided to supply information to nursing students. It is accurate at the time of production but is subject to change as considered appropriate by the nursing program in order to fulfill the role and mission or to accommodate circumstances beyond control.

The nursing program reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, following publication of the nursing student handbook. The nursing program expects its students to have knowledge of information presented in this handbook and in any other college publications; revisions may be implemented immediately without prior notice. The nursing program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and the sequence of the program offerings from semester-to-semester for educational, financial, or other reasons beyond the control of the college or nursing program.

Policies and procedures specific to the Nursing Program are outlined in this Nursing Student Handbook. Students are also responsible for the information contained in course syllabi regarding individual course policies and procedures. Changes and updated communication will be provided to students via Canvas, ENMU-Roswell Teams, ENMU-Roswell e-mail, or the ENMU-Roswell Nursing webpage.

ENMU-Roswell statistical data (NCLEX pass rates, graduate and employer surveys, etc.) is available on the Nursing Webpage.

PHILOSOPHY OF NURSING

The philosophy of nursing education originates from the vision, mission, and purposes of Eastern New Mexico University-Roswell (ENMU-Roswell) and from professional nursing standards.

UNIVERSITY MISSION AND VISION STATEMENTS

University Mission Statement

To enrich lives through learning.

University Vision Statement

To excel as a premier community college focused on community success, engaged learning, and dynamic community partnerships.

University Core Value

Excellence – We endeavor to exceed expectations of students, customers, and community partners.
Integrity – We behave in a trustworthy, responsible, and transparent manner in all things: holding ourselves accountable, keeping our promises, and learning from our mistakes.
Unity – We work to build position relationships with one another and with diverse communities in order to embrace challenges and inspire growth.

NURSING PROGRAM MISSION AND VISION STATEMENT

Nursing Program Mission Statement

To prepare students to become caring nursing professionals through the acquisition of knowledge, clinical reasoning, and reflective practice in order to serve a diverse community.

Nursing Program Vision Statement

To prepare students from diverse backgrounds to become successful members of the nursing profession and community.

Nursing Program Philosophy

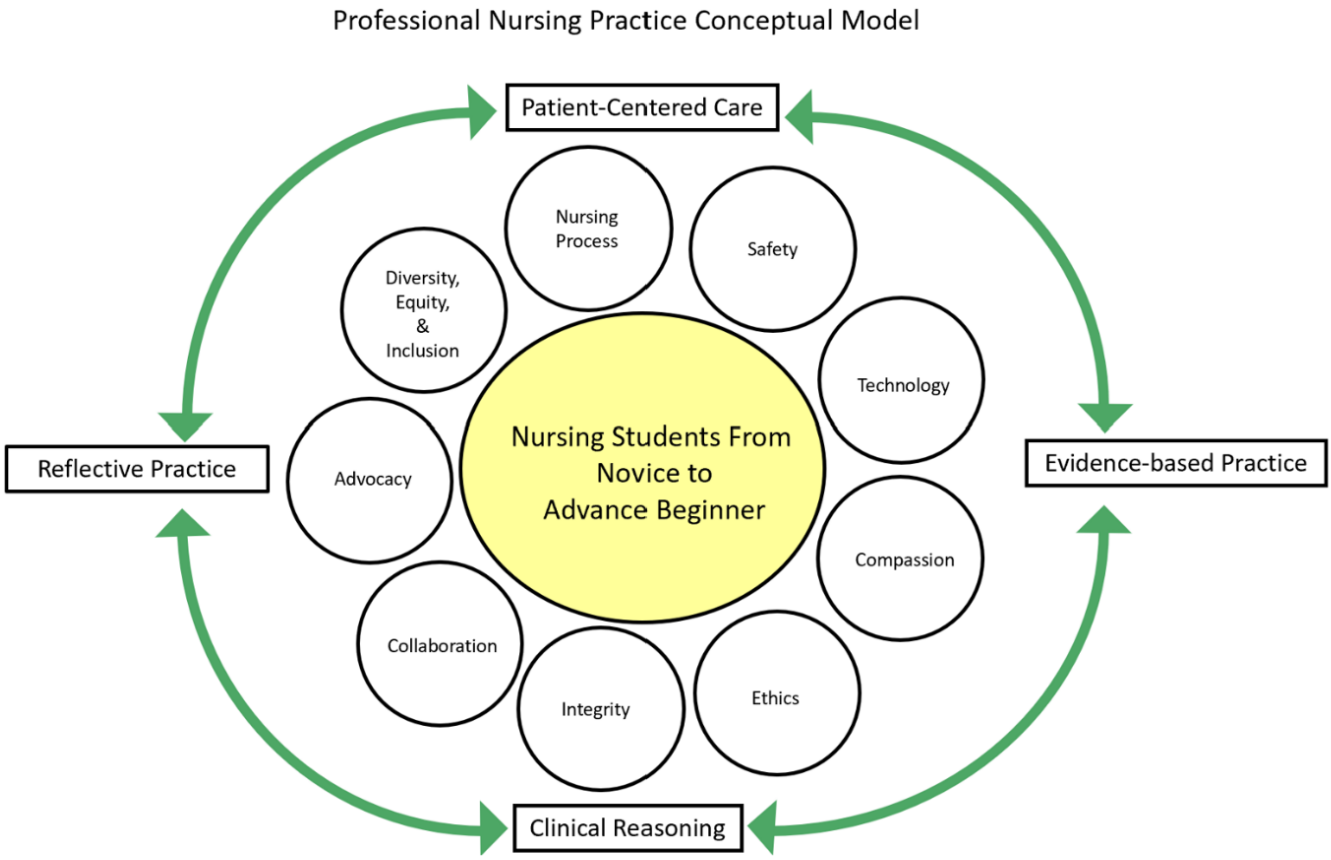
The core concepts of the Nursing Program focus on patient-centered care, Evidence-based practice, clinical reasoning, and reflective practice. Nursing is a process of caring for the individual, family, and community through the promotion, maintenance, and restoration of health. The Nursing Faculty facilitates the transformative process of the nursing student from Novice to Advanced Beginner. The core values adopted from the National League of Nursing – Caring, Integrity, Diversity & Inclusion, and Excellence – support the program's integrated concepts: Safety, Technology, Compassion, Ethics, Integrity, Collaboration, Advocacy, and Diversity, Equity, and Inclusion.

Nursing is a theory-guided, evidence-based discipline, which builds on a foundation of knowledge from the biological, social, and behavioral sciences. The curriculum is developed to prepare students for providing client-centered care for a diverse population in complex environments. Interdisciplinary collaboration, leadership, use of quality improvement, informatics, and technology are emphasized to align with current healthcare trends and practices.

Learning is most effective when the student and instructor share responsibility. Nursing Faculty facilitate learning by assessing the abilities, needs, and goals of each student, plan appropriate learning experiences, and provide a climate which is conducive to learning.

The course content is designed to be relevant and applicable. Diverse roles are introduced through different approaches and settings, including, but not limited to, case studies, classroom activities, simulations, and clinical experiences. Classroom, simulation, and clinical learning are aligned to provide the opportunity to apply theoretical concepts into clinical practice.

PROFESSIONAL NURSING PRACTICE CONCEPTUAL MODEL



END OF PROGRAM STUDENT LEARNING OUTCOMES

The curriculum outcomes for the associate degree in nursing program at Eastern New Mexico University- Roswell are derived from and reflect the philosophy and conceptual framework. Central to the achievement of these outcomes is the ability to think critically, use clinical reasoning, and to communicate effectively.

After completion of this program, the associate degree graduate will be able to:

1. Synthesize comprehensive patient assessment data to create evidence-based, individualized care plans.
2. Facilitate reduction of risk potential by providing safe, effective, and culturally competent nursing interventions in diverse clinical settings.
3. Refine patient care through clinical judgment, quality improvement, and ethical considerations to adjust nursing interventions and maximize health outcomes.
4. Formulate ethical and legal nursing decisions through professional responsibility, patient advocacy, and healthcare regulations to ensure equitable and safe patient care.
5. Integrate healthcare technologies and informatics to enhance clinical decision-making, documentation, and improve healthcare delivery in diverse practice settings.
6. Facilitate therapeutic communication, team collaboration, and shared decision-making within the healthcare environment to promote safe and effective patient care.

