

PROGRAM INFORM

Mission, Vision and Philosophy

UNM-G Nursing Program Mission Statement

The UNM-Gallup Nursing Program assists lifelong learners to develop critically competent and culturally sensitive nursing care for clients in rural health care settings

UNM-G Nursing Program Vision Statement

UNM-Gallup nursing education programs will be recognized for excellence in educating healthcare providers.

Associate Degree Nursing Program Philosophy

The philosophy of the University of New Mexico Gallup Associate Degree Nursing (ADN) program flows from the campus and program mission statements. The faculty believes that:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (American Nurses Association [ANA], 2007).

Nursing care includes consideration of physiological, psychological, emotional, social, cultural, and spiritual needs. The new nurse generalist must be prepared to care for clients from diverse cultural backgrounds. To provide clinically competent care, the new nurse must be adept at problem-solving and use critical thinking through the nursing process to collect information and plan patient care that reflects current standards and evidence-based practice. Professional communication must include verbal and nonverbal interactions between nurse and client, client's family, and the health care team. Documentation and use of electronic health records must reflect nursing practice standards and personal accountability. The professional nurse must take responsibility for continuing education, community service and adherence to a professional code of ethics. The ADN graduate is prepared to practice in the rural setting as a nursing care provider committed to valuing and respecting the individual.

UNM-G Program Objectives

UNM-Gallup Nursing Program Objectives

Student Success Associate

Students in the UNM-Gallup Nursing Program have access to all student resources available on campus. The UNM-G Nursing Program is committed to the success of all students in the nursing program. A student success associate is available as part of that commitment. Student success associate services include study and test-taking tips, referral to appropriate areas for assistance, and providing a quiet place for study. Students may be referred by instructors. Students may schedule appointments as needed.

Selection for Scholarships

To be selected for a nursing scholarship that the nursing program administers, a student must meet the scholarship requirements and have documentation of:

- 1) No failed nursing courses.
- 2) No anecdotal records.
- 3) No complaints from clinical faculty.
- 4) Satisfactory academic progress.

Student Authorization for Letter of Recommendation/Reference

A Student Authorization form must be completed when a letter of recommendation or reference letter is required from faculty or staff. The form must be filled out in its entirety, and scholarship information and deadlines must be provided. **Please allow two weeks for the letter to be completed** and ready for pick up.

Accessibility Resource Center

The Accessibility Resource Center (ARC) mission is to provide assistance and support to students with verified disabilities to equalize their opportunities to access UNM-G programs and services successfully. Students requesting any accommodations will need to contact the Accessibility Resource Center at 863-7

UNM-Gallup NMNEC AASN Program of Study

ENGL 1110

Prereq

Math Grading and Math Testing Policies

To ensure clinical safety, each semester, students must successfully pass a dosage/calculation test before they are permitted to enter the clinical setting. The inability to pass the dosage/calculation test will result in required remediation.

Grading Policies

Assignment Grading Policy

Unless specifically specified in the course syllabus, assignments will be lowered 10% of the total possible points for each day the assignment is late. No points will be awarded if the assignment is more than three (3) days late. Assignments are to be turned in to the course instructor either in person or submitted electronically. Assignments submitted electronically to the instructor must be readable and have the appropriate content (i.e, it's not a blank document or file). Corrupted or blank assignment file submissions ("placeholder submissions") will be automatically graded as zero. Students are responsible for double-checking that the files uploaded or attached are not blank or corrupted.

Any absence whether excused or unexcused does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in aTc e.7 (Tw 13(s)1.7 (i)2.3.2 (v)-18.6 (s)1.7 (i)2.3(w3 (d)5.6J-0.004 (-0.004 e (t i).s.Or.3(.te0.210Tw (th) Tc 0Tc652-3.3 (.7a)20 Tct th.5c254etes)1.d()ET/Artifact B()3720 2 245c28 24 -72 ref.d()BTn

Grading Scale

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
79	C+
77-78	C
73-76	D+
70-72	D
67-69	D-
Below 67	F

Special notes:

- Students with an exam average less than 80% will automatically be referred to the Student Success Associate for assistance.

If the final test average for the course is less than 77%, the overall grade received will be D+ or lower to reflect lack of success in the course.

