



# **NURSING PROGRAM**

## **ASN-RN**

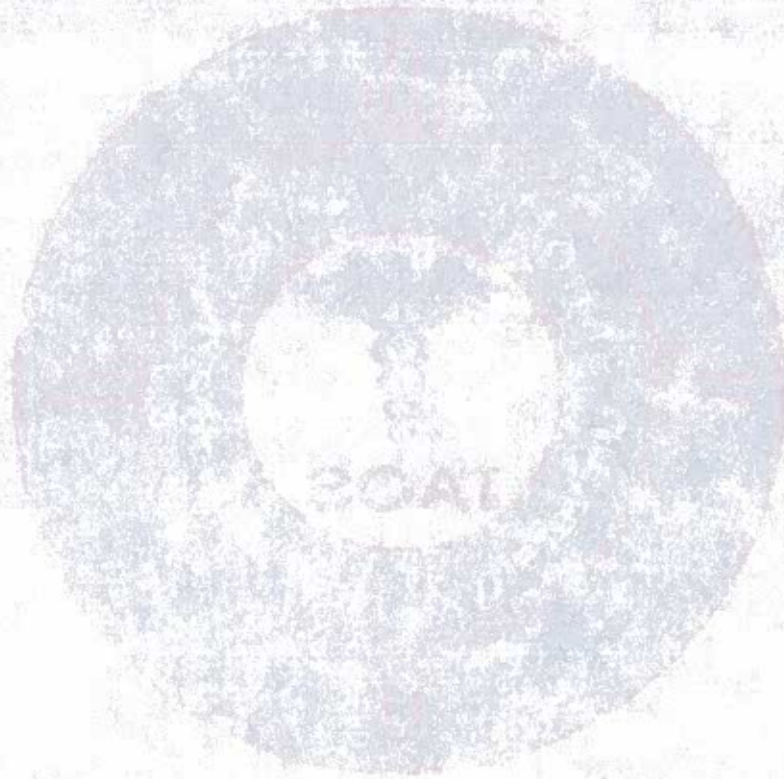
**STUDENT HANDBOOK**  
**Fall 2023**

Member of the



**NMI NURSING EDUCATION CONSORTIUM**

*Connecting all New Mexicans to High Quality Healthcare*



# GOAT

STUDENT HANDBOOK  
FALL 2023

Member of the



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

The University of New Mexico – Taos sits on the traditional homelands of the Red Willow People of Taos Pueblo. The original peoples of current-day New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history and work to maintain healthy, fruitful relationships with our neighbors for generations to come.

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The UNM-Taos Nursing Program has the full approval of the New Mexico Board of Nursing. UNM-Taos ASN program is fully accredited by the Accreditation Commission for Education in Nursing.

## Welcome to the University of New Mexico – Taos Nursing Program!

The UNM-Taos Nursing Program was established in 2009 in order to provide an opportunity for members of the community to obtain an associate degree in nursing while meeting the need for registered nurses in rural northern New Mexico. The first class graduated in December 2010.

In 2016, UNM-Taos adopted the New Mexico Nursing Education Consortium (NMNEC) statewide curriculum, allowing for seamless articulation between associate and bachelor degrees in nursing at participating NMNEC schools ([www.nmnec.org](http://www.nmnec.org)). Students at UNM-Taos are admitted into either the associate degree or the dual associate/bachelor degree program. This handbook provides students with needed information and policies governing the associate degree program in nursing at UNM-Taos. Students who are dual-enrolled in the associate/bachelor degree program should familiarize themselves with the policies contained in the UNM College of Nursing Undergraduate Student Handbook.

<https://hsc.unm.edu/nursing/students/resources/handbook.html>

### CHAPTER 1: UNM-TAOS AND UNM-TAOS NURSING PROGRAM GENERAL INFORMATION

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

The Associate Degree in Nursing (ASN) Student Handbook has been developed to help students find the answers to common questions that arise as they progress through the associate degree program. This handbook does not constitute a binding contract between the UNM-Taos Nursing Program and the student, and does not supersede information and binding policies that are described in the current *UNM-Taos Catalog* and *The Pathfinder – UNM Student Handbook*. Policies and procedures included in this document are subject to change and may be superseded by changes in UNM policies.

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the current *UNM Catalog*

<https://catalog.unm.edu/catalogs/2022-2023/> and *The Pathfinder – UNM Student Handbook*

<http://pathfinder.unm.edu/index.html> that are/were in effect at the time of admission or readmission.

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. In addition, important messages will be sent to students through their UNM email. Do not hesitate to contact the UNM-Taos Nursing Program Administrative Assistant or Director with additional questions.

### INSTITUTIONAL CONTEXT

UNM-Taos operates as a branch campus of the University of New Mexico. As such, the campus is subject to the policies of the UNM Board of Regents, the regulatory guidance of the New Mexico Department of Higher Education and the State Legislature. Internally, the Administrative Team is responsible for supporting the day-to-day administration of the campus within the framework of the institutional mission and the policies of the University and the State. The campus is organized into units including Administration, Office of Academic Affairs, Student Services, Student Support Services, Informational Technology Services, and Strategic Support Services.

## UNM-TAOS VISION, MISSION, PURPOSE, AND CORE VALUES

### Vision

UNM-Taos will be recognized in New Mexico and regionally as an educational leader and partner committed to providing a high-quality learning environment for all students, pathways to higher education, relevant, rewarding careers, and personal growth opportunities.

### Mission

UNM-Taos provides quality educational opportunities that transform the lives of our students, enrich the cultural life of our diverse communities, and strengthen the regional economy.

### Purpose

As an open-access, student-centered, affordable college offering dual-credit, basic skills, transfer, career-technical, workforce training and lifelong learning courses and programs, UNM-Taos is committed to:

- Providing academic programs culminating in the awarding of associate degrees and facilitating transfer opportunities;
- Providing career technical programs leading to certificates and degrees for students who seek career-related employment in business, industry, government and health care;
- Providing opportunities for students to acquire the verbal, quantitative, and cognitive skills necessary for a successful transition into college-level study;
- Providing effective academic advisement and career counseling, diagnostic and placement testing, financial aid, and human development opportunities readily accessible to all students; and,
- Providing noncredit continuing adult education services to the community in business/professional training, personal development, cultural enrichment, and recreational activities.

### Core Values

- **Respect for People:** Above all, we strive to create a safe, caring, and supportive environment conducive to the success and wellbeing of students, faculty and staff. We welcome diversity of backgrounds and opinions, recognize individual talents, encourage personal and professional growth, celebrate accomplishments, and honor institutional traditions.
- **Affordability:** We believe that all individuals deserve opportunities to reach their full potential through affordable education and training. As an open-access public institution, UNM-Taos strives to be the school of choice for all individuals pursuing postsecondary education.
- **Lifelong Learning:** We value and promote lifelong learning for students, faculty, and staff. We strive to create a student-centered learning environment that cultivates critical and creative thinking, problem solving, intellectual inquiry, and global awareness. Through continuing development, we expect faculty and staff to be productive workers, responsible decision-makers, and servant leaders. We believe that learning should occur at the organizational level through knowledge sharing and effective communication.

- **Integrity, Responsibility, and Accountability:** We are collectively committed to advancing our mission ethically and responsibly to earn and preserve the trust of our constituents. We value fair and equitable treatment, participatory decision-making, and transparent resource management. We strive to develop an organizational culture that expects high performance and accountability for behaviors, actions and results in a collaborative spirit.
- **Excellence:** We embrace continuous quality improvement and innovation in all areas of the college. Faculty and staff strive to offer high quality programs and services that respond to the needs of the communities we serve and prepare students for successful careers in an increasingly diverse, global, and technology-driven workplace.
- **Teamwork:** We believe that cooperative relationships are critical to the vitality and long-term success of our institution. We strategically pursue mutually beneficial partnerships with institutions and organizations to help students learn and advance other institutional priorities. Internally, active collaboration within and between departments and operational areas is encouraged. We believe in the importance of nurturing student-to-student and student-to-faculty/staff interactions as a means of promoting student success.

### **Institutional Goals**

- Ensure broad access to high-quality innovative educational programs, services and training opportunities for the residents of Taos County and Northern New Mexico.
- Improve student retention, persistence, completion and job placement.
- Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students, faculty and staff.
- Expand partnerships with regional colleges and universities to provide pathways to advanced degrees for Taos County residents.
- Optimize fiscal resources that support the needs and expectations of students and the community.
- Contribute to the economic vitality, workforce development, and job training needs of Taos County and the surrounding region.



## UNM-TAOS NURSING PROGRAM VISION, MISSION, AND CORE VALUES

### **Vision Statement**

The UNM-Taos Nursing Program will be recognized for excellence in educating responsible, competent, highly qualified, knowledgeable, and caring individuals in Northern New Mexico who are prepared for lifelong learning in the profession of nursing.

### **Mission Statement**

The UNM-Taos Nursing program, located in a rural setting in northern New Mexico, provides a unique opportunity that transforms the lives of our students into professional nurses who strengthen the health of our culturally diverse community.

