

**EASTERN NEW MEXICO UNIVERSITY - ROSWELL**  
**NURSING STUDENT HANDBOOK**  
**2020-2021**



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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 hand book. 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 Blackboard, ENMU-Roswell e-mail or the ENMU-R Nursing webpage.

ENMU-Roswell statistical data (NCLEX pass rates, graduate and employer surveys, etc.) is available upon request in the nursing office to interested constituents/stakeholders.

## **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 Statement**

Preparing a diverse community with the skills and education for success.

### **University Vision Statement**

Eastern New Mexico University Roswell is the region's first and best choice for learning.

### **Nursing Program Mission Statement**

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

### **Nursing Program Vision Statement**

To prepare students from a diverse background to become successful members of the nursing profession.

### **Nursing Program Philosophy**

The central concepts of the philosophy of nursing for the ENMU-Roswell Associate of Science in Nursing Program focus on caring, knowledge, clinical reasoning (nursing process), and reflective practice. Nursing is a process of assisting the individual, family, and/or community to promote, maintain, and/or restore health. The nursing faculty facilitates the transformative process of the nursing student to novice pre-licensure nurse by teaching and modeling the use of safety, advocacy, technology, compassion, ethics, evidence-based practice, collaboration, and diversity. The core values adopted from the National League of Nursing including caring, diversity, excellence, and integrity support the program's integrated concepts.

Nursing is a theory-guided, evidence-based discipline which builds on a foundation of knowledge from the biological, social, and behavioral sciences. Curriculum is developed through required competencies to guide students to provide client-centered care for a diverse population in complex environments. Because the need for interdisciplinary collaboration, leadership, use of quality improvement, informatics and technology has increased in health care organizations, these concepts are emphasized.

Learning is most effective when the student and instructor share responsibility. Instructors facilitate learning by assessing the abilities, needs and goals of each student and plan for appropriate levels of learning experiences. Instructors provide a climate which is conducive to learning and are facilitators of such learning. The student's role is to participate actively in the learning process.

Learning is meaningful when students perceive the course content as having relevance for living in today's world. Because students must be introduced to diverse roles, learning is enhanced through different approaches and settings, including, but not limited to case studies, classroom activities, simulations and clinical experiences. Implementation of different teaching strategies

facilitates cognitive, psychomotor, and effective outcomes for students with various learning styles. Central to the learning process is the development of clinical reasoning and reflective practice. Nursing education is most effective when classroom and clinical learning are aligned so students are provided the opportunity to put learned concepts into practice. This approach will enhance the individual's ability to contribute to the nursing profession through collaboration with the interdisciplinary health care team and consumers in order to meet society's diverse healthcare needs.

Accreditation Commission for Accreditation in Nursing. (2017). Retrieved from

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

Benner, P. (2017). Patricia Benner: Novice to Expert. Retrieved from <http://nursing-theory.org/>

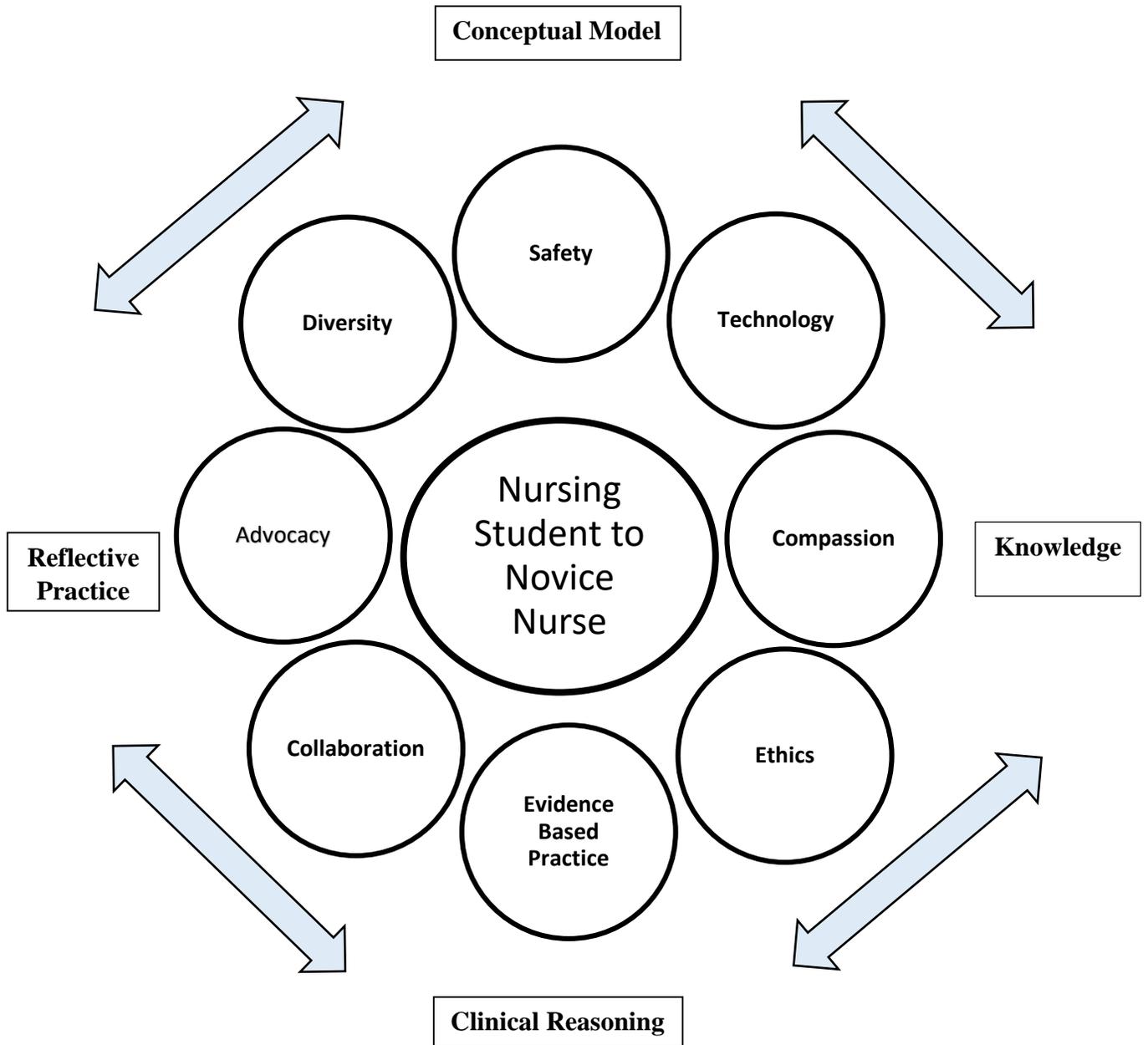
Leininger, M. (2017). Transcultural Nursing. Retrieved from <http://nursing-theory.org/>