ADMISSIONS, PROGRESSION, AND RE-ENTRY POLICY

For all details related to Nursing Program admissions, progression, and re-entry, please refer to the current ENMU-Roswell catalog.

https://24-25-enmur.catalog.prod.coursedog.com/programs/RASNURS

ORIENTATION

An orientation will be hosted as announced. Orientation is mandatory and provides essential information and resources to help students succeed in the program and their future nursing career.

PROGRAM AND EMPLOYER EVALUATIONS

ENMU-Roswell values student alumni and employer feedback and uses such feedback for program improvement. Students will be asked to complete a program evaluation during their last semester before graduation. Alumni will be contacted approximately 12 months after graduation to complete a self-evaluation. All responses are confidential.

CONTACT INFORMATION

Students are required to maintain on file, both with student services and the nursing program director, a current telephone number where they may be reached in an emergency or for questions throughout the nursing program. Contact numbers are to be updated within one week when changed.

ACCOMMODATIONS

Students who are eligible to receive appropriate and reasonable accommodation (i.e., extended testing time, preferential seating, print enlargement, etc.) must contact the Disability Services Office, located in the Administration Center Suite 109, Office 111. Arrangements can be made by contacting the Disability Services Officer, who can be reached at 575-624-7472. Comprehensive documentation must be submitted in accordance with the Americans with Disabilities Act of 1990.

REQUIRED EQUIPMENT

Must be obtained/purchased before attending clinical experiences.

1. Tote with clinical supplies as instructed
2. Designated uniform – see dress code policy
3. Stethoscope
4. Watch
5. Student ID
6. Black ink pen and pencil
7. Calculator

Semester 4 Students:

1. **Graduation**
   a. Application for graduation and graduation fee must be submitted by the deadline. Details regarding graduation are available on the ENMU-Roswell website.
2. **Commencement Ceremony**
   a. Participation in the commencement ceremony is optional
   b. Graduation cap and gown if participating in graduation ceremony – purchased at the ENMU-Roswell bookstore.
   c. Nursing stole may be purchased and personalized.
   d. Graduation announcements (optional).
3. **Nursing Pinning Ceremony**
   a. Participation in the pinning ceremony is optional
   b. Participants of the ceremony need to purchase a nursing pin as instructed. Additional details and order forms will be provided.
4. **NCLEX Examination Registration Application will be completed online on the Pearson Vue website.**
5. **Nursing Licensure Application will be completed on the New Mexico State Board of Nursing website.**

TECHNOLOGY REQUIREMENTS FOR ALL NURSING COURSES

1. **Purpose:** To ensure a successful and seamless learning experience, all nursing students must meet the following technology requirements. These tools and resources are essential for accessing course materials, participating in online activities, and completing assignments effectively.
2. **Computer and Internet**
   a. A reliable laptop computer with up-to-date operating systems.
   b. High-speed internet access to support video streaming, online research, and virtual meetings.
3. **Software**
   a. Microsoft Office (Word, Excel, PowerPoint, Teams) is required and provided for all students currently admitted to ENMU-Roswell. Students can access university-provided services through the Microsoft 365 link in Cosmolink.
   b. Adobe Acrobat Reader for viewing and annotating PDF files.
   c. Updated web browsers (Google Chrome, Microsoft Edge) for compatibility with online learning platforms.
4. **Canvas Learning Management System (LMS)**
   a. Familiarity with Canvas is essential. This platform will be used for accessing course content, submitting assignments, and engaging in discussions.
   b. Canvas mobile app is available and optional for on-the-go access to course information and notifications.

5 **ATI**

6 **Trajecsys**

7 **Communication Tools**
   a. A functional webcam and microphone.
   b. An active university email account and Microsoft Teams application for official communications and notifications.

PROFESSIONALISM AND STUDENT CONDUCT POLICY

1. **Purpose**
   The ENMU-Roswell Nursing Program is committed to upholding the highest standards of professionalism, integrity, and ethical conduct. As future members of the nursing profession, students represent themselves, the program, the institution, and the nursing profession in all settings — including the classroom, clinical sites, and the community. This policy outlines the expectations for professional conduct and identifies behaviors and actions that may result in disciplinary action if they misrepresent, discredit, or harm the integrity of the program or the nursing profession.
2. **Scope**
   This policy applies to all students enrolled in the ENMU-Roswell Nursing Program throughout the duration of their enrollment.
3. **Policy Statement**
   Nursing students are expected to consistently demonstrate professionalism in all learning, clinical, and social environments. This includes, but is not limited to:
   - Adhering to the American Nurses Association (ANA) Code of Ethics for Nurses.
   - Maintaining integrity, accountability, and respect.
   - Fulfilling responsibilities in the classroom, clinical settings, and other educational activities in a safe, ethical, and respectful manner.
   - Avoiding behaviors that could undermine public trust in the nursing profession or the ENMU-Roswell Nursing Program.
4. **Professional Expectations**
   Professional behavior is expected in the following areas:
   a. **Academic and Clinical Settings:**
      Students will:
      - Attend all classes, labs, clinicals, and scheduled activities on time and prepared.
      - Communicate respectfully and professionally with faculty, staff, peers, patients, and healthcare team members.
      - Follow program, institutional, and clinical agency policies, including dress codes, safety protocols, and confidentiality requirements.
      - Receive constructive feedback with professionalism and demonstrate a willingness to learn and improve.
      - Maintain honesty in all academic and clinical work, including avoiding any form of academic dishonesty or clinical falsification.

   b. **Personal Conduct and Public Behavior:**
      Students are expected to conduct themselves in a manner that reflects positively on the nursing program and the profession at all times, including in social, public, and online spaces. Actions that compromise the image of the nursing profession or the ENMU-Roswell Nursing Program are unacceptable.

   c. **Social Media and Online Conduct:**
      Students will:
      - Maintain appropriate boundaries on personal and professional social media accounts.
      - Refrain from posting content that is unprofessional, inappropriate, or damaging to the reputation of the program, institution, clinical partners, or peers.
      - Protect patient privacy and confidentiality at all times, in accordance with HIPAA and institutional policies.
5. **Unacceptable Conduct**
   Unacceptable conduct includes, but is not limited to:
   a. **Substance Misuse:**

- Use, possession, or being under the influence of drugs, non-prescribed controlled substances, or alcohol while participating in any program-related activity.
- Substance misuse resulting in legal issues or behaviors that impair judgment, safety, or professional integrity.
- Public or online displays of substance misuse while identifying as a nursing student.

b. **Criminal Activity:**
- Any arrest, charge, or conviction for criminal behavior while enrolled in the program.

c. **Disrespectful, Disruptive, or Unethical Behavior:**
- Harassment, bullying, or threatening behavior towards patients, faculty, staff, peers, or others.
- Dishonesty, including academic dishonesty, falsification of records, or misrepresentation of credentials.
- Violating patient privacy or breaching confidentiality.

d. **Social Media Misconduct:**
- Posting images, videos, or comments depicting intoxication, illegal activity, harassment, or other unprofessional behavior while affiliated with or representing the program.
- Engaging in online conduct that damages the reputation of the ENMU-Roswell Nursing Program, clinical partners, faculty, or peers.

6. Responsibility to Report Concerns

Students in the ENMU-Roswell Nursing Program have a professional and ethical responsibility to report any conduct they observe that violates this Professionalism and Student Conduct Policy, poses a risk to patient safety, or compromises the integrity of the program or the nursing profession. This includes, but is not limited to:

- Drug use, substance misuse, or impairment in clinical or classroom settings
- Criminal activity or legal actions that may affect program standing or licensure eligibility
- Breaches of patient confidentiality, privacy, or professional boundaries
- Academic dishonesty, falsification of records, or misrepresentation
- Harassment, bullying, discrimination, or other unprofessional conduct
- Social media posts or public behavior that discredits the program or nursing profession

a. **Reports should be truthful and objective, and reported promptly to the nursing faculty or the nursing program director.**
- All reports will be handled confidentially with protections against retaliation for good-faith reporting.