### **Goals**

Further, the nursing faculty is committed to implementing the nursing program Mission Statement by:

- Facilitating excellence in nursing education by preparing ASN-RN graduates for licensure in a rapidly changing health care arena in a technological age.
- Respecting individuality of students by recognizing and supporting each student's unique qualities, culture, background, skills, and styles.
- Providing a foundation for career and educational mobility by fostering the development of decision making through the use of critical thinking, problem solving methods, and utilization of the nursing process.
- Providing access to a quality education for a culturally diverse population in Northern New Mexico.
- Alleviating a critical nursing shortage in Northern New Mexico with a nursing program of superior quality.
- Establishing a learning environment that promotes the development of the core nursing values of caring, professionalism, communication, diversity, and clinical judgment.
- Enabling student success through a variety of educational and financial resources in the community.

### **Faculty Beliefs about Nursing**

UNM-Taos Nursing Program faculty define nursing practice by using the American Nurses Association (ANA) 2017 definition of nursing which states:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.

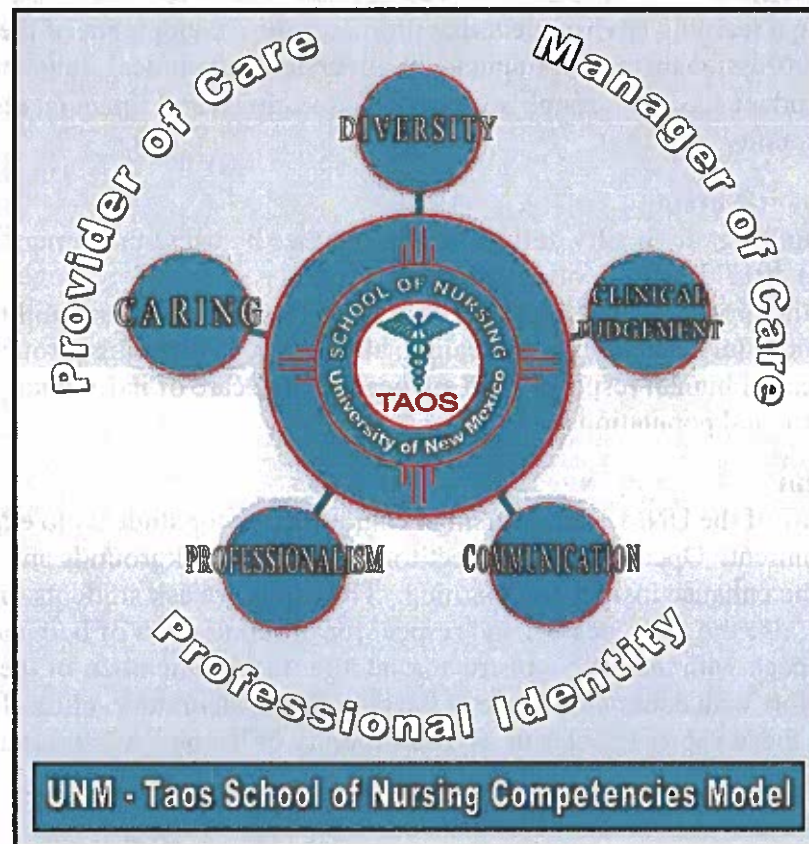
### **Diversity Statement**

The faculty and staff of the UNM-Taos Nursing Program strive for students to experience an inclusive educational environment. Openness and respect for the diverse backgrounds and communities from which we each come enhance insight and learning. Therefore, we ask students to participate in conversations that raise the awareness of and respect for different ways of being and thinking. We invite students to speak with the course instructor, another faculty member, or the Director if they experience discomfort with comments made in the classroom, laboratory, clinical, or other educational setting. Practicing these values enables us as a community of learners to be respectful of everyone.

## Core Values

- **Caring:** A personal relationship that the nurse enters into with the patient, and the ability to respond to human aspects of health and illness to promote healing and calm (Watson)
- **Communication:** A complex, ongoing, interactive process that forms the basis for building trusting interpersonal relationships that impacts the provision of health care (NMNEC, 2019) and incorporates **Collaboration:** A process by which nursing, interprofessional teams, and patients interact to foster open communication, mutual respect, and shared decision making to achieve quality care. (NMNEC, 2020).
- **Diversity:** Incorporates the NMNEC Participant Attributes concepts of Diversity: Development, Functional Ability, Culture, Spirituality, and Health Disparities as well as those of the Health Care Participant: Individual, Family, and Community.
- **Professionalism:** Incorporates the NMNEC Professional Attributes and the Care competencies: Professional Identity, Leadership, Ethics, Health Promotion, Patient Education, Advocacy, Communication, Collaboration, Health Care Quality, Safety, Technology and Informatics, and Evidence.
- **Clinical Judgement:** “An interpretation or conclusion about a patient's needs, concerns, or health problems, and/or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the patient's response.” (Tanner, CA (2006). Thinking like a nurse: a research based model of clinical judgment in nursing. *Journal of Nursing Education*, 45(6), 204.)

Exhibit 1. UNM-Taos Nursing Competencies Model



## COSTS, FINANCIAL AID, SCHOLARSHIPS, AND LOANS

### Costs

Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the UNM-Taos website.

<http://taos.unm.edu/students/admissions-and-enrollment/tuition-costs.html>

Nursing program fees are higher than those for other UNM-Taos programs.

<http://taos.unm.edu/academics/departments/depts/health-sciences/nursing1/asn.html>

Contact the UNM-Taos Financial Aid office with questions. (575) 737-6215

<http://taos.unm.edu/students/admissions-and-enrollment/financial-aid/index.html>

## FINANCIAL AID FOR NURSING STUDENTS

There are several financial assistance programs for qualified UNM-Taos students. The UNM-Taos Financial Aid Office is responsible for assisting students with finding financial resources through federal, state, and institutional funding programs to help with the student's Cost of Attendance (COA). Scholarships, loans, grants, and student work-study are awarded through this office. After the application information is processed, results are sent to the UNM-Taos Financial Aid Office. Contact the UNM-Taos Financial Aid office at (575) 737-6215 or visit

<http://taos.unm.edu/students/admissions-and-enrollment/financial-aid/index.html>

### Nursing Financial Assistance Programs

#### Community Supported Scholarships

Lions Club Scholarship: Via UNM Taos Financial Aid Office

Paige Lawson Scholarship: Via UNM-Taos Financial Aid Office

Julie Mann Scholarship: Via UNM-Taos Financial Aid Office

Los Alamos National Lab Foundation Scholarship:

<https://lanlfoundation.org/our-scholarships/>

#### New Mexico Center for Nursing Excellence (NMCNE)

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

NMCNE has financial resource information available to students and a link to various nursing scholarships and financial assistance. The NMCNE also offers students the opportunity to apply for their own Nightingale Scholarship annually with information and application available on their website.

### **Workforce Innovation and Opportunity (WIOA) Funding**

Workforce Innovation and Opportunity Act (WIOA) is a federally funded program that provides funding to qualified students pursuing a degree in in-demand fields, including nursing. Up to \$4000.00 is available to be used for the cost of tuition, books, uniforms, and supplies. This program may also help with additional supports, such as childcare and transportation. For more information or for help with a referral to this program, contact Laura Sanchez at HELP NM - [laura.sanchez@cplc.org](mailto:laura.sanchez@cplc.org)

### **Health Resources & Service Administration (HRSA)**

The Bureau of Health Workforce (BHW) improves the health of people who need it most by strengthening the health workforce and connecting skilled health care providers to communities in need. These include Health Professional Shortage Areas (HPSAs) and Medically Underserved Areas/Populations (MUA/Ps). Programs help communities recruit and retain primary health care providers. They offer scholarship and loan repayment programs.

- Nurse Corps Scholarship Program

<https://bhw.hrsa.gov/funding/apply-scholarship#nurse-corps-sp>

The Nurse Corps Scholarship Program offers students assistance with tuition, fees, and other educational costs in exchange for service in eligible facilities located in areas experiencing a shortage of nurses.

- Nurse Corps Loan Repayment Program

<https://bhw.hrsa.gov/funding/apply-loan-repayment#nclrp>

The Nurse Corps Loan Repayment Program offers registered nurses substantial assistance to repay educational loans in exchange for service in eligible facilities located in areas experiencing a shortage of nurses.

### **New Mexico Higher Education Department – Health Professional Loan Repayment Program**

<https://hed.state.nm.us/financial-aid/loan-repayment-programs/health-professional>

The purpose of the New Mexico Health Professional Loan Repayment Program (HPLRP) is to provide repayment for outstanding student loans of practicing health professionals. As a condition of the program, a health professional must make a two-year service commitment to practice full-time in a designated medical shortage area in New Mexico. The HPLRP is a competitive program. Application to the program does not guarantee funding.

### **New Mexico Native American Indian Nurses Association**

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

An organization dedicated to the enablement of Native American Nurses, NMNAINA is a non-profit organization that embodies stewardship, building community and nurse excellence through mentorship and scholarship opportunity.