NMBON, 2017. New Mexico Board of Nursing. Retrieved from <http://nmbon.sks.com/>

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<https://www.watsoncaringscience.org/about-wcsi/wcsi-fact-sheet/>

# Professional Nursing Practice



## **Definitions**

Professional nursing practice- a system that supports registered nurse control over the delivery of nursing care and the environment in which care is delivered.

Knowledge- facts, information, and skills acquired by a person through experience or education; the theoretical or practical understanding of a subject.

Clinical reasoning- the process by which nurses collect cues, process the information, come to an understanding of a client problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process.

Nursing process- the procedure nurses use with clinical reasoning to manage client care.

Reflective practice- The process of retrospectively examining one's own professional performance in order to clarify the reasons for one's actions and decisions, and to learn from them.

Safety- measures taken to prevent errors and adverse effects to clients and healthcare team members.

Technology- application of organized knowledge and skills in the form of devices, medicines, vaccines, procedures and systems developed to solve a health problem and improve quality of care.

Compassion- sympathetic consciousness of others' distress with a desire to alleviate it.

Ethics- a theory or system of moral values.

Evidence based practice- the use of current best research in making decisions about client care.

Collaboration- the action of working with an individual or group to create or achieve something.

Diversity- the inclusion of individuals representing more than one national origin, color, religion, socioeconomic stratum, sexual orientation.

Advocacy- to speak, write in favor of, support of cause or interest of another.

## **END OF PROGRAM STUDENT LEARNING OUTCOMES**

### **ASSOCIATE DEGREE IN NURSING**

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. Engage in professional nursing practice that is client-centered, compassionate, ethical, and culturally appropriate for individuals, families, and diverse communities.
2. Integrate principles of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver evidenced based nursing care utilizing clinical reasoning through the application of the nursing process.
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 client outcomes.
6. Utilize technologies for the management of information and in the delivery of client care.

## LEVEL I OUTCOMES

\*(ESLO #) - refers to the End of Program Student Learning Outcomes to which each of the Level I Outcomes relate.

**After completion of the first and second semesters, the student will use clinical reasoning skills to:**

1. Demonstrate an evidence based approach to nursing practice within the context of community, focusing on care of individuals, using the nursing process. (ESLO #1, 3)
2. Recognize how one's own and other's culture, beliefs, and values can affect healthcare delivery. (ESLO #1)
3. Apply safety measures to prevent errors and adverse effects from occurring in the health care environment. (ESLO #2)
4. Recognize the importance of collaboration among the interdisciplinary healthcare team. (ESLO #5)
5. Practice professionally within the ethical and legal framework of the student nurse. (ESLO # 2, 4, 5, 6)
6. Provide nursing care for clients while using the nursing process in various actual or simulated healthcare settings. (ESLO #1, 3, 5, 6)
7. Utilize available technologies to ensure quality client care and safety. (ESLO #6)

## LEVEL II OUTCOMES

\*(LEVEL I OUTCOME #) - refers to the Level I Outcomes each of the Level II Outcomes builds upon.

\*(ESLO #) - refers to the End of Program Student Learning Outcomes to which each of the Level II Outcomes relates.

### **After completion of the third and fourth semesters, the student will:**

1. Apply compassionate, evidenced based nursing care using clinical reasoning to individuals across the life span in a variety of health care and simulated settings. (LEVEL I OUTCOME #1, 2, 3, 6) (ESLO #1, 2, 3)
2. Integrate technology into the plan of care of individuals across the life span for promotion, maintenance, and/or restoration of health. (LEVEL I OUTCOME #7) (ESLO #6)
3. Collaborate with members of the interdisciplinary healthcare team. (LEVEL I OUTCOME #1, 2, 3, 4, 5) (ESLO # 1, 2, 3, 4, 5, 6)
4. Integrate measures to promote safety in order to produce quality outcomes. (LEVEL I OUTCOME #3, 4, 5, 6) (ESLO #2, 4, 5)
5. Evaluate client care with consideration of the ethical and diverse needs as the basis for development and revision of the plan of care. (LEVEL I OUTCOME #1, 3, 6, 7) (ESLO # 2, 3, 4, 6)

## **STANDARDS OF BEHAVIOR**

It is expected that each student will become familiar with and adhere to the Standards of Behavior as defined in the Eastern New Mexico University-Roswell Student Handbook. This handbook is available to students free of charge and can be obtained from Student Services or accessed through the ENMU-Roswell Home Page under the current student link. Violation of any standard will not be tolerated and may result in disciplinary actions.