- The remaining 10% of the course grade will be comprised of point totals on other course requirements including but not limited to: presentations, papers, group work, homework assignments and standardized testing scores.
- All assignments must be completed in each course in order to receive a grade for the course.
- Students may not retake a test for a better grade or drop any "lower grades." There is no "extra credit" in nursing courses.
- Grades, including test grades and overall course grades, will not be rounded.

Standardized Testing Policy

The UNM-Gallup Nursing Program utilizes a comprehensive assessment and review program. The intent of this program is to provide students with the tools they need to be successful in the nursing program and on the NCLEX-RN licensure exam. This program utilizes practice and proctored exams, with a focus on remediation. The standardized test is 5% of the student's grade in multiple nursing classes. There is a fee-

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program in Level 1.

With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability.

With two NMNEC nursing course failures/withdrawals, the student will be dismissed from the program. The student will wait for two years before they can reapply and will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

Levels 2, 3, 4, 5:

With one NMNEC nursing course withdrawal, the nursing student may continue to the next level. With two NMNEC nursing course withdrawals, the nursing student will be dismissed from the program. The student will wait for two years before they can reapply and will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

the requirements of clinical agency contracts.

Uniforms for Clinical Rotation

Students may only wear the UNM-Gallup nursing program uniform in designated clinical settings and during nursing program activities. The student uniform consists of a royal blue V-neck scrub top and pewter gray pants.

Students must also wear clean white shoes (may be tennis shoes, with no mesh) and white socks. No open-heel shoes. Students are to purchase the nursing insignia from the UNM-Gallup bookstore and attach it to the left front of the uniform top. Any shirt worn under the uniform top must be white.

When in uniform, students must wear the nursing student ID badge. Students are not allowed to wear the student uniform, UNM-G nursing program ID card, or any other identifying insignia while performing outside job duties.

Students are expected to wear uniforms and ID badges in any clinical setting when representing UNMG for any purpose.

Clinical Grooming Policies When in Uniform

Nursing students o

- Clean white shoes, no open toes, open backs or Crocs. The shoe upper (or the vamp) must of a stiffer material and not mesh. This is to lessen the chances of falling needles hitting the toes.
- Short, unpolished fingernails – NO ARTIFICIAL FINGERNAILS
- No visible tattoos or body piercings

Clinical Readiness Checklist

Each student will receive a checklist of items during orientation that needs to be completed and kept up-to-date to participate in clinical experiences. These include a physical examination, immunizations, CPR, and any additional training required by clinical sites. Each student is required to pass a background check prior to entering clinical in the first semester. A student who experiences a change in health status, including pregnancy, must submit a written statement from his/her health care provider indicating the student's ability to perform all required course functions safely without jeopardizing his/her well-being and/or the well-being of others.

The student is responsible for keeping the checklist and originals of any documentation, including the background check results to support completion of the checklist throughout their career as a student. Theory instructors will review the list at least once a semester. Student

- The use of foul language
- Any other unprofessional behaviors as determined by clinical faculty

The items indicated by the asterisks (*) above will result in permanent dismissal from the UNM-G nursing program.

Clinical Medication Event Policy

Students will not administer medications without direct supervision by a licensed nurse or clinical instructor.

Medication events are defined as any event related to the traditional rights of medication administration. Any medication event must be reported to the staff nurse and faculty immediately. Failure to report to the faculty any and all clinical events, including medication events, will result in dismissal from the program. Students may not fill out incident/occurrence reports without faculty or preceptor supervision. Students responsible for a medication event may be placed on probation. After the medication event, the student may not give medications until the clinical faculty and course coordinator approve the completion of any remedial work assigned.

Clinical Scope of Practice

Students may **NOT** perform the following activities:

- Take telephone or verbal physician's orders.
- Transcribe physician's orders without direct supervision.
- Witness consents.
- Obtain or administer blood products without direct nursing supervision.
- Prepare or administer IV medications without direct nursing supervision.
- Perform nursing skills before being observed successfully performing that skill and being checked off by nursing faculty.
- Operate invasive hemodynamic monitoring equipment.
- Remove arterial lines or central lines without direct nursing supervision.
- Administer medications before confirming the traditional rights, along with at least two client identifiers.
- Sign out narcotics without direct nursing supervision.
- Take client reports without direct nursing supervision.
- Remove drains without direct nursing supervision.
- Insert IVs without direct nursing supervision.
- Administer any pediatric medication without direct nursing supervision.
- Assume responsibility for clients' valuables.
- Act as a primary circulating or scrub nurse.
- Take unsupervised charge of a unit.
- Change settings on an infusion pump without direct nursing supervision.
- Perform client teaching on procedures, surgery, or diagnostics without direct nursing supervision.
- Provide test results to the client and/or the family without direct nursing supervision.
- Perform vaginal examinations related to labor.
- Complete or assist with incident/occurrence reports unless directly supervised by a nurse.