## UNM-TAOS STUDENT RESOURCES

### **Health Sciences at Rio Grande Hall**

The UNM-Taos Nursing Program is located in Rio Grande Hall, 121 Civic Plaza Drive, Taos, New Mexico. In the nursing area, students have access to a classroom with state-of-the-art audiovisual equipment. The nursing student lounge has ample study space, computers, and printers for student use. Lockers are available for student belongings. The general student area will be open during UNM-Taos business hours. The nursing lab has four (4) hospital beds with skill manikins, two simulation rooms with hi-fidelity manikins, a nurses' station, and a home environment where students will advance their clinical nursing skills and collaboration.

### **Center for Academic Success and Achievement (CASA)**

<http://taos.unm.edu/students/casa.html>

CASA at UNM-Taos provides tutoring and supplemental instruction to help students succeed in their academic endeavors. CASA is a nationally certified program with the College Reading and Learning Association (CRLA). The tutors are trained according to national standards to uphold the criteria of CRLA. CASA follows the federal Family Educational Rights Privacy Act of 1974 (FERPA) guidelines, which protect students' privacy. CASA provides student tutoring, study groups, and workshops geared towards academic success. For further information, call (575) 737-3695.

### **UNM-Taos TRiO**

<http://taos.unm.edu/students/advisement/trio-sss.html>

The Federal TRiO Programs (TRiO) are federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRiO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline.

### **UNM-Taos Student Resource Navigator**

The Student Resource Navigator partners with students to access educational support and community-based resources such as food, childcare, medical/behavioral health, transportation, and housing. For further information, contact Cami Hartman at (575) 737-3697 or [chartman8@unm.edu](mailto:chartman8@unm.edu).

### **UNM-Taos Library**

<https://taoslibrary.unm.edu/library>

The UNM-Taos library offers access to a large number of resources including research databases, periodicals, online collections, a virtual reference shelf, interlibrary loans, etc.

### **UNM-Taos Kid's Campus**

The UNM-Taos Kid's Campus serves children 6 weeks to 5 years of age. They are licensed by the New Mexico Children Youth and Families Department and participate in the Aim-High quality rating system. UNM-Taos Kid's Campus opened in spring of 2008 through a grant funded by Daniel's Foundation. Kid's Campus is located in the Kid's Campus Building at the UNM-Taos Klauer Campus, 1157 State Rd 110, Ranchos de Taos, NM 87557. This state-of-the-art facility was built with funds from two grants from the U.S. Department of Housing and Urban Development.

### **Student Health and Counseling Center (SHAC) (Albuquerque)**

<http://shac.unm.edu/index.html>

Located at UNM-ABQ campus, this center provides comprehensive primary medical care. It is available to all UNM students Monday through Friday. Information on hours, fees and services is available on the website.

### **Counseling Services**

<http://shac.unm.edu/services/mental-health/index.html>

Located in the west wing of SHAC, Counseling Services provides assessment, referral, crisis and emergency interventions, therapy and medication services. Open Monday through Friday. Information on hours, fees and services is available on the website.

### **UNM-Taos Student Government**

<https://taos.unm.edu/students/student-organizations/student-gov/student-government.html>

The UNM-Taos Student Government performs with integrity, honesty, trust and inclusiveness. The Student Government Mission: To encourage and support student participation, to advocate and lobby on behalf of students, to facilitate alternative dispute resolution, and to ensure individual and collective student rights. They intend to build constructive relationships among faculty, staff, students, and our community.

### **UNM-Taos Student Nurse Association (SNA)**

The UNM-Taos SNA advocates for and contributes to advances in nursing education and assists nursing students who are preparing to lead the profession in the future. As an active member of this association, students will connect with professors, fellow students, guest speakers, members of our community, and potential employers. There will be opportunities to serve and give back to the community.

### **National Student Nurses' Association (NSNA)**

[www.nsna.org](http://www.nsna.org)

The NSNA is dedicated to fostering the professional development of nursing students.

### **Phi Theta Kappa**

<https://ptk.org/>

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

## ADA COMPLIANCE AND REASONABLE ACCOMODATION

The University of New Mexico – Taos is committed to the recognition and the proactive pursuit of compliance with Section 504 of the Rehabilitation Act, ADA, ADA, and UNM Policy 2310 Reasonable Accommodation for Students with Disabilities. Working with students with disabilities should be a partnership among the faculty member, the student, and the accessibility services coordinator.

UNM-Taos makes reasonable accommodation to the religious observances/national origin practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant, or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Qualified students, employees, or program users with disabilities should contact the Office of Equal Opportunity or Accessibility Resource Center for information regarding accommodations in the employment and/or academic setting. To comply with the Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) Amendments Act (ADAAA), and UNM Policy 2310 Academic Adjustments for Students with Disabilities, UNM-Taos provides the information in this publication in alternative formats.

<https://policy.unm.edu/university-policies/2000/2310.html>

Students with a special need who require an auxiliary aide and/or service including academic adjustments, must contact the Accessibility Resource Office at CASA. CASA is located on the Klauer Campus and can be reached at (575) 737-3695.

<http://taos.unm.edu/students/casa.html>

## TITLE IX COMPLIANCE

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should a student ever need assistance or have concerns about incidents that violate this principle, access the resources available, especially the LoboRESPECT Advocacy Center and the support services listed on its website.

<http://loborespect.unm.edu/>

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees”. This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct, and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity. For more information on the campus policy regarding sexual misconduct, see

<https://policy.unm.edu/university-policies/2000/2740.html> .

## FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is the federal statute that governs student educational records. Everyone who works with student records should be familiar with the law's provisions governing students' rights to limit disclosure of personally identifiable information. The Office of the Registrar offers a workshop that covers these aspects of the federal law, as well as our responsibilities to protect the confidentiality of student records. Questions regarding the application of the law are encouraged.

<https://registrar.unm.edu/privacy-rights/ferpa.html>



## CHAPTER 2: GENERAL INFORMATION

### COMMUNICATION WITHIN THE UNM-TAOS NURSING PROGRAM

Throughout students' undergraduate studies, they will find faculty and staff who are ready to facilitate their progress.

Faculty	Staff
Dawn Kittner, MSN, RN, CNE Director of Nursing <a href="mailto:dkittner@unm.edu">dkittner@unm.edu</a> (575) 737-3743	Barb Wiard, MA, CGC Administrative Assistant <a href="mailto:bwiard@unm.edu">bwiard@unm.edu</a> (575) 737-3745
Karen Odell, MA, RN, CNE Nursing Faculty <a href="mailto:kfettig@unm.edu">kfettig@unm.edu</a> (575) 737-3742	<b>Student Advisors</b> Contact advisor.  Taos General Advisement <a href="mailto:taosadvise@unm.edu">taosadvise@unm.edu</a>
Sarah Bogar, MSN, CNM, RN Nursing Faculty <a href="mailto:sbogar@unm.edu">sbogar@unm.edu</a> (575) 737-3744	
Lisa Pacheco, MSN, RN Nursing Faculty <a href="mailto:lpacheco@unm.edu">lpacheco@unm.edu</a> (575) 737-3731	

### STUDENT ACADEMIC SUCCESS

Faculty members are available to students who may need assistance either to connect them to the appropriate service or department or to collaborate with other personnel to identify strategies to assist students. Students are warmly invited to contact them about using effective study methods, managing anxiety, adjusting to nursing school in general, and many other subjects, according to the student's situation and interest. We want students to succeed and will support them through their educational experience. Faculty have an open-door policy in addition to scheduled office hours.

## ESSENTIAL QUALIFICATIONS

The UNM-Taos Nursing Program has adopted criteria for student behavior, the *Essential Qualifications for Nursing Student Progression and Graduation* (Appendix B). These criteria set forth minimal expectations for behavior and practice capabilities for students in the associate degree program. To assure the public and potential employers regarding what they may expect from the graduates, we expect students to meet these *Essential Qualifications*.

During orientation, the *Essential Qualifications for Nursing Student Progression and Graduation* will be reviewed. Students will complete the orientation self-evaluation to assess their baseline competencies.

During the program, faculty may perceive student behaviors that either significantly exceed these expectations or fail to meet the minimal standards. Faculty will document their observations as they relate to the *Essential Qualifications* using the *Remarkable Observation Form* (Appendix D). The goal is to use observations to assist students in meeting their learning goals. Students who grossly violate these minimal standards and who are not able to correct their performance with assistance from faculty may be prevented from progressing in the program in accordance with established due process within UNM-Taos. (See *Behaviors Resulting in Probation or Dismissal* p. 35.)

## TECHNOLOGY REQUIREMENTS

Students are required to bring a computer to class for learning activities and testing. It is recommended that students have high speed internet access at home for the web-enhanced courses, remote synchronous/asynchronous courses, and online resources.

## WEB-ENHANCED COURSES: UNM CANVAS

Web enhanced courses offered at UNM-Taos are delivered through course management software called *UNM Canvas*. All Nursing students must be proficient with UNM Canvas. For Web Enhanced courses, students are granted access to UNM Canvas on the first day the course is scheduled to begin. A significant factor in the quality of the learning experience is the level of student engagement. It is important to keep up with class schedules, anticipate deadlines, and be prepared in the event of technical problems. Student support for UNM Canvas can be found at:

<https://canvasinfo.unm.edu/students/intro-to-canvas/unm-canvas-support.html>

Faculty are available via e-mail and telephone during business hours for course related questions. Contact information for the faculty is available on course syllabi.