7. Consequences and Disciplinary Actions

a. Failure to comply with this policy may result in disciplinary action, up to and including dismissal from the nursing program.
b. Failure to report known violations may result in disciplinary action, as it constitutes a breach of professional responsibility.

8. Due Process

Students accused of violating this policy will be provided an opportunity to respond to the allegations in a formal meeting with program leadership. Final decisions will be based on available evidence and conducted in accordance with institutional policies and due process guidelines

GRIEVANCE AND APPEALS POLICY

1. Purpose

This policy establishes a clear, fair, and structured process for nursing students to formally address and appeal academic or non-academic grievances within the ENMU-Roswell Nursing Program. It aligns with the university's broader student rights and appeals processes while incorporating program-specific procedures and leadership roles.

2. Scope

This policy applies to all students enrolled in the ENMU-Roswell Nursing Program throughout the duration of their enrollment. It addresses grievances and appeals arising from decisions, incidents, or actions affecting students' academic standing, progression, learning environment, or professional rights.

3. Definitions

a. Academic Appeals
- An academic appeal is a formal request by a student to challenge or review a decision related to academic performance, academic evaluation, or an academic progression decision made by a faculty member, clinical instructor, or program official.
- Examples:
  i. Final course grade dispute
  ii. Clinical evaluation or progression decision
  iii. Accusation of academic dishonesty (e.g., plagiarism, cheating)
  iv. Denial of readmission to the nursing program based on academic performance
  v. Dispute over an academic disciplinary action

b. Non-Academic Appeals
- A non-academic appeal is a formal request by a student to challenge or request reconsideration of a decision or action unrelated to academic performance but associated with program or campus conduct, safety, or professional standards.
- Examples:
  i. Disciplinary actions for unprofessional behavior (in clinical, classroom, or community)
  ii. Violations of Nursing Program Policies
  iii. Violation of ENMU-Roswell Student Policies
  iv. Clinical suspension for non-academic reasons (e.g., breach of confidentiality, impairment)

c. Grievances
- A grievance is a formal expression of dissatisfaction about any program-related issue, action, decision, or condition that a student believes violates their rights, creates unfair or inequitable treatment, or affects their ability to participate fully in the educational program — regardless of whether it is academic or non-academic.
- Examples:
  i. Claims of harassment, discrimination, or hostile learning environment
  ii. Unfair or inequitable treatment by faculty, staff, or peers
  iii. Program policy concerns
  iv. Unsafe or inappropriate learning conditions
  v. Violations of student rights

4. Steps for Appeal and Grievance Process

If a student wishes to file a formal appeal or grievance within the nursing program, the following steps should be taken prior to formal submission of an appeal or grievance.

a. Direct Discussion with Instructor/Faculty or involved individual

- For Academic Appeals: The student must first address the concern directly with the involved instructor or clinical faculty to attempt resolution.
- For Non-Academic Appeals: The student should attempt to resolve the issue directly with the involved party (faculty, staff, or peer).
- For Grievances: Attempt informal resolution with the person(s) involved.

b. Nursing Program Director Consultation
   - If unresolved with instructor/faculty/involved individual, the student may request a meeting with the Nursing Program Director.

c. If the issue remains unresolved, the student may complete and submit a Nursing Program Grievance and Appeal Request Form to the Nursing Program Office for formal documentation and review, which requires the following elements:
   - A clear factual description of the issue or incident
   - The specific resolution sought
   - A record of steps taken through the appropriate chain of command, including dates, individuals consulted, and outcomes
   - Any supporting documentation (emails, evaluations, witness statements, reports, etc.)

d. Forms are available through the Nursing Program Office and the Nursing Program Canvas shell.

5. Resolution and Due Process

a. Receipt and Acknowledgment
   - The Nursing Program Director (or designee) will review the submitted Grievance and Appeal Request Form within 5 business days of receipt.
   - The student will receive written confirmation of receipt, along with a projected timeline for review and resolution.

b. Review and Investigation
   - The Nursing Program Director will review all documentation, meet with involved parties, and gather additional information as necessary.
   - In cases involving clinical agencies or third parties, relevant external parties may also be consulted.
   - The Nursing Program Director will form a Grievance/Appeal Review Committee composed of at least 3 uninvolved faculty/staff to ensure impartiality.

c. Student Opportunity to Be Heard
   - The student will be provided the opportunity to present their concerns, evidence, and requested resolution in a formal meeting with the Program Director or designated committee.
   - The student may submit additional documentation or witnesses for consideration.

d. Decision and Resolution
   - After completing the review, the Nursing Program Director will issue a written decision from the review committee within 10 business days of the formal meeting.
   - The decision will include:
     i. A summary of findings
     ii. The outcome and rationale
     iii. Any actions or remedies to be taken
     iv. Information on the right to further appeal (if applicable)

e. Further Appeal (If Applicable)
   - If the student is not satisfied with the decision, they may submit a written appeal to the Dean of Health Sciences within 5 business days of receiving the decision and resolution.
   - The Dean will conduct an independent review and follow-up on the appeal or grievance.

6. Documentation and Recordkeeping

- All formal grievances, appeals, decisions, and related correspondence will be maintained in the student's confidential program file.

7. Due Process Protections

a. The Nursing Program affirms the student's right to:

- Be informed of concerns, decisions, or allegations made against them
- Have a reasonable opportunity to respond and present their perspective
- Receive timely written notice of meetings, decisions, and resolutions
- Participate in a fair and impartial review of the matter
- Appeal decisions through established procedures
- Be free from retaliation for initiating a grievance or appeal in good faith

ELECTRONIC DEVICE POLICY

1. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of electronic devices by nursing students in classroom and hospital settings to ensure patient privacy, uphold professional standards, and facilitate effective communication.

2. General Guidelines

a. Electronic devices must be silenced during all class sessions, clinical rotations, and any other educational activities.
b. Students are prohibited from using electronic devices for personal calls, texting, or social media browsing while engaged in patient care activities, including direct patient interaction, unless in the case of an emergency.
c. The use of electronic devices for non-educational purposes is strictly prohibited during lectures, presentations, and discussions to minimize distractions and maintain focus.

3. Classroom Settings

a. Electronic devices may be used for educational purposes, such as accessing electronic textbooks, medical apps, or educational resources, with prior approval from the instructor.
b. Recording lectures or discussions is permitted for personal educational use only.
c. Instructors reserve the right to dismiss students from class if electronic devices are being used inappropriately or disruptively during class sessions.

4. Clinical Settings

a. Electronic devices must be stored securely in designated areas or pockets during clinical rotations.
b. Texting or taking personal calls is strictly prohibited during patient care activities to maintain professionalism and focus on patient needs.
c. Instructors reserve the right to dismiss students from the clinical setting if electronic devices are being used inappropriately, disrupting patient care, or taking focus away from the clinical rotation.

5. Patient Privacy and Confidentiality

a. Nursing students must adhere to all HIPAA regulations and institutional policies regarding patient privacy and confidentiality when using electronic devices in healthcare settings.
b. Photos, videos, or any other patient information may not be captured or recorded using personal electronic devices during clinical rotations – even if intended for educational use.
c. Bluetooth audio devices, such as headphones, are not permitted in the clinical setting.

6. Enforcement and Consequences

a. Violations of this electronic device policy may result in disciplinary action, including verbal warnings, written reprimands, suspension from clinical rotations, or dismissal from the nursing program, depending on the severity and frequency of the offense.
b. Students are responsible for familiarizing themselves with this policy and complying with its guidelines at all times.

7. Emergency Communication

a. In case of emergencies, such as natural disasters, medical emergencies, or security threats, nursing students may use their electronic devices to contact emergency services, instructors, peers, or hospital staff as necessary. Patient care responsibilities must be prioritized in the clinical setting.