Plagiarism, cheating, and/or any form of dishonesty are considered unacceptable behaviors. Please review the section in the Student Handbook addressing academic integrity and forms of plagiarism. Other unacceptable behaviors are also described in the Eastern New Mexico University-Roswell Student Handbook in the Standards of Behavior section.

The ENMU-Roswell campus provides an environment conducive to learning. Students must feel safe in their academic pursuits. In any academic setting, students should be able to engage in a free exchange of ideas. Any disruptive behavior that offends the academic community is unacceptable. Disruptive behavior includes, but is not limited to: incivility, unprofessional actions or communications, inappropriate dress, offensive or intimidating statements or actions, physical abuse, or intoxication. The instructor is the sole judge of what is appropriate in his/her class and may remove an individual who is negatively affecting the learning process. If the infraction is severe, the student may be removed from the program and/or institution.

A student who practices outside their scope, is arrested, charged with, convicted of, pled guilty or no contest to, sentenced for any criminal offense, who fails to declare criminal charges/arrests/convictions in any state or foreign country upon admission into nursing, or during enrollment in the nursing program will be immediately suspended from all nursing courses. Final status, up to and including dismissal will be determined after legal outcome is known. It is the student's responsibility to notify the Program Director of any legal occurrences within five business days.

Each student is expected to be familiar with and adhere to clinical site policies and individual nursing course policies. Course and clinical policies as written in each syllabus will be discussed during orientation time for each nursing course (see ENMU-Roswell Student Handbook- Standards of Behavior and Academic Integrity sections).

### **Plagiarism Policy**

The ENMU-ROSWELL Nursing Faculty has adopted a policy of zero tolerance for cheating and/or plagiarism within the Nursing Curriculum. All classwork should reflect the student's own sincere, personal efforts. Cheating and dishonesty are unacceptable behaviors and will not be tolerated. Plagiarism (representing as one's own ideas and/or thoughts of another author) is dishonest and may result in a grade of zero for the assignment. The final decision rests with the faculty member.

Plagiarism includes but is not limited to offering the work of another as one's own, offering the work of another without proper acknowledgment and/or failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines,

reference works, term papers, reports, or any other work of another individual (ENMU-Roswell Catalog). Consequences range from a failing grade, zero credit for the assignment, failing grade in the course, to dismissal from the university.

### **Cheating Behavior**

Cheating behavior includes but is not limited to: (a) dishonesty of any kind on examinations, quizzes, written assignments, and projects; (b) unauthorized possession of examinations, quizzes, or instructor records; (c) use of unauthorized notes or information during an examination, quiz, or exercise; (d) obtaining information during an examination or assignment for or from another individual and/or assisting others in cheating; (e) alteration of grades on an examination, an assignment, or records of an instructor or the college; (f) illegal entry or unauthorized presence in an office of the college or residence of an instructor, or unauthorized access to grade records or examination and assignment requirement; and (g) any act of fraud or misrepresentation (ENMU-Roswell current catalog).

Consequences may include receiving a grade of zero on the assignment and/or failure of the course. Additional consequences may include dismissal from the course, dismissal from the nursing program, and/or dismissal from the university. Additional information is located in the ENMU-Roswell catalog.

### **Academic Honesty**

Students may not look at any other student's computer or work. Students may not use any device, papers, books or other materials without prior written approval of the nursing instructor or the Program Director at least seven days in advance of the exam. Students may not have more than one Web browser and one Browser Tab open on their computer. They may not have any other software open on their computer except what is needed for the exam per the written directions of the instructor. Discussing the exam *at any time* may be determined to be academic dishonesty and should be avoided. Any perceived cheating will be handled as actual cheating per the policies of the Nursing Department and the College. Students are expected to report any of the aforementioned to an instructor immediately if they or anyone else has committed any of these acts <https://nursetim.com/>

**Please refer to page 26 of this handbook for the acknowledgment page for this policy. You must sign, detach, and return this page to your instructor.**

### **GRIEVANCE PROCEDURE**

The appeal procedures are listed in the Eastern New Mexico University-Roswell Student Handbook. The following is an outline representation of this section of the Student Handbook as it applies to students enrolled in the Nursing Program:

#### **Disciplinary Appeal**

- A. Student requests conference with nursing instructor(s) of the course.
- B. If issue not resolved, student requests conference with Nursing Program Director.
- C. If issue is still not resolved, student requests conference with Assistance Vice President of Health Education.

- D. If issue remains unresolved, student requests hearing with the Student Disciplinary Committee and submits a written appeal describing the reasons for the appeal.
- E. If the issue is not resolved, the student may request a conference with the Vice President of Academic and Student Affairs.

### **Academic Appeal**

- A. Student requests conference with nursing instructor(s) of the course.
- B. If issue not resolved, student requests conference with Nursing Program Director.
- C. If issue is still not resolved, student requests conference with Assistance Vice President of Health Education.
- D. If issue is still not resolved, student may submit a formal written complaint regarding the problem via the online complaint form. This form can be accessed within the Self-Service Banner system. The complaint will be forwarded to the appropriate individual(s) for review and resolution.