## IDENTIFICATION

Proper display of the UNM-Taos Nursing Program identification badge is required at all times while in a nursing class, clinical, or required event and while in the Rio Grande Hall designated area. (See Appendix H.)



## NMI NURSING EDUCATION CONSORTIUM

*Connecting all New Mexicans to High Quality Healthcare*

The UNM-Taos ASN signifies that the holder of that degree has been educated to competently practice professional nursing. The education of a nurse requires assimilation of knowledge, acquisition of psychomotor skills, and development of clinical reasoning. The practice of nursing emphasizes interdisciplinary collaboration among patients, providers, nurses, pharmacists, and other allied health care professionals.

The curriculum leading to the ASN from this college requires students to engage in diverse, complex, and specific experiences vital to the acquisition and practice of essential nursing skills and functions. The curriculum is supported by the use of the current National League of Nursing (NLN) Outcomes and Competencies of Associate Degree programs which are reflected in the organizational framework, core values, student learning level outcomes, and program outcomes.

UNM-Taos is a member of the New Mexico Nursing Education Consortium (NMNEC). NMNEC is a team of education programs, organizations, and individuals with a deep commitment to excellence in nursing that results in high quality healthcare for all New Mexicans. Fall 2016 was the initial implementation of the NMNEC curriculum at UNM-Taos.

### **NMNEC Curriculum**

Made up of educators across the state, the consortium is connected by a common nursing curriculum that allows students to receive quality education and bachelor degrees in their home community.

### **UNM-Taos / NMNEC Graduate Learning Outcomes**

Graduates of the UNM-Taos Nursing Program will:

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

## ASN PROGRAM OF STUDY

The UNM-Taos Nursing Program offers an Associate Degree in Nursing (ASN). Students who graduate from the nursing program are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN®) for licensure as a Registered Nurse. The nursing program has full approval by the New Mexico Board of Nursing (NMBON) and continued national accreditation by the Accreditation Commission for Education in Nursing (ACEN).

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

- A shift from a specialty or medical-based curriculum to a concept-based approach
- Incidence and prevalence used to make exemplar decisions
- Flexibility in clinical options based on geographical, clinical, and faculty availability, students' interests, and needs
- Clinical experiences independent from didactic courses
- Simulation experiences to provide a safe learning environment and to assure competency in high risk, low volume, and/or high impact scenarios

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

## CONCEPT-BASED CURRICULUM

Concepts provide the foundation and structure the curriculum. Three general groups of concepts have been developed: *patient attribute concepts*, *professional nursing concepts*, and *health and illness concepts*. All concepts are used throughout the curriculum. The context of application, however, may vary. Following is a list of the concepts developed and approved by NMNEC.

### Professional Nursing Concepts

Professional Attributes	Care Competencies	Care Delivery
Professional Identity	Communication	Health Care Delivery Systems
Leadership	Collaboration	Health Care Economics
Ethics	Health Care Quality	Health Policy
Health Promotion	Safety	Health Care Law
Patient Education	Technology and Informatics	
Advocacy	Evidence	

### Participant Attribute Concepts

Health Care Participant	Diversity
Individual	Development
Family	Functional Ability
Community	Culture
	Spirituality
	Health Disparities

### Health and Illness Concepts

Homeostasis & Regulation	Oxygenation & Hemostasis	Sexual Reproductive	Protection & Movement	Emotional Processes	Cognitive & Behavioral Processes
Fluid/Electrolyte Balance Acid/Base Balance Cellular Regulation Intracranial Regulation Thermoregulation Nutrition Metabolism Elimination	Gas Exchange Perfusion Clotting	Reproduction Sexuality	Immunity Inflammation Infection Tissue Integrity Mobility Sensory Perception Comfort	Stress & Coping Grief Anxiety Mood & Affect	Cognition Behavior

After successful completion of all pre-requisite courses, students who are admitted to the ASN program complete four (4) consecutive semesters of nursing courses.

**LEVEL 1**

NMNC 1110	Introduction to Nursing Concepts	3 credit hours
NMNC 1135	Principles of Nursing Practice	4 credit hours

**LEVEL 2**

NMNC 1210	Health & Illness Concepts I	3 credit hours
NMNC 1220	Health Care Participant	3 credit hours
NMNC 1230	Nursing Pharmacology	3 credit hours
NMNC 1235	Assessment & Health Promotion	4 credit hours

**LEVEL 3**

NMNC 2310	Health & Illness Concepts II	3 credit hours
NMNC 2320	Professional Nursing Concepts	3 credit hours
NMNC 2335	Care of Patients with Chronic Conditions	4 credit hours

**LEVEL 4**

NMNC 2410	Health & Illness Concepts III	4 credit hours
NMNC 2435	Clinical Intensive I	4 credit hours
NMNC 2445	ASN Capstone	2 credit hours

In addition to nursing courses, students are required to complete all remaining co-requisite and UNM-Taos core curriculum courses.

The functions identified in the *Essentials Qualification for Progression and Graduation Faculty/Student Evaluation Form* (Appendix C) and the *Remarkable Observation Form* (Appendix D) will be used every semester for student development and evaluation.

**UNM-Taos / NMNEC Curricular Map**

The *NMNEC ASN Curriculum Concepts and Exemplars* are listed in Appendix F. The table shows the level and course in which the concepts with their exemplars and populations are placed.

### THE CLINICAL EXPERIENCE

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

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

The information that follows is of extreme importance related to clinical course work.  
(See Appendices G, I, and J.)

### CLINICAL REQUIREMENTS

All students in the ASN program are responsible for providing and maintaining current professional documentation.

- **Current records are required to attend clinical.**
- **Failure to maintain records may result in disenrollment.**

Students are responsible for keeping records updated by the first day of a clinical course. Students with incomplete or expired documentation may not attend clinical.  
(See *Attendance and Absence Policy p.33.*)

See Appendix L for a complete list of required immunizations.

#### **Caregiver Criminal History Screening Policy**

All students admitted to the UNM-Taos Nursing Program will be required upon admission and annually to submit to a criminal felony screening at their own expense at a facility identified by the UNM-Taos Nursing Program. Clearance by the New Mexico Department of Health to work with patients will be required before a student can be considered in good standing for clinical activities. The UNM-Taos Nursing Program, in cooperation with the New Mexico Department of Health, retains discretionary authority as to any action that may be taken in response to the criminal screenings.

#### **Drug Screening**

UNM-Taos ASN-RN program requires all students to have a negative drug screen upon acceptance into the program and annually thereafter. Students may obtain a drug screen at Taos Physical Therapy on Sipapu Drive. This will need to be completed within 72 hours of signing the Letter of Intent and at the student's expense. Note that if a valid result is not received, a repeat of the drug screen may be required at the student's expense.

## **Substance Abuse Policy**

UNM-Taos is committed to zero tolerance of the use of illegal drugs. Use of drugs, alcohol, or any other substances that could be injected, ingested or inhaled, and that could result in physical, mental, or emotional impairment may be grounds for dismissal from the nursing program. Any student suspected of being under the influence during class, lab, clinical, testing, or any student activity will be asked to submit to a drug or alcohol test at the student's expense.

The nursing faculty member will arrange for a UNM-Taos security staff member to transport the student to the testing site. Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Depending on the circumstances, this will result in a clinical, class, lab, or testing absence at a minimum, and may result in dismissal from the nursing program. Students who are tested and determined to be under the influence during class, lab, clinical, testing, or any other student activity are subject to disciplinary action, up to and including dismissal from the nursing program.

If there is reasonable suspicion either in the classroom or clinical area, the following substance abuse policy will be followed:

- During the day, the student must appear for a drug screen at the Taos Physical Therapy (TPT) collection site on Sipapu Drive within an hour of suspicion.
- The student will be escorted by a UNM-Taos security staff (not faculty) member to the TPT collection site. The UNM-Taos staff member will be identified by a UNM-Taos nursing faculty member.
- If drugs are suspected, a urine test will be done.
- If alcohol is suspected, a breath alcohol test and/or urine test will be done.
- If the suspicion is after regular office hours, the "after hours" program from TPT will be implemented. The UNM-Taos faculty, instructor, or designee will notify the staff person on call from TPT. The TPT staff will meet the student and designated UNM-Taos representative at TPT or may come to the clinical site, classroom, or lab where a breath alcohol test and/or urine test will be done. Student privacy will be assured.
- Any and all tests will be done at the expense of the student.
- If a drug or alcohol test is positive, the student will be counseled according to the *Essential Qualifications Guidelines* (Appendix C) and *Remarkable Observation Form* (Appendix D).
- The student will be referred to an appropriate drug or alcohol program or service. This assistance will be conducted at the expense of the student.
- If a drug or alcohol test is positive, it could lead to student dismissal or further random testing at the student's expense.



## **Clinical Conduct Policies**

Professional behavior is expected. Students should exhibit safe and honest behaviors at all times while in clinical. Preventing injury and ensuring patient or client safety is a necessary component of practice. Explicit instructions, both verbal and written, will be given during each clinical experience regarding both safe and unsafe behaviors.