SOCIAL MEDIA POLICY

1. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of social media by nursing students in classroom and clinical settings to protect patient privacy, uphold professional standards, and promote responsible online behavior.

2. General Guidelines

a. Nursing students are expected to maintain professionalism and discretion when using social media platforms, both in personal and professional capacities.
b. Any content posted on social media platforms must adhere to ethical standards, respect patient confidentiality, and reflect positively on the nursing profession.
c. Nursing students should be mindful of the potential consequences of their online actions, as posts and comments can have real-world implications for their education and future careers.

3. Classroom Settings

a. Recording or sharing audio, video, or images of classroom lectures, discussions, or simulations on social media platforms is not permitted without prior consent from the instructor and all individuals involved.

4. Clinical Settings

a. Sharing any identifiable patient information, including but not limited to photographs, videos, medical records, or case details, on social media platforms is strictly prohibited, regardless of whether consent has been obtained.
b. Nursing students should refrain from posting about their clinical experiences, patient interactions, or healthcare facility policies on social media platforms to prevent breaches of confidentiality and maintain professional boundaries.

6. Privacy Settings and Security

a. Nursing students are encouraged to review and adjust their privacy settings on social media platforms to control who can view their posts, photos, and personal information.
b. It is recommended that nursing students refrain from accepting friend requests or connections from patients, their families, or colleagues on personal social media accounts to maintain professional boundaries and protect patient privacy.

7. Enforcement and Consequences

a. Violations of this social media policy may result in disciplinary action, including verbal warnings, written reprimands, suspension from clinical rotations, or dismissal from the nursing program, depending on the severity and frequency of the offense.
b. Nursing students are responsible for familiarizing themselves with this policy and complying with its guidelines at all times.

SIMULATION POLICY

1. Purpose

The purpose of this policy is to establish guidelines and procedures for the integration and implementation of simulation-based learning experiences within the ENMU-Roswell Nursing Program. This policy aims to ensure the effective utilization of simulation resources to enhance student learning, clinical competency, and preparation for real-world practice.

2. Definition of Simulation

Simulation refers to an experience that imitates the real environment, requiring nursing students to demonstrate the procedural techniques, decision-making, and critical thinking needed to provide safe and competent patient care. Simulation may include the use of low, medium, or high-fidelity mannequins, standardized patients, and simulated clinical environments, to replicate clinical scenarios and provide students with hands-on learning experiences in a controlled setting.

3. Objectives of Simulation

a. To supplement clinical practicum experiences and bridge the gap between theoretical knowledge and clinical practice.
b. To promote critical thinking, clinical reasoning, and problem-solving skills among nursing students.
c. To enhance interprofessional collaboration, communication, and teamwork skills.
d. To provide opportunities for students to practice and refine clinical skills in a safe and supportive environment.
e. To assess and evaluate student competency and performance in various clinical scenarios.

4. Integration of Simulation into the Curriculum

a. Simulation-based learning experiences will be integrated throughout the nursing curriculum, aligned with course objectives and learning outcomes.
b. Simulation activities will be designed and sequenced to complement didactic instruction and clinical experiences.
c. Faculty members will collaborate to develop, implement, and evaluate simulation scenarios that reflect current evidence-based practice and meet program goals.

5. Facilities and Resources

a. The nursing program will maintain dedicated simulation labs equipped with appropriate technology, simulation equipment, and supplies to support student learning. The Regional Medical Simulation Center will be reserved as needed.
b. Simulation facilities will be conducive to creating realistic clinical environments, including patient rooms, medical equipment, and simulation control rooms for faculty observation and debriefing.

6. Faculty Development and Training

a. Faculty members responsible for simulation instruction will receive training in simulation pedagogy and techniques.
b. Ongoing professional development opportunities will be provided to enhance faculty proficiency in simulation-based teaching methods and best practices.

7. Evaluation and Assessment

a. Student performance in simulation-based learning experiences will be assessed using established criteria, including clinical skills, critical thinking, communication, and teamwork.
b. Evaluations will be utilized to provide feedback to students, assess achievement of learning outcomes, and promote ongoing program improvement.

8. Debriefing

a. Upon the conclusion of each simulation-based experience, a student-centered debriefing session will be conducted.
b. The debriefing will be facilitated by the instructor using a structured debriefing form to guide discussion.
c. The debriefing session will focus on reflecting upon the simulation experience, discussing what went well, identifying areas for improvement, and reinforcing learning objectives.

9. Orientation

a. Orientation will include an introduction to the simulation environment.
b. An overview of simulation equipment and technology will be provided.
c. Students will be assigned roles and given a brief overview of the scenario.
d. Faculty will observe and provide guidance as needed, ensuring that students adhere to safety protocols and clinical guidelines.
e. The simulation scenario may be recorded for educational purposes and later reviewed during the debriefing session.

Simulation Guidelines

1. **Clinical Competence**
   The ability to consistently and accurately perform nursing skills, procedures, and interventions in alignment with current evidence-based practice standards. This includes demonstrating technical proficiency, prioritizing patient care, and appropriately utilizing clinical resources within diverse healthcare settings.
2. **Critical Thinking**
   The application of clinical reasoning, problem-solving, and decision-making skills to assess patient needs, identify potential problems, prioritize interventions, and implement evidence-based solutions in complex and dynamic patient care situations.
3. **Communication Skills**
   The ability to clearly, effectively, and respectfully exchange information with patients, families, and members of the interdisciplinary healthcare team using verbal, non-verbal, and written communication techniques that promote safe, therapeutic, and person-centered care.
4. **Interprofessional Collaboration**
   The capacity to work effectively with healthcare professionals from various disciplines to plan, coordinate, and deliver comprehensive patient care. This involves respecting the roles of other professionals, participating in shared decision-making, and fostering a culture of teamwork and mutual support.
5. **Patient Safety**
   The demonstration of knowledge, behaviors, and interventions that protect patients from harm. This includes identifying potential safety risks, preventing adverse events, adhering to safety protocols, and advocating for the well-being of patients within clinical and simulated care environments.
6. **Ethical and Legal Principles**
   The consistent application of nursing ethics and legal standards in clinical practice. This involves maintaining patient confidentiality, obtaining informed consent, upholding professional boundaries, and adhering to institutional, state, and national regulations governing nursing practice.
7. **Cultural Competence**
   The ability to provide respectful, sensitive, and individualized care that acknowledges and integrates the cultural values, beliefs, practices, and preferences of patients and families from diverse backgrounds into the nursing care plan.
8. **Documentation and Record-Keeping**
   The accurate, timely, and objective recording of patient care information, assessments, interventions, and outcomes in accordance with professional, legal, and institutional standards for medical record documentation, including the use of electronic health records (EHRs).
9. **Self-Reflection and Professional Growth**
   The practice of regularly evaluating one's own clinical performance, identifying areas of strength and opportunities for improvement, and setting personal and professional development goals. This includes accepting feedback and engaging in activities that foster continuous learning and professional accountability.
10. **Integration of Theory and Practice**

The ability to connect theoretical knowledge from nursing courses with clinical skills and experiential learning in patient care situations. This competency involves applying concepts from pathophysiology, pharmacology, ethics, and nursing theory to inform clinical reasoning and evidence-based practice.

NURSING ADVISING POLICY

1. **Purpose**

   To ensure that nursing students receive adequate academic guidance and support, promoting their success in the program through regular and timely advisor meetings.

2. **Advisor Assignment**
   a. Each nursing student will be assigned a faculty advisor at the beginning of each semester.
3. **Scheduled Meetings**
   a. It is the student's responsibility to schedule an initial meeting with their assigned faculty advisor within the first four weeks of each semester.
   b. Additional meetings should be scheduled as needed throughout the semester for ongoing support and guidance.
4. **Academic Performance Monitoring**
   a. Students who have a cumulative course grade of less than 77% at any point during the semester are required to schedule a meeting with their assigned faculty advisor to discuss strategies for improvement.
   b. Any student who scores less than 77% on any exam is required to meet with the course instructor to identify areas for improvement.
5. **Mandatory Compliance**
   a. The initial meeting with the faculty advisor is mandatory and must occur by the end of the fourth week of each semester.
   b. Failure to comply with this requirement may result in disciplinary action; if unresolved, an administrative hold will be placed on the student's registration for the subsequent semester.
6. **Student Responsibilities**
   a. Students must proactively schedule and attend their advisor meetings.
   b. Students should come prepared to discuss their academic progress, challenges, and any other issues impacting their studies.
7. **Advisor Responsibilities**
   a. Faculty advisors are available for meetings during their scheduled office hours and provide timely support and guidance to their assigned students.
   b. Advisors assist students in developing action plans to improve their academic performance and connect them with additional resources as needed.
   c. Advisors will document the meeting dates and key discussion points for each student. Advising documents will be placed in the students' file.