### **POLICY FOR CONTINUATION IN THE NURSING PROGRAM/ NURSING PROGRAM TESTING**

1. A grade of C or better is required in each nursing course. The grading scale is described in each nursing course syllabus and is listed in this handbook.
2. NURS 110/NURS 110L, NURS 112/NURS 112L, NURS117, NURS 121, PSY 101, COMM 101, PSY 200, and MDST 201 or an equivalent must be completed in order to progress to the level II nursing core courses.
3. Students enrolled in the lecture or practicum section of the courses listed below must also be concurrently enrolled for credit in the corresponding practicum or lecture section of the course as applicable:
  - NURS 110 and NURS 110L
  - NURS 112 and NURS 112L
  - NURS 201 and NURS 201L
  - NURS 216 and NURS 216L
  - NURS 217 and NURS 217L
  - NURS 220 and NURS 220L
4. Proof of current American Heart Association Basic Life Support for Healthcare Providers Certification is required by clinical agencies is the responsibility of the student. Red Cross certification is not accepted.
5. Current required laboratory tests (titers) and required immunizations.
6. Refer to the nursing section in the current ENMU-Roswell Catalog for information regarding course withdrawal, failure, and/or readmission policies and procedures.
7. In order to qualify for graduation from both the university and the nursing program, students must have completed each required nursing course with a grade of “C” or better, must have a cumulative GPA of 2.0, and must have filed for graduation by the semester deadline date and before the expected completion date. In addition, a comprehensive NCLEX predictor assessment test is part of program completion. A passing score as determined by ENMU-Roswell Nursing Program faculty is required in order to release

the student's Certification of Eligibility for Graduation form along with the student's official transcript to the New Mexico Board of Nursing or similar form required by other state boards of nursing. This assessment test is administered toward the end of the student's final semester of enrollment in the NURS 225 Comprehensive Predictor Capstone. If the student does not attain a passing score on the assessment test after the second attempt, the student must complete an approved NCLEX review and re-test at the student's expense on the Comprehensive NCLEX Predictor test.

8. A dosage calculation/medication administration competency exam and various nursing technical skill competencies are evaluated each semester in NURS 110L, 112L, 201L, 216L, 217L, and 220L. The student must successfully complete this competency exam and appropriately demonstrate the required nursing technical skills before the end of the clinical course orientation period. Criteria for successful completion of this competency exam and criteria for appropriate demonstration of the required nursing technical skills are defined in each clinical practicum course syllabus.
9. It is highly recommended that reentering students not enrolled in a clinical course (NURS 110L, 112L, 201L, 216L, 217L, and 220L) but enrolled in the theory portion remain current on technical skills, dosage calculation, and medication administration. These students may complete a dosage calculation/medication administration competency exam, and level appropriate nursing technical skill competencies in alliance with the clinical course schedule.

### **ELECTRONIC DEVICE POLICY**

Cell phones will be silenced during class and clinical time. Use of any electronic devices in class or clinical must be approved by the instructor. Students are not to receive personal calls or overhead pages while in the clinical area unless it is an emergency. Use of electronic devices in the clinical setting will be determined according to the discretion of the clinical instructor and/or clinical facility policy.

Quizzes and tests may be administered either on campus or proctored remotely from home. Portable PC or Mac book devices should be available for in class quizzes, tests, group work, and assignments. Tablets or phones may be used with instructor approval in class for electronic resource access but are not approved or compatible for quizzes or tests.

### **Social Media Policy**

Social media is a venue that has many legitimate purposes. The lines between public, private, personal, and professional are blurred in online social networks. Through the simple act of identifying yourself as a nursing student at Eastern New Mexico University – Roswell, you create a perception of the nursing program as well as yourself. Social media also presents a unique concern for privacy and confidentiality.

Social media are recognized as internet based or mobile technology that is utilized for the express purpose of interactive communication. Examples of social media are but not limited to Wikipedia, Twitter, YouTube, Facebook, Snapchat, and Instagram. The content that is posted

and shared online is **not** confidential. Anything that you post personally or are named in (tagged) is visible to the world. Once content is posted online it is not in the individual's control and may be traced back to the individual in perpetuity.

Nursing program students are prohibited from disclosing through social media the following:

- Protected Health Information (PHI), as defined by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA). Individuals may not disclose patient names or refer to them in a way that identifies them individually. The use of initials, hospital, or unit are prohibited.
- Confidential or non-public information about patients, students, or faculty.
- Comments that allude to sponsorship or endorsement by the nursing program or ENMU-Roswell.
- Clinical discussions that include any identifiable information related to patients or nursing program affiliated clinical facilities.

Comments that are reflected on social media that could be perceived negatively toward the nursing program, clinical partnerships, the nursing profession and/or nursing faculty are considered to be a violation of the social media policy.

Students in violation of this policy may be considered as having violated the honor code of the nursing program at ENMU – Roswell. Students who violate this policy may face disciplinary action up to and including expulsion from the nursing program.

**Please refer to page 25 of this handbook for the acknowledgment page for this policy. You must sign, detach, and return this page to your instructor.**

### **SIMULATION LEARNING EXPERIENCES**

Simulation learning experiences are incorporated into the various nursing practicum courses. Simulation learning outcomes are provided in the simulation experience/rotation. A simulation rubric/evaluation tool is provided prior to the experience. Orientation to the simulation center is provided prior to the simulation experience. Upon the conclusion of the simulation-based experience, a student centered debriefing session facilitated by the instructor using the debriefing form will occur.