Faculty, as professionals and educators, must exercise judgment as to the behaviors and activities of the student in matters of safety. Nursing students are legally responsible for the same standard of care as a registered nurse. Students must be particularly aware of their limitations whether in ability, training, education, or experience. Students not prepared to handle a clinical assignment should refresh their memory through texts, other academic materials, or ask for help. The following is a list of clinical conduct that clinical faculty must report to the course coordinator. For a more comprehensive list of ethical principles and suggested codes of conduct, refer to the National Student Nurses' Association (NSNA) as a guide toward professional development.

<https://www.nsna.org/>

The student must follow all of the professional and clinical policies of the affiliate agencies. Students who are in conflict or not following the agency's professional and clinical policies will not be allowed into the clinical area or will be dismissed from the clinical area. The inability to comply with the affiliate agency's policies may result in failure of the course.

### **Clinical Conduct That Will Be Called Into Question**

1. Repeated incidents of being unprepared for clinical or lab, or continued lack of improvement in clinical\*
2. Any action that could endanger a life or interfere with recovery or maintenance of a client's health\*
3. Failure to immediately report a medication or patient-care error or incident to the faculty or nursing staff\*
4. Charting of false information\*
5. Any unprofessional behavior including any conduct while in any clinical or non-clinical facility which adversely reflects on the UNM-Taos Nursing Program
6. Violation of confidentiality or inappropriate communication
7. Persistent lateness or absenteeism
8. Coming to clinical while under the influence of drugs or alcohol
9. The use of foul language
10. Smoking during clinical time, including lunch and breaks
11. Cell phone use for personal communication, verbal or texting
12. Any other unprofessional behaviors as reported by the clinical faculty

\*The items indicated by the asterisks above (#1, #2, #3, #4) will result in permanent dismissal from the UNM-Taos Nursing Program.

### **Clinical Medication Error Policy**

Medication errors are defined as any error related to the traditional six rights of medication administration. After identifying a medication error, students must report the incident to a clinical educator or preceptor.

*Failure to report to the faculty any and all clinical errors, including medication errors, will result in dismissal from the nursing program. Students may not fill out agency variance reports without faculty or preceptor supervision.*

In the event that a medication error occurs when students with a preceptor, the preceptor will notify the faculty. If a student makes a medication error, they may be placed on probation. After the medication error, students may not give medications until successful completion of the following protocol:

1. Provide a written explanation of the reason for the medication error
2. Provide written information about how to correct the medication error
3. Provide written information on the medications given in error to include:
  - a. classification
  - b. adverse reactions
  - c. nursing implications
  - d. patient outcome

As a professional nurse, ethical behavior is imperative. Clinical rotations constitute part of the hands-on portion of the ASN academic program. The UNM Policy on Academic Dishonesty found in the *UNM-Taos Student Handbook* will apply to dishonesty in the clinical setting, as well as any of the other ramifications listed in this section.

### **Clinical Confidentiality Policy**

Confidentiality is extremely important in the clinical setting. Students are privy to a vast amount of personal data when caring for individuals. For that reason, students must respect the patient's privacy by not divulging information to unauthorized persons. Failure to maintain confidentiality is an offense that will result in counseling and possible dismissal from the nursing program.

## **Clinical Scope of Practice**

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

- Take telephone or verbal provider's orders
- Transcribe provider's orders without direct supervision
- Witness consents
- Obtain or administer blood products without supervision of the faculty or primary staff registered nurse
- Prepare or administer IV medications without an instructor or preceptor present
- Perform skills unsupervised before being witnessed and checked-off by faculty
- Operate hemodynamic monitoring equipment
- Remove subclavian, jugular, or central venous access lines without supervision by faculty
- Remove arterial lines or chest tubes
- Administer medications before confirming the traditional six rights with preceptor or faculty
- Sign out narcotics without supervision
- Remove drains without supervision
- Insert IVs in children less than twelve years of age
- Administer medication to children without direct supervision and double checked by a second RN
- Assume responsibility for patient's valuables
- Act as a primary circulating or scrub nurse
- Take unsupervised charge of a unit
- Change setting on an infusion pump without a licensed person present
- Perform client teaching on procedures, surgery, diagnostics, discharge, and medications before clearing with faculty or preceptor
- Provide test results to client and/or family without direct supervision
- Perform vaginal examinations related to labor without preceptor or instructor supervision
- Complete or assist with variance reports unless directly supervised by faculty

## STUDENT HEALTH INSURANCE AND PHYSICAL EXAMINATION

All students are required to carry health insurance throughout the program. Students must provide documentation of a recent (within 12 months) physical examination. The *Health Clearance Form* (Appendix J) must be completed upon enrollment in the nursing program. The *Respirator Medical Evaluation Questionnaire* (Appendix K) is included with the Health Clearance Form.

### **N-95 Respirator Training and Fitting**

Many clinical rotations will require fitting for an N-95 respirator to protect against tuberculosis and other airborne infections when caring for patients who have, or are presumed to have, these infections. In order to be fit tested for an N-95 respirator, students will fill out the *SHAC Respirator Medical Evaluation Questionnaire*. This is a screening tool required by OSHA to make sure students do not have a condition that prevents them from wearing a respirator or from participating in the fit testing process. Therefore, it is important that the questions are answered fully and honestly. If the student has been cleared by their health provider, N-95 fit testing will be completed by the school. This self-assessment form will be completed annually, and if there are no changes, annual respirator fitting will be completed.

N-95 Respirator Medical Evaluation Questionnaire – Student Health and Counseling (SHAC)

<https://shac.unm.edu/documents/n95-respirator-medical-evaluation-questionnaire.pdf>

(See Appendix K.)

## NEEDLESTICK POLICY AND INSURANCE

Any needlestick or other exposure to blood or body fluids during clinical must be reported immediately to the clinical instructor. It is very important that a medical evaluation take place immediately because treatment decisions must be made within two hours after exposure. The student must report to the emergency room at Holy Cross Medical Center for treatment. A needle-stick insurance policy is mandatory and will be billed to the student's bursar's account at the current rate. (See Appendices M, N, and O.)

## CLINICAL MALPRACTICE INSURANCE

Clinical malpractice insurance is provided through the UNM-Taos Nursing Program.

## ILLNESS

Students must immediately notify the clinical instructor of any illness, change in health status, pregnancy, or other condition that may affect their health or direct patient care during a clinical rotation.

## SIGNATURE WHEN CHARTING

All pre-licensure students will follow their signature with *SN, UNM-Taos* when signing documents or clinical records as part of all clinical coursework.

## CHAPTER 5: STUDENT PROGRESSION

### DEFINITION OF TERMS

- **Progressing:** Full-time students who are successfully completing core and clinical courses as planned in the program of study
- **Failing:** Students who have failed a core didactic or clinical course
- **Non-current:** Students who have stopped attending UNM-Taos for one or more regular terms
- **Non-progressing:** Students who are not enrolled in nursing courses, nursing prerequisites, or electives