CLINICAL REQUIREMENTS POLICY

1. **Purpose**
   To ensure that all nursing students meet the necessary clinical requirements to participate in clinical rotations.
2. **General Requirements:**
   a. All nursing students must meet the program and clinical requirements to participate in clinical rotations.
   b. These requirements are essential for maintaining safety standards and compliance with healthcare facilities' regulations.
3. **Specific Clinical Requirements:**
   a. Clinical requirements may include, but are not limited to:
      - **Drug Testing:** Students must undergo and pass routine and periodic drug screening.
      - **Background Check:** An annual New Mexico Department of Health background check must be completed and cleared.
      - **Vaccination and Screening:** Students must provide proof of required vaccinations and health screenings. These may include, but are not limited to MMR, Varicella, Tdap, Hepatitis B, Influenza, COVID, and TB screening.
      - **Basic Life Support (BLS) Certification:** Students must maintain a current BLS certification through the American Heart Association**.**
4. **Notification and Documentation:**
   a. Students will be notified of the specific clinical and program requirements at the beginning of each semester.
   b. Detailed immunization and vaccine requirements can be found on the ENMU-Roswell Nursing Program website and the Nursing Program Canvas shell.
   c. It is the student's responsibility to ensure that all required documentation is submitted to the nursing program no later than the deadline.
5. **Ongoing Compliance:**
   a. Students must maintain compliance with all clinical requirements throughout their enrollment in the nursing program.
   b. Any lapse in compliance must be promptly addressed, and the student must notify their nursing faculty advisor of any changes in status within 2 business days.
6. **Consequences of Non-Compliance:**
   a. Students who fail to meet and maintain the program and clinical requirements prior to the deadline will be subject to disciplinary action, which may include suspension from clinical activities or dismissal from the nursing program.

HEALTH POLICY

1. **Purpose**

   To ensure the health and safety of nursing students, faculty, and patients by promoting adherence to infection control precautions, providing guidelines for health condition reporting, and outlining the responsibilities related to health insurance and medical care.

2. **Infection Control and Barrier Techniques:**
   a. Students will receive comprehensive instruction in the theory and practice of infection control precautions and barrier techniques as part of their nursing education.
   b. These precautions and techniques must be strictly followed in all academic and clinical areas to minimize the risk of illness transmission.
3. **Health Condition Reporting:**
   a. Students must inform their instructors of any physical, mental health, or changes in conditions that may jeopardize their own or others' health in academic and clinical settings.
   b. Students must not place themselves or others at unusual risk of injury or disease. Any concerns about health conditions should be promptly communicated to ensure appropriate measures are taken.
4. **Health Insurance:**
   a. Students are responsible for maintaining their own health insurance coverage throughout their enrollment in the nursing program. The nursing program does not provide health insurance for students.
   b. Students must provide proof of health insurance upon request.
   c. Students that do not have health insurance are encouraged to contact their nursing faculty advisor for guidance.
   d. Health insurance coverage is a requirement to attend off-campus clinical rotations.
5. **Medical Care in Clinical Settings:**
   a. If emergency medical care is necessary for a student in the clinical area, the care will be at the student's own expense.
   b. Routine healthcare needs should not be addressed during clinical rotations.
   c. Students should be aware of their health insurance coverage details and understand the procedures for accessing emergency care if needed.
6. **Health and Safety Compliance:**
   a. Compliance with health and safety policies is mandatory for all students. Non-compliance may result in disciplinary actions, including suspension from clinical activities or dismissal from the program.
   b. Students are expected to adhere to all health and safety protocols established by clinical sites in addition to the nursing program’s policies.
7. **Emergency Procedures:**
   a. In the event of a medical emergency during academic or clinical activities, students should follow the emergency procedures established by the facility and seek immediate medical attention.
   b. It is the student’s responsibility to inform nursing faculty or the nursing program director of any incidents requiring emergency medical care.

DRUG SCREENING POLICY

1. **Purpose**
   To ensure a safe and effective learning environment and to comply with clinical site requirements, ENMU-Roswell's nursing program mandates routine and periodic drug screening for all nursing students.
2. **Routine Drug Screening:**
   a. All nursing students must complete a drug screening each semester.
   b. The drug screening must be conducted at a designated laboratory or site approved by the ENMU-Roswell nursing program.
3. **Periodic Drug Screening:**
   a. Drug screening may be performed at any time, without prior notice, throughout the academic year and may be random or periodic.
   b. Selected students must comply with the screening within the timeframe specified by the nursing program.
4. **Reasonable Suspicion Drug Screening:**
   a. If there is reasonable suspicion of drug use, based on observable behaviors or other indicators, students may be required to undergo additional drug screening.
   b. Reasonable suspicion includes but is not limited to:
      - Observable phenomena such as direct observation of drug use or physical symptoms of being under the influence of drugs.
      - Impaired, abnormal, or erratic behavior.
      - Arrest or conviction for a drug-related offense.
      - Evidence of tampering with a previous drug test.
5. **Screening Process:**
   a. Students will receive instructions on where and when to report for drug screening.
   b. Students must present a valid identification at the time of screening.
   c. The drug screening will test for a range of substances, including but not limited to, marijuana, cocaine, opiates, amphetamines, and benzodiazepines.
6. **Confidentiality:**
   a. All drug screening results will be kept confidential and will only be shared with individuals who have a legitimate need to know.
7. **Positive Test Results:**
   a. Students who test positive for any prohibited substances will be required to meet with the nursing program director and may face disciplinary actions, including dismissal from the program.
   b. Students who provide a valid prescription for a medication that resulted in a positive test will not be penalized, provided that the use of the medication does not impair their ability to perform safely in the clinical environment.
   c. There is no exemption to this policy for students who may hold a medical cannabis card.

8. Procedures for Positive Test Results

a. If a student does not pass a drug screen:
   - The student will immediately be administratively withdrawn from all nursing courses.
   - The student will be provided with resources related to substance use counseling and support.
   - The student will be eligible to apply for re-entry to the first semester nursing core courses after a minimum of one year from the date of withdrawal.
     i. The student must meet all re-entry requirements in the ENMU-Roswell Catalog at the time of applying for re-entry. Prior nursing coursework will not be considered; the student will be required to re-enter the first semester nursing core courses regardless of which semester the student was in prior to the infraction.
     ii. If the student fails an additional drug screening, the student will immediately be administratively withdrawn from all nursing courses. The student will not be considered for future acceptance or enrollment into the ENMU-Roswell Nursing program permanently.

b. If there is reasonable suspicion of drug use, the student will be removed from the classroom, laboratory, or clinical setting immediately, and a drug screen will be administered.
   - If the student does not pass or refuses the drug screen, the student will immediately be administratively withdrawn from all nursing courses. The student will not be considered for future acceptance or enrollment into the ENMU-Roswell Nursing program permanently.

9. Failure to Comply:

a. Failure to comply with the drug screening policy, including refusal to undergo a drug test, tampering with a test, or not completing the test within the specified timeframe, will result in disciplinary action, up to and including dismissal from the nursing program.

10. Re-entry:

a. Students dismissed from the program due to a positive drug test will be notified of disciplinary actions and whether they are eligible to apply for re-entry.

b. If the student is eligible to reapply, re-entry is not guaranteed and will be evaluated on a case-by-case basis.