### **ACCOMODATIONS:**

Students who are eligible to receive appropriate and reasonable accommodations (i.e. extended testing time, preferential seating, print enlargement, etc.) must contact the Disability Services Office. To make arrangements, in accordance with the Americans with Disability Act of 1990, comprehensive documentation must be submitted to the Disability Services Officer who can be reached at 575-624-7218.

## **NURSING ADVISORS**

All students are assigned a nursing faculty advisor. It is the student's responsibility to contact their assigned faculty advisor at least once per semester and as needed.

## **FACULTY OFFICE HOURS**

Individual office hours for each faculty member are posted on the faculty member's office door.

## **MANDATORY DRUG SCREENING POLICY**

Mandatory drug screening is required prior to entering a clinical area; typically, during the first two weeks of the program and will be scheduled by the Division of Health faculty. The fee for this drug screening will be added to the student's ENMU-Roswell account. Students must pass the mandatory drug screening to remain in the program. Some clinical facilities Policy and Procedure's state a student who does not pass the drug screen will not be allowed in the facility as a health student for 12-months. Appeals can be made according to the process outlined in the ENMU-Roswell Student Handbook. (Reference: ENMU-Roswell current Catalog- Standards of Behavior, Disciplinary Appeal, and Drug Free Campus Policy and Information).

## **MEDICAL MARIJUANA POLICY FOR ENMU-ROSWELL HEALTH PROGRAMS**

The Health Science Unit at ENMU-Roswell will require students who have a medical marijuana card and test positive for Tetrahydrocannabinol (THC) to withdraw from any and all health programs that require initial and random drug screens to be negative. ENMU-Roswell has the duty to ensure that students in the clinical setting practice within their scope in a skillful and safe manner. The use of medical marijuana creates a situation where actual or potential impairment can interfere with the student's ability to perform with skill and safety, thus putting the public and patients at risk. References: Medical Marijuana and Nursing Practice: Current Legislation, Scientific Literature Review, and Nursing Implications. National State Boards of Nursing (2018).

## **MANDATORY BACKGROUND CHECK**

The background investigation will include a review of the United States Department of Motor Vehicles driver's license status and history of citations, the United States Department of Public Safety criminal history, the United States Judiciary Data Base, and any additional data base as indicated as required by a clinical facility. The background investigation will be conducted prior to the student beginning a nursing clinical rotation. The background check will be repeated if the student has been away from the nursing clinical rotations for 90 days or more. This is a requirement of several of the agencies/facilities used for clinical experiences. If the student does not pass the background investigation, the student will not be allowed to continue in the nursing core courses. Students who have a felony conviction within the past 7-years and/or a misdemeanor conviction within the past 3-years may not be allowed in clinical facilities; thus preventing the student's continuance in the nursing program. Appeals can be made according to the process outlined in the ENMU-Roswell Student Handbook. The fee for this background

check will be added to the student's ENMU-Roswell account. (Reference: ENMU-Roswell current catalog- Disciplinary Appeal).

### **HEALTH POLICY**

Increased exposure to a variety of illnesses is part of working as a health care provider and students will receive instruction in the theory and practice of infection control precautions and barrier techniques. These precautions and techniques are to be followed in all areas of the program. Students will be provided a list of the required immunizations and titers prior to enrollment in nursing clinical courses.

Students are expected to inform their instructors of any physical and/or mental health condition or change in health condition that may jeopardize the health of one's self or others in academic and/or clinical settings. Students will not place themselves or others at unusual risk of injury or disease.

Students are responsible for their own health insurance. Unless there are special circumstances, only emergency medical care at the students' expense will be provided for incidents in the clinical area.

### **REQUIRED EQUIPMENT**

**Level I Semesters** - Must be obtained/purchased before attending clinical experiences.

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

### **Level II Semesters**

1. All of the equipment required during the Level I semesters and bag with clinical supplies. Designated uniform- see dress code policy.
2. Additional supplies as indicated.
3. Application for graduation and graduation fee-submit to Admissions and Records. Refer to the Catalog for graduation application deadline dates. (Reference: ENMU-Roswell current Catalog).
4. NCLEX Examination Registration Application packet and registration fee (required) available on-line. Registration site will be provided prior to graduation.
5. New Mexico State Board of Nursing Examination Application forms and fingerprinting cards, licensure fee and national background check fee (required). Students planning on applying or licensure in another state are responsible for contacting that state's Board of Nursing to obtain application forms. Application forms are available on-line at the New Mexico Board of Nursing web page at [www.bon.state.nm.us](http://www.bon.state.nm.us).

6. Graduation cap and gown if participating in graduation ceremony- purchased at the bookstore.
7. Graduation announcements (optional).
8. Nursing pin-for spring pinning ceremony (optional). May, August, and December graduates participate in the pinning ceremony during the year of their graduation with an associate of science in nursing degree.

## **ORIENTATION**

An orientation may be provided to students progressing into the first semester of nursing core courses. This orientation is usually scheduled within two weeks of the start of the semester. Orientation topics will be determined by nursing faculty.

## **ACADEMIC ENHANCEMENT**

Academic Enhancement is highly recommended for all students enrolled in select nursing courses. Each nursing theory course may have a related academic enhancement course which meets one to two times a week to enhance course concepts. This course follows the same topic schedule as the corresponding lecture course. Any student who is having difficulty in a course must attend the associated academic enhancement course. Academic enhancement is primarily used for case studies and review of content/concepts addressed in lecture. The immediate review of exams may be scheduled either during class time following the exam or during academic enhancement. Academic enhancement structure is determined by each assigned faculty member.