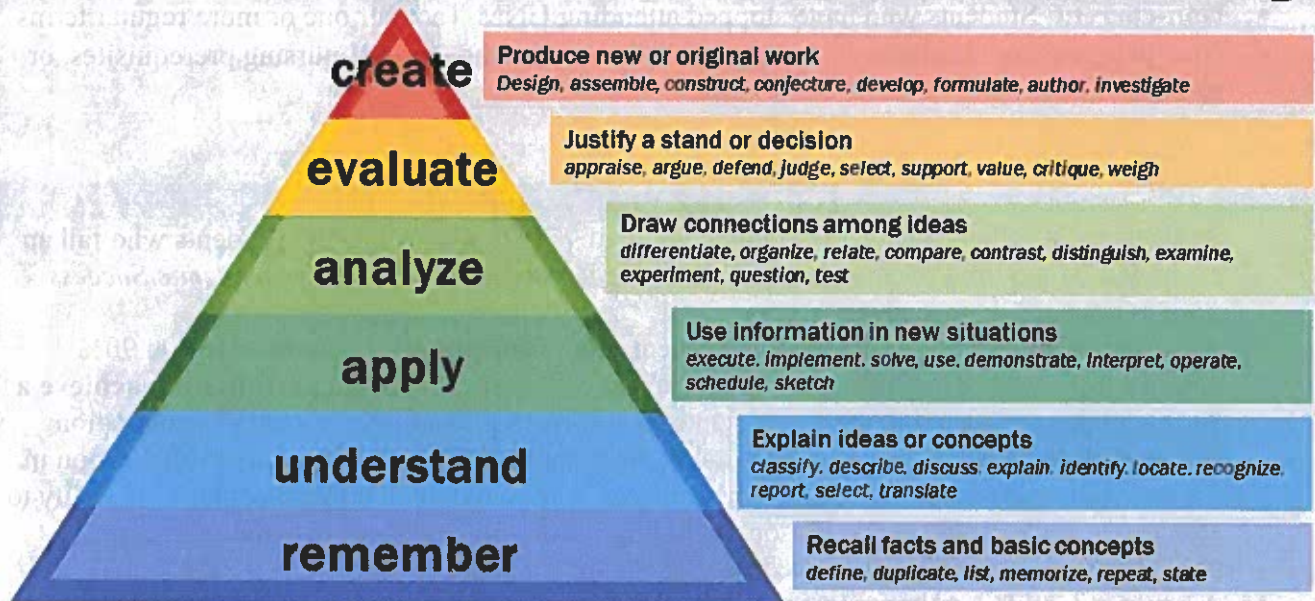
### STUDENT EVALUATION

1. Students must achieve an average course grade of 77% to pass a course. Students who fail an exam will be required to consult with the course faculty and complete an *Academic Success Plan* to improve their grades.
2. A dosage calculation exam is given every semester. Students must pass the exam at 90% before administering medications. **A maximum of two attempts are permitted to achieve a 90%.** Students who fail to meet this standard will be required to participate in remediation coursework to be determined by the nursing program in order to maintain their progression in the program. Safe administration of medications is required in all clinical courses. Inability to administer medication for any reason, including failure of the dosage calculation exams, is grounds for failure of the clinical course. (See Appendix T.)
3. A grade of C (77%) or better is needed in all courses for progression to the next level.
4. A failing grade will not be rounded up to create a passing grade. For example, a 76.99% course average grade does not round to a 77%. However, passing grades may be rounded. For example, a 79.99% may be rounded to an 80% because it is already a passing grade.
5. Exam retakes for a better grade or extra credit are not offered in nursing courses.
6. Assignments will be lowered by 10% for each day the assignment is late. No assignment will be accepted if more than three (3) days late. For example, if a paper is turned in one day late with an overall grade of 83%, a reduction of 10% would equal a grade of 74.7%.
7. Unsafe behavior that endangers the safety or the confidentiality of a patient in the clinical setting may be grounds for immediate clinical failure
8. Grades will be assigned based on the following course grading schedule.

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

9. **Incomplete Grades:** The nursing program adheres to the policy regarding incompletes (“INC”) in the UNM-Taos catalog. Refer to the current issue of the catalog for more details.

# Bloom's Taxonomy



Vanderbilt University Center for Teaching

Bloom's Taxonomy is a structural framework that guides curriculum development, education (implementation), and assessment of learning. Similar to the NMNEC curriculum, faculty assess learning using the same structural categories, increasing from simple to complex and concrete to abstract. The percentage of "Apply" or above increases to 100% by the end of the program.

Percentage of examination questions that will be "Apply" or above by the end of each semester:

Level 1 – 60%

Level 2 – 70%

Level 3 – 85%

Level 4 – 100%

## NMNEC PROGRESSION POLICY

NMNEC is dedicated to the success of nursing students and safest nursing practice for our communities throughout New Mexico. In support of nursing student success and safe nursing practice, this policy applies to all NMNEC nursing courses in the NMNEC statewide curriculum degree plans with NMNC prefix.

All NMNEC nursing courses in each level must be completed with a minimum passing grade (77%) or greater before a nursing student can continue to the next level.

Nursing students who are considering withdrawal from one or more NMNEC nursing courses should reach out to their program director to discuss their situation. If nursing students withdraw from NMNEC nursing courses on their own without this conversation, they risk withdrawing from all NMNEC nursing courses for that level and they may not be able to be reinstated. The program director has the ability to break corequisite links allowing students to drop one or more classes while staying enrolled in the program but will not override the other steps of this NMNEC Progression Policy.

NMNEC nursing course failures/withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs which means that when a student takes classes at one NMNEC program and wants to transfer to another NMNEC program, the course failures and withdrawals from the first NMNEC program will count in the second NMNEC program.

With two NMNEC nursing course failures/withdrawals, the nursing student will be dismissed from the NMNEC nursing program and if wanting to complete a NMNEC nursing program, will need to wait to reapply for admission or readmission. Waiting periods before being able to apply or reapply for admission vary by NMNEC nursing program from a minimum of one year to a maximum of two years. NMNEC program waiting periods are based on a number of factors which include, and are not limited to, number of annual admissions, program size, and demand for seats.

NMNEC nursing program applicants who have been dismissed from NMNEC nursing programs for NMNEC nursing course failures or withdrawals, 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.

NMNEC nursing students wanting to utilize an appeal process in relation to progression, need to follow the appeal process in place in their program as each NMNEC nursing program has their own program-specific student appeal process.

The UNM-Taos Nursing Program waiting period for reapplication is one year from the student's last course.

### **Level 1**

- With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing 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, and not limited to, course offerings and seat availability.
- With two NMNEC nursing course failures/withdrawals, the student will be dismissed from the program.

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

- With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in the level.
- A nursing student who is considering withdrawal from a NMNEC nursing course needs to communicate with the program director or designee first to prevent the student from inadvertently dropping all NMNEC nursing courses for the level.
- 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, and not limited to, course offerings and seat availability.
- With two NMNEC nursing course failures and withdrawals, the student will be dismissed from the NMNEC nursing program.

## **WITHDRAWAL POLICY**

Students who stop or withdraw in good standing from the nursing program will be considered for the next cohort. Notice in writing is required addressing the reason for withdrawal and the steps that have been established for successful completion of the nursing program if readmitted. The student is encouraged to seek individual advising prior to withdrawal and reapplying to the UNM-Taos Nursing Program. The student must reapply and meet all of the current requirements for that cohort. Readmission into the level in which the student withdrew will depend upon the availability of a seat in the cohort. Alternatively, a student may choose to apply to another NMNEC school.



### **Request for Readmission for Class Withdrawal or Failure**

Students who have withdrawn and are in good standing or were unsuccessful in one NMNEC course, must follow the re-entry/readmission appeal process.

- Students first speak with their instructors to discuss the circumstance and discuss a student success plan of action for the future.
- Students are encouraged to meet with the director and the Center for Academic Success and Achievement (CASA) to address relevant issues and develop a positive student success plan.
- The student must submit a letter to the director of the nursing program which addresses the circumstances for the withdrawal or failure and the developed student success plan. The letter must contain the following:
  - Description of the situation
  - Plan for future academic success

The appeal will be reviewed by a committee appointed by the director made up of full and part-time faculty. Readmission to the Nursing Program is **not guaranteed**.

- Students may only be readmitted to the Nursing Program one time as second course withdrawal or failure would require reapplying to the nursing program after one year.
- Factors to be considered in the decision to readmit a student include, and are not limited to:
  - Availability of space in courses
  - Course sequencing
  - Student performance including grades, professional behavior, and clinical performance

### **Ranking for Re-entry, Appeal, and Transfer Students**

There may be times when seats for re-entry, appeal, and transfer students are limited. In these situations, the following ranking system will be used to determine which students are offered seats.

- **First Priority:** Students who successfully completed an entire term of coursework and who needed to sit out a term or more before entering the next term of coursework. (Example, student passes all level 2 coursework and needs to sit out a term for a surgical procedure. Enters level 3 after sitting out a semester).
- **Second Priority:** Students who have 1 (one) unsuccessful attempt at a NMNC course. If two (2) students compete for one (1) seat, the student with the higher final grade for the unsuccessful course will get priority.
- **Third Priority:** Students in good standing transferring from other NMNEC nursing programs. Students will need to provide a letter of good standing from the nursing program director at the program from which the student is leaving. Good standing is defined as no nursing course failures and able to return to clinical without conditions or sanction.
- All other requests will be determined on a case by case basis.

Nursing coursework expires two (2) years from the date the highest course was completed.

## ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

Assessment Technologies Institute (ATI) is a comprehensive online assessment and review program that is designed to provide nursing students with a variety of tools that will assist them throughout their nursing program. Participation in the ATI programs will allow the student to gain experience in taking computerized nursing exams similar to the NCLEX-RN®, increase confidence in nursing knowledge base and comprehension, identify strengths and weaknesses, develop a plan for remediation, and ultimately enhance success in the nursing program and the NCLEX-RN® upon graduation. The ATI learning modules are implemented throughout the nursing program as course learning activities, quizzes, clinical preparation, and end of the nursing program level assessment.

Students are required to purchase ATI at the beginning of every semester. The ATI product will contain all relevant learning modules and additional nursing student support modules for the level. At the end of the nursing program, ATI provides NCLEX-RN® preparation material, courses, and assessments building on the student's strengths and noting areas to focus remediation on in order to be successful in passing the NCLEX-RN®. Students will incur additional cost should they need to retake assessments a third or more times at the current rate noted by ATI.

### **ATI Level Assessment Criteria**

#### **Benchmark**

ATI testing programs use four proficiency levels for their assessment. Level 3 is the highest and Below Level 1 is the lowest. The UNM-Taos Nursing Program has established a minimum benchmark proficiency of Level 2 for all ATI assessments. The Critical Thinking assessments do not have proficiency established.

#### **Scoring**

##### **Learning Modules**

Points maybe given to learning modules and applied as a component to a class activity grade or entry into clinical at the discretion of the faculty. The course syllabus will designate if credit will be applied.

#### **Level Proctored Assessments and Content Specific Assessments**

##### **(with two administrations in the same semester)**

ATI Level Proctored Assessments are administered in addition to course content examinations which are outlined on the course syllabus.