Clinical Performance Improvement Plan

Any violation of clinical policy will be documented. If student behavior endangers patient safety or confidentiality they will be dismissed from the clinical area immediately. The faculty will document the incident, meet with the student for discussion, and have the student sign the documentation. A violation will require consultation with the Program Director and a written plan for improvement. Any further infractions will be cause for dismissal from the nursing program.

The student is expected to sign the Anecdotal Note form while in the presence of the instructor. Copies of the document will be provided to the student, and the nursing program director notified. A copy will also be placed in the student file.

Clinical/Lab Grading Policies

All clinical/lab rotations are graded as "Pass/Fail." To pass, a student must successfully complete the stated objectives delineated in the clinical evaluation tool and meet all of the hours required. Failure to pass the clinical/lab component will result in a failure of both theory and clinical components.

Needle-Stick Occurrence

In case of a needle-stick event, the student must report the event to the clinical instructor and course coordinator immediately. Students must follow the needle-stick procedure of the facility in which the event occurred. Further information is available at: <http://shac.unl.edu/clinical/needle-stick-procedure/>

will be provided by the student if requested by the faculty. The student must submit the requested verification to the faculty not later than 48 hours starting from the end of business of the first day of absence. The requested verification is only meant to be an addendum to the notification of the absence and not meant to excuse the absence. Excusing an absence is entirely up to the faculty.

Regardless of notification of absence, it is at the discretion of the faculty to accept missed assignments or reschedule

Outside Employment

Current research indicates that nursing students who work more than 20 hours a week are less likely to be successful in the nursing program. Missing class, lab, clinical experience or any other scheduled nursing school function due to outside employment will result in an unexcused absence.

Parking Permits

Students are required to go to campus security every semester to obtain a current parking permit. A schedule of classes, registration, and proof of insurance for the vehicle will be needed to get the permit.

Inclement Weather

UNM-G catalog policy states: on days when there is bad weather, listen to local radio stations for information. The following should guide your actions:

- "Closure" refers to the entire campus being closed and no classes held.
- "Class Cancellation" refers to the college services being open but no classes in session.

If the Campus is closed or classes canceled, this will be announced on the radio and on the Albuquerque channels. Unless specifically stated otherwise, class cancellation or closure will only be for the balance of that day. If cancellation or closure is needed on subsequent days, a

conviction or drug and/or alcohol abuse should contact the New Mexico State Board of Nursing to inquire about applicable regulations and rules.

Updated:

November, 2018 - Student grievance procedure changed to reflect the UNMG specific process.

August, 2019 – Standardized testing guidelines updated.

Plan of study updated to reflect common course numbering.

January, 2020 – Standardized testing guidelines updated.

August 2021 – Updated NMNEC Progression policy to reflect language consistency from the actual progression policy from NMNEC; added COVID-19 vaccination policy; and clarified the language for pin purchase responsibility.

January 2022 – Updated the nursing student uniform information; reworded the pinning ceremonies policy to clarify pinning decorations are completed by SNA and the graduating nursing students.

July 2022 – Updated the NMNEC Progression Policy to reflect the new progression policy. Updated old resource URLs and contact information. Added nursing student uniform illustration.

January 2023 – Updated the Clinical/Lab attendance policy and clinical/lab conduct policies.

May 2023 – Added a Progression appeals process policy. Added clarification to the academic dishonesty section.

Updated URLs links to the UNM Pathfinder entry for the student code of conduct and visitor code of conduct.

December 2023 – Updated the assignment grading policy to include student responsibilities on missed assignments due to absence; updated the attendance/tardiness policy to match the language in the UNM Faculty Handbook D170 section. Updated references to “he/she” pronouns to a more neutral term such as “student/they.” Added additional responsibility eno