## **TECHNOLOGY REQUIREMENTS FOR ALL NURSING COURSES**

Microsoft Word is the only accepted word processing format for written assignments. The student will need email and internet access. All of the nursing theory courses have Blackboard supplements. All enrolled students are provided with an ENMU email account. All email correspondence between students and faculty will be through the students and faculty member's campus email address or Blackboard email. Personal email will not be used for correspondence. High speed internet connection facilitates access to and use of internet based courses and course web supplements. High speed internet access is available on campus. Each student is required to have access to a desktop or laptop computer with a webcam and microphone for class, communication, and remote testing. They must be able to download remote testing applications including Respondus Lockdown as well as additional virtual learning and testing products required for each course. Please note that most Tablets and Chromebook do not support all remote proctoring platforms.

## **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.

### **NURSING PROGRAM GRADING SCALE**

These policies are explained in each individual nursing theory and clinical course syllabus. A grade of “C” or higher (77.0 or higher) is required in all nursing courses. Grades will be calculated to the first position to the right of the decimal.

Grades for nursing courses are based on the following letter and percentage scale:

- A.....93-100%
- B.....85-92.9%
- C.....77-84.9%
- D.....70-76.9%
- F.....69.9% and below

### **STANDARDS OF CARE**

Students are expected to provide professional care to all individuals in accordance with the following:

"The student provides services with respect for human dignity and the uniqueness of the clients unrestricted by considerations of social or economic status, gender identity, culture, nationality, race, personal attributes, or the nature of health problems."

### **CONFIDENTIALITY**

All Eastern New Mexico University Roswell nursing students have a legal and ethical responsibility to protect and respect the privacy and confidentiality of client healthcare information. Patient information, including, but not limited to all personal and medical information is confidential and privileged. You will not discuss, disclose, share, and/or release this information in any form, except as required for direct medical care of the patient. You may use or view information required for you to perform your clinical practicum duties as assigned by your clinical instructor. You may not view or use information for any other purposes. Any and all protected health information (PHI) needed to complete clinical assignments and meet the objectives of the clinical course must have all client identifiers removed.

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

By signing below, I agree to comply with all the confidentiality policies and procedures.

Furthermore, I agree that:

1. I will immediately report to my clinical instructor any suspected privacy or security breach.
2. I understand that my duty to maintain confidentiality of information as described here remains in effect even after leaving the ENMU-R nursing program.
3. I understand that I am responsible for complying with any and all privacy and security policies at any and all clinical practicum facilities.
4. I will not dispose of any paper with identifiable confidential information in the regular trash, but will facility approved disposal methods (i.e. shredders, confidential bin etc...)
5. I will not visit patients socially while functioning in a clinical facility as a student nurse (for example a family member, spouse, child, co-worker, or friend).
6. I will not access client information or inquire about patients who have not been assigned to me out of curiosity.
7. I will not enter into a restricted area of the hospital without student related need or authorization.

**Please refer to page 27 of this handbook for the acknowledgment page for this policy. You must sign, detach, and return this page to your instructor.**

## **Exam Policies**

### **Testing Dress Code and Other Restrictions**

In addition to the classroom dress code, students are expected to adhere to the testing dress code policy be it on campus or through remote proctoring. ENMU-R issued student ID badge with photo should be worn and presented for verification. Hair will be securely tied back. No dark glasses, watches, cell phones, or tablets. No oversized coats, jackets, sweatshirts/hoodies, gloves, hats, or scarves are to be worn. No food or drink in the testing area.

On campus exams: students are allowed one writing utensil, and one blank sheet of paper in the testing area. Students will remove all personal effects from the testing area prior to beginning an exam. Once the exam begins there will be no borrowing or lending of necessary testing tools. Each student is responsible for required equipment. When a student finishes the test, she/he will leave the room and not linger in the hallway. Once exam begins, the student may not leave the testing area without permission of the instructor.

### **Missed Exams**

Instructors should be notified prior to the scheduled exam time if the student is unable to take an exam. Exams may be made up only if the student has a medical excuse from a health care provider, a legal document, or if circumstances occur that are beyond the student's control. Failure to produce a health care providers' written excuse or legal document may result in a grade of zero for the exam. Exams must be rescheduled with instructor approval within 24 hours of the missed exam date. To successfully meet the outcomes of this course, the student must take all exams and earn a minimum cumulative course grade of 77%.

## **Electronic Testing**

Computerized testing may take place as a group in the ENMU-R computer classroom as assigned or may be administered remotely through approved online proctored platforms including Respondus Lockdown Browser or Proctorio as directed by the course instructor when on-campus proctored testing is unavailable. In the event of technical difficulties with testing computers, exams may be given using written exam booklets, #2 pencils and SCANTRON.

One writing utensil, and one blank sheet of paper may be used during the exam. The paper will be collected prior to being permitted to leave the exam area. For remote proctored testing, the front and back of scrap paper must be shown to the camera at the beginning and upon completion. The student will then destroy the scrap paper in front of the camera before exiting the browser.

Surfing the web, completing a computer search, *or opening any other window during computerized testing* constitutes cheating. Refer to both the ENMU-R Student Handbook and ENMU-R Nursing Student Handbook for disciplinary consequences. If there is a problem during computerized testing, notify proctor immediately.