Proctored ATI Assessments are administered at the end of each level of the nursing program. ATI Proctored Assessments will be weighted as 10% or less of the final course grade for each assessment.

Points are awarded using the following formula. Scoring below Level 2 requires retaking the proctored assessment.

#### **ATI Proctored Exams Grading**

##### **Step 1: Practice Assessment – Forty (40) points**

- Complete Level Concept Based Practice Exam Form B, one attempt. (~Week 12)
- Focused Review on Form B. Remediation determined by Level. (~Week 14)

## Step 2: Proctored Assessment – Forty (40) points (~Week 15)

- Participate in the proctored exam to be scored.
  - Level 3 = Forty (40) points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review minimum of one (1) hour and further remediation determined by Level. (Week 16)
    - ✓ No retake required.All steps completed for a total score of 100 points.
  - Level 2 = Thirty (30) points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review Minimum of two (2) hours and further remediation determined by Level. (Week 16)
    - ✓ No retake requiredAll steps completed for a total score of ninety (90) points.
  - Level 1 = Ten (10) points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review Minimum of three (3) hours and further remediation determined by Level. (Week 16)
    - ✓ Retake required. (Week 17/Final week)If Level 2 is achieved, fifteen (15) points would be added for a total score of eighty-five (85) points.  
If Level 1 or Below Level 1 is achieved, seven (7) points would be added for a total score of seventy- seven (77) points.
  - Below Level 1 = 0 points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review Minimum of four (4) hours and further remediation determined by Level. (Week 16)
    - ✓ Retake required. (Week 17/Final week)If Level 2 is achieved, twenty (20) points would be added for a total score of eighty (80) points.  
If Level 1 or Below Level 1 is achieved, seventeen (17) points would be added for a total score of seventy-seven (77) points.

### **Remediation**

All students will be required to complete remediation in order to achieve points toward the ATI Proctored assessments. Remediation is adjusted according to the Level and at the discretion of the faculty, which may include ATI focused review products, active learning templates, concept map completion, or three critical points. Remediation may be assigned for an individual or as a group.

### **ATI Grading for Single Content or Single Attempt on Retakes**

- Completion of Form B practice assessment and remediation = 40 points
- Proctored assessments
  - ATI proficiency Level 3 = 60 points for a total of 100 points
  - ATI proficiency Level 2 = 50 points for a total of 90 points
  - ATI proficiency Level 1 = 40 points for a total of 80 points
  - ATI proficiency Below Level 1 = 37 points for a total of 77 points

### **ATI NCLEX-RN® Success Predictor Test**

At the end of Level 4, all ASN-track students will take the ATI Comprehensive Predictor Examination. This examination predicts the probability to pass the national licensure exam, the NCLEX-RN®, if the student were to take it at that moment. The ATI Capstone course will be assigned to enhance learning and provide a review in preparation for the ATI Comprehensive Predictor and the NCLEX-RN®.

### **ATI NCLEX-RN® Success Predictor Test Grading**

**Step 1: Comprehensive Practice Assessment – Forty (40) points**

- Complete Comprehensive Practice Assessment Form, one attempt. (Week 12)
- Focused Review on Assessment.
  - ✓ ATI Focus Review minimum of one (1) hour
  - ✓ Complete active learning template for each topic missed.
  - ✓ Take post study quiz. (Week 14)

**Step 2: Proctored Assessment – Forty (40) points (Week 15)**

- Participate in the proctored exam to be scored.
  - 95% or above Passing Probability = Forty (40) points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review Minimum of one (1) hour and further remediation determined by Level. (Week 16)
    - ✓ No retake required.All steps completed for a total score of 100 points.
  - 90% – 94.9% Passing Probability = Thirty (30) points  
Remediation – Twenty (20) points
    - ✓ ATI Focus Review Minimum of two (2) hours and further remediation determined by Level. (Week 16)
    - ✓ No retake required.All steps completed for a total score of ninety (90) points.

➤ **Less than or equal to – 89.9% Passing Probability = Ten (10) points**

**Remediation – Twenty (20) points**

✓ **ATI Focus Review Minimum of three (3) hours and further remediation determined by Level. (Week 16)**

✓ **Retake required. (Week 17/Final week)**

**If 90% or above is achieved, ten (10) points would be added for a total score of eighty (80) points.**

**If less than 90% is achieved, seven (7) additional points will be earned for a total score of seventy-seven. (77).**

**ATI Copyright and Policy Statement (See Appendix R.)**

## CHAPTER 6: ACADEMIC POLICIES AND REGULATIONS

The general academic policies and regulations of UNM are found in The Pathfinder – UNM Student Handbook. Students are responsible for knowing and complying with these policies and regulations. ASN/BSN track students are held to the standards in this handbook as well at the UNM College of Nursing Undergraduate Student Handbook. In the event that these two documents are not in alignment, the more restrictive policy will supersede until UNM-Taos Nursing Program and UNM College of Nursing leadership can review the policies.

<https://pathfinder.unm.edu/campus-policies/general-academic-regulations.html>

### ATTENDANCE AND ABSENCE POLICY

The UNM-Taos Nursing Program, in compliance with the academic regulations of UNM-Taos, follows the attendance and absence policies as described in the UNM-Taos Student Handbook.

Several topics listed here contribute to a professional classroom and lab:

- Students are expected to attend every class.
- More than two (2) absences in a 16-week course will result in the student being counseled.
- Any further absences may result in dismissal from the class.
- For other obligations such as jury duty, active military service, or reserve service, accommodations will be made upon verification of those obligations.
- Excessive Lateness in Class and Clinical
  - Five (5) minutes is considered late.
  - Three (3) times in 16 weeks: The student will be counseled with a verbal warning and a written *Remarkable Observation Form* related to professionalism.
  - Any further lateness may result in dismissal from the class.
  - Leaving classes or clinical early will be treated the same as lateness.

Clinical/Lab attendance is **mandatory**. If an emergency prevents a student from attending, they must contact their clinical instructor prior to the lab or clinical experience. The first no-show, no-notification, or unexcused absence may be grounds for failure and a *Remarkable Observation* will be placed in the student's file. Any subsequent no-show, no-notification, or unexcused absence is grounds for immediate failure. Clinical make-up for unavoidable absences, as determined by the course faculty, is at the discretion of the course faculty. Clinical makeup may include additional clinical hours, written work, and/or simulation. Failure to complete the makeup assignments will result in course failure. Missing scheduled times compromises a student's ability to demonstrate attainment of the clinical objectives required to pass the course.

Students are expected to arrive and be fully prepared to participate in clinical at the designated time. Students are to remain in the clinical area until dismissal. There are some circumstances under which students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses. The student must notify the clinical faculty prior to the absence.

*The student must notify the clinical educator prior to leaving the clinical area for any reason. If the student leaves clinical without authorization from the clinical educator, the student will not receive credit for that clinical day. This could result in the failure of the clinical course.*

## Weather Situations

- In the event the university is closed or delayed, it will be reported on KOAT 7, KOB 4, KRQE 13, Taos News on line, as well as the UNM-Taos snow line at (575) 737-6222.
- LoboAlerts is the University's emergency text messaging system used to provide safety and weather alerts. All users should review their contact information and add additional emergency contact information as necessary. <https://loboalerts.unm.edu/>
- Closure of school will be announced as "UNM-Taos campus closed". The entire campus will be closed, no classes will be held, and there will be no building access.
- If inclement weather presents during a class or clinical day, the UNM- Taos school closing schedule will be followed.
- Class cancellation refers to classes being cancelled, and usually the rest of the campus is open for service.
- Cancellation during clinical time will require make up of clinical time and/or the assignment of a project related to the clinical material.
- **The 2-hour delay does not apply to clinical time or assignments.** Students should present to the clinical site at the designated time.
- If a student is delayed due to inclement weather, they must notify the course faculty and provide an estimated time of arrival.
- Clinical make up time will be at the faculty's discretion.
- See "The Pathfinder" for overall university policy.

## ACADEMIC INTEGRITY

As stated in the *UNM Catalog*, *Student Code of Conduct*, and the *UNM Pathfinder*, academic integrity designates the system of professional values and ethical responsibilities that govern our research, writing, teaching, and collegial interactions in the university and the community. Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Academic integrity includes, but is not limited to, honesty in quizzes, examinations, and assignments; properly acknowledging the work of others in papers, theses, and dissertations; and following ethical practices when conducting research.

In the broadest sense, an academic integrity violation is an intentional, unintentional, or attempted violation of course or assessment policies to gain academic advantage. One form of an academic integrity violation, which is sometimes not recognized by students, is plagiarism, or the failure to acknowledge the source of materials used. In addition to being honest with tests and assignments, students must be honest about the source of materials they quote or paraphrase.

Coursework is to be completed entirely on your own, unless the instructor tells you otherwise, using only sources the instructor has permitted. If the instructor allows you to use ideas, images, or word phrases created by another person (e.g., Course Hero or Chegg) or by generative or artificial intelligence (AI) technology (e.g., ChatGPT), you must identify their source and specific queries, words, questions, or phrases utilized.