GRADING POLICY

1. **Purpose:** The following grading policy applies to all courses within the nursing program. These policies are further detailed in each individual nursing theory and clinical course syllabus.
2. **Minimum Grade Requirement:** A grade of "C" or higher (77.0 or higher) is required in all nursing courses. Grades will be calculated to the tenth position, using the first position to the right of the decimal.
3. **Grading Scale:** Grades for nursing courses are assigned based on the following letter and percentage scale:
   A: 90-100%
   B: 80-89.9%
   C: 77-79.9%
   D: 67-76.9%
   F: 66.9% and below
4. **Additional Information:**
   a. Course-Specific Policies: Each nursing course may have additional grading criteria or requirements. These specifics will be outlined in the course syllabus provided at the beginning of the term.
   b. Rounding Policy: Grades are calculated to the tenth decimal place using dimensional analysis rounding rules. For example, a score of 76.95 will be recorded as 77.0 and will therefore be considered a "C".
   c. Progression: Students must achieve a minimum grade of "C" (77.0%) in all nursing courses to progress in the program. Failure to meet this requirement may result in repeating the course or dismissal from the program.

This grading policy ensures a consistent and fair evaluation of student performance, aligning with our commitment to academic excellence and the preparation of competent nursing professionals. For any questions or clarifications, please refer to the course syllabus or contact the course instructor.

CONFIDENTIALITY POLICY

1. **Purpose:** All Eastern New Mexico University Roswell (ENMU-Roswell) nursing students have a legal and ethical responsibility to protect and respect the privacy and confidentiality of client healthcare information. Patients' protected health information (PHI) is confidential and privileged.
   a. Students must adhere to the following guidelines regarding PHI:
2. **Confidentiality Obligation**: Students will not discuss, disclose, share, and/or release PHI in any form, except as required for direct medical care of the patient. Students may only use or view information necessary to perform clinical practicum duties as assigned by the clinical instructor.
3. **Usage Restrictions**: Students are prohibited from viewing or using PHI for any purposes other than those explicitly required for their clinical practicum duties.
4. **De-Identification Requirement**: Any and all PHI needed to complete clinical assignments and meet the objectives of the clinical course must have all client identifiers removed prior to leaving the clinical facility.

Unauthorized disclosure of patient medical information is a federal crime. Any disclosure of confidential patient health information without authorization may expose the violator to criminal liability and disciplinary action, up to and including dismissal from the ENMU-Roswell Nursing Program.

Students must be vigilant in maintaining the confidentiality and privacy of PHI to ensure compliance with legal and ethical standards. For any questions or concerns about confidentiality, students should consult with their clinical instructor or nursing program director.

EXAM POLICY

1. **Dress Code:** Nursing students are required to adhere to a professional dress code during exams. This includes wearing appropriate attire as outlined in the dress code policy.
   a. Clothing should be clean, neat, and free from offensive language or images.
   b. Loose or baggy clothing is not permitted during exams for security reasons.
   c. Hoods or hats are strictly prohibited during exams.
2. **Attendance and Punctuality:**
   a. Attendance for exams is mandatory. Absence without prior approval may result in a failing grade for the exam.
   b. Late arrivals may not be granted access to take the exam. The door will be locked promptly when the exam begins, and students arriving after that time will not be permitted into the testing area.
   c. If a student anticipates being late or absent due to unforeseen circumstances (e.g., medical emergency, family emergency, or legal issue), they must notify the instructor prior to the exam, or as soon as possible in the case of emergent situations, and provide appropriate documentation. Students that fail to notify the instructor in a timely manner and fail to provide appropriate documentation to the instructor will result in receiving a Zero for the exam without the ability to retake.
3. **Behavior Expectations During Exams:**
   a. Students are expected to maintain academic integrity at all times. Any form of cheating or plagiarism will result in disciplinary action.
   b. Talking or communicating with other students during the exam is strictly prohibited.
   c. Students must follow all instructions given by the exam proctor and refrain from disruptive behavior.
4. **Personal Belongings:**
   a. No beverages or personal items are allowed to remain with the students during test-taking. Students should place personal belongings such as bags, backpacks, jackets, and electronic devices in designated areas.
5. **Student IDs**
   a. Students are required to wear their student ID visibly displayed at all times during exams for identification purposes.
   b. While wearing the student ID, students are not permitted to attach extra trinkets or "badge buddies" to the badge, ensuring clarity and simplicity of identification.
6. **Additional Guidelines:**
   a. Students should arrive at the exam location at least 15 minutes before the scheduled start time to allow for check-in procedures.
   b. Food and drink are not permitted in the exam room unless medically necessary. In such cases, students must seek approval from the instructor prior to the exam.
   c. Students are permitted to bring two pencils to each exam. A blank piece of paper will be provided to students before beginning the exam; it must be turned into the exam proctor upon completion. Students are required to show work for dimensional analysis questions.
7. **Consequences of Violating the Policy:**
   a. Violations of the exam policy, including breaches of academic integrity or disruptive behavior, will be subject to disciplinary action, which may include, but not limited to being removed from the exam area, grade deductions, or dismissal from the nursing program.

ATI CONTENT MASTERY EXAM POLICY

1. **ATI Content Mastery Exam Schedule**
   a. Semester 1 – RN Fundamentals
   b. Semester 2 – RN Adult Medical Surgical take 1; RN Community Health
   c. Semester 3 – RN Pediatric, RN Mental Health, RN Maternal Newborn
   d. Semester 4 – RN Adult Medical Surgical take 2; RN Pharmacology; RN Leadership; RN Community (until Fall 2026); RN Nutrition (Beginning Spring 2027)
2. **ATI Content Mastery Scoring**

Points for ATI Content Mastery Exams are awarded based on the following guidelines.

<table>
<tr><th colspan="4">Practice Assessment – 4 Points</th></tr>
<tr><td colspan="2">2 pts.</td><td colspan="2">2 pts.</td></tr>
<tr><td colspan="2">Complete Practice Assessment A
Remediation:
• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
Focused review and study plan must be completed to receive points</td><td colspan="2">Complete Practice Assessment B
Remediation:
• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
Focused review and study plan must be completed to receive points</td></tr>
<tr><th colspan="4">Standardized Proctored Assessment – 4 Points</th></tr>
<tr><td>Level 3
4 pts.</td><td>Level 2
3 pts.</td><td>Level 1
2 pts.</td><td>Below Level 1
1 pt.</td></tr>
<tr><td colspan="4">• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
****Focused review and study plan must be completed to receive points****</td></tr>
<tr><td>Total Points = 8/8</td><td>Total Points = 7/8</td><td>Total Points = 6/8</td><td>Total Points = 5/8</td></tr>
</table>

Altered scoring for Adult Medical Surgical Attempt 1:

<table>
<tr><th colspan="4">Practice Assessment – 4 Points</th></tr>
<tr><td colspan="2">2 pts.</td><td colspan="2">2 pts.</td></tr>
<tr><td colspan="2">Complete Practice Assessment A
Remediation:
• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
Focused review and study plan must be completed to receive points</td><td colspan="2">Complete Practice Assessment B
Remediation:
• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
Focused review and study plan must be completed to receive points</td></tr>
<tr><th colspan="4">Standardized Proctored Assessment – 4 Points</th></tr>
<tr><td>Level 2

4 pts.</td><td>Level 1

3 pts.</td><td>Below Level 1

2 pts.</td><td>Below Level 1 (<50%)

1 pt.</td></tr>
<tr><td colspan="4">• Minimum one-hour Focused Review
• Comprehensive study plan incorporating all topics missed using AI with the prompts provided
****Focused review and study plan must be completed to receive points****</td></tr>
<tr><td>Total Points = 8/8</td><td>Total Points = 7/8</td><td>Total Points = 6/8</td><td>Total Points = 5/8</td></tr>
</table>

DRESS CODE POLICY

1. **Purpose:** The purpose of this dress code policy is to establish guidelines for appropriate attire for nursing students in both lecture and clinical settings. Adhering to these guidelines ensures a professional appearance, promotes a safe and hygienic environment, and respects the standards of the nursing profession.
2. **Lecture Settings**
   a. General Appearance
      - Students must maintain a neat and clean appearance.
      - Personal hygiene is essential; students should be free from offensive body odors and excessive fragrances.

   b. Clothing
      - Students are expected to dress appropriately.
      - Appropriate foundation and undergarments should be worn but not visible.
      - Clothing should be modest and clean.
      - Clothes with slogans or slang that may be offensive are prohibited.

   c. Footwear
      - Shoes are required to be worn at all times. Shoe types should be appropriate for any class activities that may be scheduled.