Students are encouraged to utilize course and unit outcomes in addition to assigned readings and lecture notes. Exams will be comprised of NCLEX style questions and may be computerized and/or on paper with scantron. Exam questions will be taken from; but not limited to; lecture, course textbooks, additional assigned readings, and student worksheets. To receive credit, students will follow exam directions for showing work on mathematical calculations.

## **Scantron Considerations**

The student is expected to answer all questions on every examination. No credit will be given for answers left blank. The student will not be allowed to answer any questions after the examination has been turned in to the instructor. It is the student's responsibility to correctly transfer any answers from the hard copy of the examination to the SCANTRON. It is the student's responsibility to completely fill in SCANTRON circles. It is the student's responsibility to correctly complete the student ID section of the SCANTRON. The student is responsible for writing their name on the SCANTRON and the exam booklet(s). There will be a 2-point deduction for a scantron ID error, omission of student name on the SCANTRON and/or the exam booklet (s). If a cell phone rings, vibrates, or elicits noise during an exam, quiz, or assessment; the student will have 5-points deducted from the grade. A student making less than a 77% on any exam is encouraged to make an appointment with the instructor.

**ATI Proctored Examination Policy:**

It is recommended each student complete the non-proctored ATI examination within two weeks of taking the proctored ATI. The access codes for the non-proctored exam will be given to the students enrolled in this course at the beginning of the semester. The proctored ATI exam (computer version) will be administered within two weeks of the end of the semester. The student must be at the assigned location at the assigned time to be allowed to take the ATI and receive the earned points. The proctored exam percentile score will comprise up to 10 points (10%) of the final course grade. **The points are given based on the following grading rubric:**

<b>Practice Assessment</b>			
<b>4 pts.</b>			
<b>Complete Practice Assessment A</b> <i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>		<b>Complete Practice Assessment B</b> <i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	
<b>Standardized Proctored Assessment</b>			
<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>	<b>Below Level 1</b>
<b>4 pts.</b>	<b>3 pts.</b>	<b>1 pt.</b>	<b>0 pts.</b>
<i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember</li> </ul>	<i>Remediation:</i> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember</li> </ul>
<b>2 pts.</b>	<b>2 pts.</b>	<b>2 pts.</b>	<b>2 pts.</b>
<b>Proctored Assessment Retake*</b>			
<b>No Retake (optional)</b>	<b>No Retake (optional)</b>	<b>Retake recommended</b>	<b>Retake recommended</b>
<b>Total Points = 10/10</b>	<b>Total Points = 9/10</b>	<b>Total Points = 7/10</b>	<b>Total Points = 6/10</b>

\*See ATI remediation policy posted on Bb for requirements on completing remediation activities.

## **DRESS CODE POLICY**

Applies to all clinical settings whether on or off campus. The dress code policies of the clinical facilities supersede the following ENMU-Roswell dress code policies

1. **UNIFORM** - Purchased by students.

Full uniform - freshly laundered, wrinkle-free ENMU-Roswell student scrubs, wrist or lapel watch with sweep second hand, bandage scissors, and name tag. Appropriate foundation garments or undergarments must be worn under the student's scrubs.

NAME TAG: ENMU-R issued student ID badge with appropriate badge extender and retractable badge holder to be worn visibly and unaltered with photo facing forward on the upper chest at all times in class and clinical setting. Facility issued badges will be worn prominently during clinical rotations as described above. Facility badges must be returned to clinical instructor in order to take the final exam of the clinical course. Students will be responsible for obtaining current ENMU-R student ID badge. Badge must be kept clean and in good repair. Students will be responsible for replacing lost or damaged ID badges.

Nursing students and instructors will abide by the individual clinical facility dress code policies. The instructor will ask the student to cover/change/remove the offending form of dress, hair, makeup, piercing, body modification, tattoo, body marks, etc. The only form of visible piercing jewelry allowed will be one small stud earring to each ear. Tongue studs or other forms of visible piercings are not allowed in the clinical setting. If infractions are significant, the student may have to leave the clinical area, make corrections, and return.

2. **SHOES** – clean, closed-toe solid black or white, leather or vinyl- no mesh or canvas, offer good support, and are low healed with rubber soles. Shoe laces must be washed and clean. Shoes should not have flashing lights or roller blades/wheels.

3. **HAIR** - Will be worn off the uniform collar and will be clean and neatly arranged and out of the face when in the clinical area. No adornments or scarves should be worn in the hair. Excessive or unconventional hair style or color may be prohibited in some clinical facilities. Side burns, beards, and mustaches must be trimmed and neatly maintained.

4. **NAILS** - Will be clean, short with nail tips not extending beyond the finger-tip and cuticle well groomed. No nail polish may be worn. Artificial nails may not be worn during any clinical rotations.

5. **JEWELRY/TATTOOS** - No jewelry, EXCEPT wedding band, posts to ears, and wrist watch will be worn by nursing students in the clinical area. This includes visible body piercing jewelry. All hand (including wedding band) and arm watch

may have to be removed before attending clinical in certain client care areas. Simple posts may be worn in pierced ears (1 post per ear, with studs that do not extend beyond the lobe of the ear). No loop or dangling earrings, facial jewelry, bracelets, necklaces, or lanyards of any kind will be worn. Facial/ear gauges must be solid, and clear or flesh colored. Offensive tattoos may be asked to be covered per the discretion of the clinical instructor.