3. **Clinical Settings**
   a. General Appearance
      - Students must maintain a professional and clean appearance at all times.
      - Personal hygiene is essential; students should be free from offensive body odors and excessive fragrances.
      - Appropriate foundation and undergarments should be worn but not visible.
      - Hair should be clean, neatly styled, and secured off the collar and away from the face.
      - Sideburns, beards, and mustaches must be trimmed and neatly maintained.
      - Nails should be clean and free of polish or artificial enhancements.
      - Nail length should not extend past the fingertips.

   b. Uniform
      - Students must wear hunter green scrub top and bottoms (pants or skirt).
      - A hunter green, black, or program approved jacket may be worn. Fleece, hoodies, and oversized jackets may not be worn.
      - A hunter green, black, white, or skin-tone colored undershirt may be worn under the scrub top.
      - Uniforms should be clean, wrinkle-free, and properly fitted.
      - A name badge identifying the student and the nursing program must be worn at all times.

   c. Footwear
      - Clean, closed-toe, and non-slip shoes are required.
      - Athletic shoes and clogs are acceptable; crocs and open-back shoes are not permitted.
      - Shoes should be supportive and provide comfort for up to 12-hour shifts.

d. Accessories
   - Minimal jewelry is allowed; only small stud earrings and a watch are acceptable.
   - Wedding rings/bands are acceptable if infection control is not compromised.
   - Visible facial piercings and facial tattoos should be covered when possible. Clear studs and spacers are acceptable. Hoops, dangling earrings, or bars are not acceptable (even if they are clear/plastic).
   - Hunter green or black scrub caps and headbands are acceptable.
   - No perfumes, colognes, or other fragrances should be worn.
   - Make-up and aesthetic accessories should be subtle and professional, avoiding heavy and distracting styles.

e. Equipment
   - Students must carry necessary clinical tools such as a stethoscope, penlight, and scissors.
   - A small notebook and pen for taking notes during clinical rotations are recommended.

f. Personal Protective Equipment (PPE)
   - Students must adhere to all PPE requirements as dictated by the clinical site.
   - Proper use of gloves, masks, gowns, and other protective gear is mandatory when required.

4. Enforcement

a. Compliance
   - All nursing students are required to adhere to the dress code policy in both lecture and clinical settings.
   - Instructors and clinical supervisors have the authority to enforce the dress code policy and address any violations.

b. Consequences
   - Failure to comply with the dress code policy may result in disciplinary action, including verbal warnings, written reprimands, or dismissal from the clinical site or classroom.
   - Repeated violations may lead to further disciplinary actions, up to and including dismissal from the ENMU-Roswell Nursing Program.

ATTENDANCE POLICY

1. **Purpose:** The purpose of this attendance policy is to ensure that students in the Nursing Program at ENMU-Roswell maintain consistent and reliable attendance in both lecture and clinical settings. Attendance is crucial for mastering the skills and knowledge necessary for a successful nursing career.
2. **General Policy**
   a. Attendance Requirement: Attendance is mandatory for all nursing program courses, including lectures and clinical sessions.
   b. Excused Absences: Absences may be excused for the following reasons, provided appropriate documentation is submitted within 24 hours:
      - Medical emergencies or illness
      - Family emergencies
      - Court appearances
      - Military obligations
      - Other circumstances deemed acceptable by the Nursing Program Director

3. **Unexcused Absences**: Absences without a valid reason or without appropriate documentation within 24 hours will be considered unexcused.
4. **Lecture Attendance**
   a. Expectations: Students are expected to attend all scheduled lectures.
   b. Tardiness: Students are expected to arrive on time.
      - Doors will be locked at the beginning of class.
      - If a student arrives late to class, they may not be permitted into the classroom.
   c. Notification: If a student will be tardy or absent for a lecture, they must notify the instructor as soon as possible, preferably before the start of the class.
   d. Make-Up Work: Students are responsible for obtaining and completing any missed work due to absence. Make-up assignments for excused absences will be allowed at the discretion of the instructor.
   e. Attendance Records: Attendance will be recorded at each lecture session.
5. **Clinical Attendance**
   a. Expectations: Students are required to attend all scheduled clinical sessions (both on and off campus) and participate actively.
   b. Tardiness: Students must arrive on time.
      - If a student is 1-10 minutes late to on-campus or off-campus clinical, they will receive an automatic 10-point deduction. An additional 2-point deduction will be applied for every additional minute that the student is late.
   c. Notification: If a student will be late or absent, they must notify their instructor as soon as possible.
   d. Make-Up Sessions: Any absence causing the student to miss more than 1 hour of assigned clinical time must be made up in order to successfully complete this course.
      - Make-up sessions for missed clinical time is not guaranteed and will be determined by faculty, time, and resource availability. Clinical make-up time will only be considered for excused absences.
6. **Professional Behavior**: Students must demonstrate professional behavior, including punctuality and adherence to clinical site policies.
7. **Attendance Threshold**

a. Limit on Unexcused Absences: Students who accumulate more than 10% unexcused absences of the total course hours, or if a student misses clinical time or experiences that cannot be made up prior to the end of the term, will be subject to removal from the course.
b. Review Process: A review will be conducted by the Nursing Program Director before any student is removed from the program. Students may be given the opportunity to present their case and provide any supporting documentation.

PROGRESSION TO OFF-CAMPUS CLINICAL POLICY

Nursing Students' Progression to Off-Campus Clinical Rotations

1. **Purpose:** To ensure that nursing students are adequately prepared and meet the necessary requirements before progressing to off-campus direct-client-care clinical rotations.
2. **Criteria:** To progress to off-campus direct-client-care clinical rotations, nursing students must meet the following criteria:
   a. **Successful Completion of Associated Lecture Course(s)**
      - Students must complete the associated lecture course(s) with a minimum overall course grade of 77%.
      - The overall course grade includes the final exam and the associated ATI Content Mastery Exam (if applicable).
   b. **Successful Completion of All Skills**
      - Students must successfully check off on all skills learned during the current semester.
      - Students must also successfully check off on skills from previous semesters to ensure continued competency.
      - Students will be allowed one opportunity to remediate and pass the skills check-off.
   c. **Successful Completion of the On-Campus Portion of the Clinical Course**
      - Students must complete the on-campus portion of the clinical course with a minimum overall course grade of 77%.
   d. **Successful Completion of Dimensional Analysis (DA) Competency Exam**
      - Students must obtain a score of 100% on the DA competency exam.
      - If a student does not achieve a score of 100% on the first attempt, the student is allowed up to two additional attempts to obtain the required 100%.
      - Each attempt will be a separate exam with new questions.
      - Remediation will be offered for the first two failed attempts.
      - Failure to pass with 100% on the third attempt will result in dismissal from the nursing program.
3. **Consequences of Not Meeting Minimum Requirements:**
   a. If the student does not meet all of the requirements listed above, they will be withdrawn from all associated nursing courses in that semester, and will be required to repeat those courses prior to progressing in the program.

SKILLS CHECK-OFF POLICY

Nursing Program Skills Check-Offs Policy

1. **Purpose:** To ensure that students in the ENMU-Roswell Nursing Program demonstrate the necessary clinical skills competency required for safe and effective patient care. The Skills Check-Off process is a critical component of nursing education, designed to assess and verify students' mastery of essential nursing skills. Students must successfully complete all required skills check-offs as part of their progression through the program.
2. **Requirements**
   a. **Scheduled Check-Offs**
      - Skills check-offs will be scheduled throughout each semester, aligned with the corresponding clinical skills taught during the course.
      - Students will be notified of the check-off dates and the specific skills to be assessed in advance.

   b. **Preparation for Check-Offs**
      - Students are responsible for adequately preparing for each skills check-off, which includes attending all relevant lectures, labs, and practice sessions.
      - Students are encouraged to use available resources, such as lab time, peer study groups, and faculty office hours, to ensure readiness.
3. **Successful Completion**
   a. To successfully complete a skills check-off, students must:
      - Demonstrate at least 80% of all elements on the check-off list.
      - Not miss any critical elements of the skill.
4. **Remediation Opportunity**
   a. If a student does not successfully complete a skills check-off on the first attempt, they will be provided with feedback and one opportunity for remediation.
   b. The remediation process includes independent review, practice, video submission, and self-evaluation to support mastery of the skill.
   c. The second check-off attempt will be scheduled at the discretion of the instructor, allowing sufficient time for the student to practice and improve.
5. **Consequences of Failure**
   a. If a student fails to successfully complete the skill during the second check-off attempt, they will be required to withdraw from the clinical course and any associated co-requisites.
6. **Assessment Criteria**
   a. Each skill will be assessed based on the following criteria:
      - **Knowledge of Procedure:** Understanding the steps involved in the skill and the rationale behind them.
      - **Accuracy:** Correct performance of the skill according to clinical standards.
      - **Safety:** Ensuring patient safety at all times during the performance of the skill.
      - **Efficiency:** Ability to perform the skill within a reasonable timeframe without compromising quality.
      - **Communication:** Clear and effective communication with the patient and other healthcare professionals during the skill.
7. **Documentation**
   a. Successful completion of each skills check-off will be documented in the student's academic record.
   b. Feedback from the first attempt and details of any remediation will also be recorded to monitor student progress and identify areas for improvement.

REMEDIATION GUIDELINES FOR SKILLS CHECK-OFFS

1. Purpose

To provide a structured, supportive remediation process for students who are unsuccessful in a skills check-off, ensuring readiness for clinical practice and promoting reflective learning.

2. Policy

Students who do not successfully complete a skills check-off on the first attempt must complete a remediation process before their second attempt. This process includes independent review, practice, video submission, and self-evaluation to support mastery of the skill.

3. Remediation Process

a. Faculty Feedback
- Faculty will immediately review the failed check-off with the student, identifying strengths and areas needing improvement.
- A remediation plan will be outlined, including deadlines and expectations.

b. Independent Practice
- The student will be required to independently practice the skill in the skills lab during open lab hours or at home if equipment is available.

c. Video Recording
- The student must record themselves performing the entire skill following the program's check-off sheet and guidelines.
- The video must clearly show all steps of the skill, and the student should verbalize critical actions and rationales where appropriate.
- The video should be uploaded securely to Canvas.

d. Self-Evaluation
- The student will complete a self-evaluation using the program's approved skills check-off form.
- In the self-evaluation, students must:
  i. Identify which steps they performed correctly.
  ii. Acknowledge any missed or incorrect steps.
  iii. Reflect on how they will improve future performance.
- The self-evaluation must be submitted with the video.

e. Faculty Review
- Faculty will review the video and self-evaluation and clearance will be given to proceed to a second in-person check-off attempt.

f. Second Check-Off Attempt
- The student will complete a second, live check-off with faculty.
- Program policies apply if the second attempt is unsuccessful.

4. Documentation

a. All remediation records, video submissions, and self-evaluations will be kept in the student's skills competency file.

5. **Deadlines**
    a. The remediation video and self-evaluation must be submitted within 5 business days of the failed check-off.

SERVICE-LEARNING POLICY

1. Purpose

The purpose of this policy is to establish expectations for student participation in service learning as an essential component of the Nursing Program at Eastern New Mexico University–Roswell. Service learning enhances professional development, promotes civic engagement, supports community health initiatives, and complements clinical education.

2. Policy Statement

All students enrolled in the ADN program are required to complete six (6) hours of approved service-learning activities each semester. Service learning is a pass/fail requirement and must be completed in full, with all documentation submitted by the designated deadline, to successfully complete the associated clinical course. No numeric or letter grade is assigned for service learning.

3. Definitions:

a. Service Learning
- A structured learning activity that combines community service with nursing education and reflection to promote civic responsibility, address community health needs, and support program learning outcomes.

4. Requirements:

a. Service Hour Requirement
- Students must complete a minimum of 6 hours of approved service learning activities per semester.

5. Service-Learning Activities Guidelines

a. Approval Process
- Students must submit a Service-Learning Approval Request to the faculty member at least 24-48 hours prior to the service learning opportunity.
- Unapproved activities completed without prior approval may not be accepted for service-learning credit.
- Approval requests must include:
  i. Date(s) of service
  ii. Description of the activity
  iii. Total hours completed
  iv. Contact information for the organization or event coordinator

b. Approved Service-Learning Activities
- To be eligible for service-learning credit, activities must
  i. Involve direct or indirect support of health, wellness, or public service initiatives**.**
  ii. Be pre-approved by nursing faculty**.**
  iii. Provide an opportunity for the student to apply, observe, or reflect on nursing knowledge, professional skills, communication, advocacy, or community health principles.
- Examples of appropriate service-learning activities include
  i. Assisting at community health fairs (blood pressure screenings, health education booths, BMI checks, vaccination stations)
  ii. Participating in public health outreach programs (COVID-19 vaccination drives, flu clinics, wellness education events)
  iii. Volunteering at local health-related charitable events (Relay for Life, Special Olympics health screenings, March of Dimes events)
  iv. Supporting health promotion activities in schools or community centers (nutrition education, hygiene education for children, injury prevention programs)
  v. Providing health education presentations at shelters, senior centers, or civic organizations

vi. Assisting at community blood drives (educating donors, supporting recovery areas, health promotion materials)
vii. Participating in hospital- or clinic-sponsored community outreach events
viii. Volunteering with non-profits or agencies addressing health disparities (e.g., food banks with a nutrition education component, community garden health education.

8. Not Appropriate Service-Learning Activities

a. Activities not eligible for service-learning credit include those that:
- Do not involve health-related services, education, or advocacy.
- Are considered personal or employment obligations**.**
- Lack a clear connection to community health improvement or nursing program outcomes.
- Do not have faculty approval prior to participation.

b. Examples of inappropriate activities
- Volunteering at non-health-related events (e.g., pet adoption fairs, arts festivals)
- Babysitting, house sitting, or non-health volunteer work (e.g., sorting clothing donations without a health education component)
- Shadowing healthcare professionals during routine work shifts
- Employment-related activities, paid or unpaid, including clinical externships, job shadowing, or work shifts
- Personal volunteer projects or religious mission trips without a health promotion component and prior approval
- Passive event attendance without active participation (e.g., attending a health conference without volunteering)

9. Documentation

a. Students are required to submit a Service-Learning Log after completing their service hours.
b. The Service-Learning Log must include
- Date(s) of service
- Description of the activity
- Total hours completed
- Name and signature of the on-site supervisor or event coordinator

10. Submission Deadline

a. All service-learning documentation must be submitted by the date specified in the course syllabus.

11. Grading and Progression

a. Service learning is graded on a pass/fail basis.
- **Pass** = Completion of all 6 required hours and submission of documentation
- **Fail** = Failure to complete the required hours or submit required documentation by the deadline.

b. Failure to complete the service-learning requirement results in a clinical course failure or incomplete status.

12. Responsibilities

a. Students
- Arrange and participate in approved service-learning activities.
- Submit completed Service-Learning Log by the deadline.

b. Faculty
- Approve appropriate service-learning opportunities.
- Provide students with necessary forms and submission deadlines.
- Verify completion of service-learning documentation and record pass/fail status.

REVIEW AND UPDATES

1. This Nursing Student Handbook and all policies listed in the handbook will be reviewed periodically to ensure its effectiveness, relevance, and alignment with accreditation standards and nursing program outcomes.
2. Any updates or revisions to this policy will be communicated to faculty, staff, and students in a timely manner.

Updated July 16, 2025