6. **PERFUMES** - No perfumes, scented lotions, or shaving lotions may be worn. Avoid use of detergents or fabric softeners with strong scents.
7. **COSMETICS** – may be applied. Heavy make-up is not to be worn and will be determined by the instructor. Detachable false lashes are not to be worn.
8. **HYGIENE** - The acceptable rules of personal hygiene are to be observed by all nursing students (daily bath, use of deodorant, clean fresh clothing, and clean hair). Oral hygiene is to be observed. Fabric freshener may be needed if student's clothes/scrubs are exposed to cigarette smoke.
9. **EQUIPMENT** - Stethoscope, bandage scissors, wrist watch with sweep second hand, black ink pen, permanent marker, pencil, basic calculator, pen light and hemostats. Other items may be designated by the course instructor.
10. **CLASSROOM DRESS CODE** -Students are expected to dress appropriately when in class including appropriate foundation garments and under garments. Low cut tops of any kind, mid-drift tops, halter tops, strapless tops, short shorts, and low cut pants may be offensive to others. Clothes with slogans or slang that may be offensive are prohibited. Offensiveness of clothes is determined by the instructor.

## **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.

**Eastern New Mexico University – Roswell**

**Nursing Program Social Media Policy and Acknowledgement**

Social media is a venue that has many legitimate purposes. The lines between public, private, personal, and professional are blurred in online social networks. Through the simple act of identifying yourself as a nursing student at Eastern New Mexico University – Roswell, you create a perception of the nursing program as well as yourself. Social media also presents a unique concern for privacy and confidentiality.

Social media are recognized as internet based or mobile technology that is utilized for the express purpose of interactive communication. Examples of social media are but not limited to Wikipedia, Twitter, YouTube, Facebook, Snapchat, and Instagram. The content that is posted and shared online is **not** confidential. Anything that you post personally or are named in (tagged) is visible to the world. Once content is posted online it is not in the individual’s control and may be traced back to the individual in perpetuity.

Nursing program students are prohibited from disclosing through social media the following:

- Protected Health Information (PHI), as defined by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA). Individuals may not disclose patient names or refer to them in a way that identifies them individually. The use of initials, hospital, or unit are prohibited.
- Confidential or non-public information about patients, students, or faculty.
- Comments that allude to sponsorship or endorsement by the nursing program or ENMU – Roswell.
- Clinical discussions that include any identifiable information related to patients or nursing program affiliated clinical facilities.

Comments that are reflected on social media that could be perceived negatively toward the nursing program, clinical partnerships, the nursing profession and/or nursing faculty are considered to be a violation of the social media policy.

Students in violation of this policy may be considered as having violated the confidentiality agreement and honesty policy of the nursing program at ENMU – Roswell. Students who violate this policy may face disciplinary action up to and including expulsion from the nursing program.

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Name	Signature	Date
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## Academic Honesty Statement

Courses: \_\_\_\_\_

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Please state your agreement with this statement in the Honesty Statement Discussion Forum.

I agree that I will not:

- Use any organization's/person's writing, words, images, logos, web sites without proper APA citation and reference even if they give me permission.
- Talk to anybody about any exam/quiz that I have or have not taken in this course or any other course, whether or not, the other person has taken the same exam/quiz.
- Allow anyone to look at the exam/quiz I am taking or have already completed (ie. looking over your shoulder as you complete a quiz).
- Print any exam/quiz that I take in this course.
- Copy or photograph in any form exams or exam questions in this course.
- Change any score on exams, quizzes, assignments, online or hard copy.

I understand and agree to abide by the following:

### Exam Center Honesty Statement

Students may not look at any other student's computer or work. Students may not use any device, papers, books or other materials without prior written approval of the nursing instructor or the Program Director at least seven days in advance of the exam. Students may not have more than one Web browser and one Browser Tab open on their computer. They may not have any other software open on their computer except what is needed for the exam per the written directions of the instructor. Discussing at any time the exam may be determined to be academic dishonesty and should be avoided. Any perceived cheating will be handled as actual cheating per the policies of the Nursing Department and the College

I will report any of the aforementioned to an instructor immediately if I or anyone else has committed any of these acts.

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Printed name

Student ID #

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Signature

Date

## Confidentiality Agreement

All Eastern New Mexico University Roswell nursing students have a legal and ethical responsibility to protect and respect the privacy and confidentiality of client healthcare information. Patient information, including, but not limited to all personal and medical information is confidential and privileged. You will not discuss, disclose, share, and/or release this information in any form, except as required for direct medical care of the patient. You may use or view information required for you to perform your clinical practicum duties as assigned by your clinical instructor. You may not view or use information for any other purposes. Any and all protected health information (PHI) needed to complete clinical assignments and meet the objectives of the clinical course must have all client identifiers removed.

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

By signing below, I agree to comply with all the confidentiality policies and procedures.

Furthermore, I agree that:

1. I will immediately report to my clinical instructor any suspected privacy or security breach.
2. I understand that my duty to maintain confidentiality of information as described here remains in effect even after leaving the ENMU-R nursing program.
3. I understand that I am responsible for complying with any and all privacy and security policies at any and all clinical practicum facilities.
4. I will not dispose of any paper with identifiable confidential information in the regular trash, but will facility approved disposal methods (i.e. shredders, confidential bin etc...)
5. I will not visit patients socially while functioning in a clinical facility as a student nurse (for example a family member, spouse, child, co-worker, or friend).
6. I will not access client information or inquire about patients who have not been assigned to me out of curiosity.
7. I will not enter into a restricted area of the hospital without student related need or authorization.

I have read and understand the information noted above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print your name: \_\_\_\_\_ Student ID #: \_\_\_\_\_