See the UNM Student Handbook for explanations and consequences.  
<https://grad.unm.edu/aire/academic-integrity.html>

## ACADEMIC DISPUTE

For course-related issues or questions, be sure to contact the course instructor first. If a student has course or program questions or concerns that cannot be resolved at the level of the course instructor, contact the program Director. For non-course related issues, contact Student Services at UNM-Taos. The formal process for resolution of issues not otherwise resolved is described in the *UNM Pathfinder* under *Campus Policies: Student Grievance Procedure*.

<https://pathfinder.unm.edu/undergraduate-academic-grievances.html>

## GRIEVANCE PROCEDURE

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in a degree program at The University of New Mexico. These procedures are followed for a variety of reasons related to the academic process, including progression or alleged improper or unreasonable treatment.

UNM-Taos Nursing Program follows the Grievance Procedure as outlined in The Pathfinder.

<https://pathfinder.unm.edu/undergraduate-academic-grievances.html>

Prior to doing so, students must follow these steps.

If the student disagrees with a clinical evaluation, assignment, project grades, or other actions, the student must:

- Write a statement explaining the disagreement and attach any supporting documentation.
- Meet with the faculty or instructor involved.
- Consult with an academic advisor as necessary.
- Initiate the above process within five (5) working days of the identified conflict.
- If this process does not resolve the conflict, the student must:
  - Meet with the Director of Nursing for mediation.
  - Initiate the above process within 10 working days of the identified conflict.
- If the disagreement cannot be resolved with the nursing director, it will be referred to the UNM-Taos Dean of Instruction.

If the process still remains unsatisfactory and a student wishes to continue the matter, the next step would be to file a grievance petition in accordance with the UNM-Taos grievance policy.

## BEHAVIORS RESULTING IN PROBATION OR DISMISSAL

Any student may be reprimanded, suspended, and/or dismissed from the UNM-Taos Nursing Program for conduct involving his or her attitude or competency that jeopardizes patient care or safety at any time. This conduct may include behaviors that are disruptive, or disrespectful, or ones that prevent desirable relationships within the nursing program including its classrooms, buildings, and the grounds surrounding the nursing program. Behavior that interferes with another student's morale or ability to learn may result in dismissal. Behavior that interferes with affiliate agencies, staff, faculty, or the community may result in dismissal from the nursing program. UNM-Taos nursing faculty have the authority, with the written consent of the Nursing Director, to suspend any student for violations of the policies stated in this handbook



## **Behavior Policy**

- A) The student is responsible for their own behavior and learning in the classroom and clinical areas. The faculty is responsible for promoting a classroom milieu that is conducive to learning. Student conduct disrupting this environment will not be tolerated and will be seen as a serious infraction upon everyone in the classroom. The faculty may remove a disruptive student at the faculty member's discretion. Emotional responses that inhibit learning and/or functioning within the learning environment or clinical area may be cause for dismissal from the nursing program.
- B) Students must behave in a professional manner with all participants of the nursing program, faculty, staff, and with all clinical personnel at all times. This behavior includes personal responsibility, courtesy, honesty, ethical actions, and responsible interpersonal behavior.
- C) Violations of academic integrity such as cheating on exams, homework, assignments, readings, papers, presentations, computer research, in any way via auditory, visual, verbal, physical, and/or electronic means is cause for dismissal from the nursing program. Violations of academic integrity is seen as a breakdown in professional development and will be handled immediately according to UNM-Taos policies as found in the UNM-Taos Student Handbook.

## **CHAPTER 7: GRADUATION, COMMENCEMENT, AND PINNING CEREMONY**

UNM-Taos grants an Associate of Science in Nursing (ASN) to the student who has successfully completed the nursing program. All requirements for the nursing program must be satisfied before the degree is issued. During the third semester of the nursing program, students will be responsible for meeting with the nursing director to address any deficiencies in the required course work and complete a petition for graduation.

The commencement ceremony for the UNM-Taos Nursing Program takes place in May at the UNM-Taos commencement ceremonies.

The pinning ceremony is a unique tradition for the nursing community. It is a symbol and recognition of completion of nursing education and celebration of the accomplishment of becoming a nurse with family, friends, and faculty. Each graduating cohort decides whether to have its own pinning ceremony. The type of ceremony, theme, process, timing, and all other details about pinning ceremonies are at the discretion and the fundraising ability of that graduating cohort.

### **Applying for Licensure**

During Level 4 (ASN) or Level 5 (BSN), students should go to the Board of Nursing of the state in which they would like to apply for licensure in order to initiate the appropriate application process. <https://nmbon.sks.com/>

Application for licensure should be submitted within twelve months of graduation.

NOTE: Students taking the NCLEX-RN® within the first three months of graduation are more likely to pass on the first attempt.

### **Disclaimer Statement**

*The content of this handbook is provided for the information of the student. It is accurate at the time of printing and is subject to change as deemed appropriate by the UNM-Taos Nursing Program in order to fulfill its role and mission or to accommodate circumstances beyond its control. The nursing program reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication. The nursing program expects its students to have knowledge of information presented in this handbook and in any other college publications. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.*

*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 school or nursing program.*

# APPENDICES

## APPENDIX A

### STUDENT RIGHTS AND RESPONSIBILITIES

Students have the <b>RIGHT</b> to...	Students have the <b>RESPONSIBILITY</b> to...
Be treated with respect and professionalism	Interact with instructors and peers in a respectful, professional, and constructive manner
Clear communications from instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course	<p>Read the syllabus, comply with its guidelines for performance in the course, and ask questions if anything in the syllabus seems unclear or unreasonable</p> <p>Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed</p> <p>Obtain and maintain a UNM NetID account</p>
Grading of student work that upholds the importance of excellence and is consistently applied to all students	<p>Work diligently to fulfill assignment guidelines and grading criteria</p> <p>Complete course work as assigned and on time</p> <p>Use the available resources to improve the quality of work as necessary</p> <p>Respond to the evaluation of work in a civil manner, even if the student does not agree</p>
A quality-learning environment that is conducive to learning, comfort, and safety	<p>Contribute to a positive classroom learning environment by</p> <ul style="list-style-type: none"> <li>• Silencing cell phones during class (If it is necessary to respond to a call, leave the room.)</li> <li>• Holding personal conversations of any sort outside of the classroom or during breaks</li> <li>• Arriving on time for class</li> </ul>
Reasonable flexibility from instructors about attendance, deadlines, and other course policies <i>during times of <b>unforeseen personal emergency or crisis</b>, which students have communicated responsibly to faculty</i>	<p>Attend all classes and clinical activities</p> <p>Be aware of and behave in accordance with the instructor's guidelines in the syllabus for absences and other attendance requirements</p> <p>Contact the course instructor <i>in advance</i> of absences or special scheduling accommodations</p> <p>Keep instructors informed about emergency circumstances as soon as the student becomes aware course work will be affected</p> <p>Anticipate non-emergency personal circumstances and make plans to avoid allowing them to affect schoolwork and class attendance</p>

	Take the initiative in arranging to “make-up” any missed class by making arrangements to acquire the materials, announcements, and lecture content that were covered
Expect faculty to be available for appointments	Keep scheduled appointments or cancel as soon as possible Appointments must be cancelled in advance
Expect faculty to respond to email or phone messages within two (2) working days unless students are otherwise notified about changes in faculty availability	Enable student UNM email
<p>Appeal any decisions made by an instructor by following UNM-Taos’ established appeal process and chain of command</p> <ul style="list-style-type: none"> <li>• Students have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances</li> <li>• IN THE EVENT that discussion with the instructor does not result in resolution of the issue, students have the right to meet with the Nursing Program Director</li> <li>• IN THE EVENT that discussion with the Nursing Program Director does not result in resolution of the issue, students have the right to meet with the Dean of Academic Affairs</li> <li>• IN THE EVENT that the discussion with the Dean of Academic Affairs does not result in resolution of the issue, students have the right to meet with the UNM-Taos campus Chancellor</li> </ul> <p>IN THE EVENT that the discussion with the Chancellor does not result in resolution of the issue, students have the right to file a formal grievance in accordance with UNM-Taos policies</p>	<p>Behave in a professional and constructive manner when requesting instructors reconsider a decision</p> <p>See Student Handbook for more information.</p>

## **APPENDIX B**

### **ESSENTIAL QUALIFICATIONS FOR PROGRESSION AND GRADUATION**

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

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

The essential proficiencies necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for progression by students for the ASN at UNM-Taos include but are not limited to the following abilities:

#### **Communication**

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

#### **Behavioral/Emotional**

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

## Professional Conduct

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

**APPENDIX C**  
**ESSENTIAL QUALIFICATIONS FOR**  
**PROGRESSION AND GRADUATION**  
**FACULTY / STUDENT EVALUATION FORM**



**UNM-Taos ADN-RN Program**  
**Essential Qualifications for Progression & Graduation**

**Student Name**

**STUDENT SELF-EVALUATION**

The UNM-Taos ADN-RN program signifies that the holder of that degree has been educated to competently practice professional nursing. The education of a nurse requires assimilation of knowledge, acquisition of skills and development of judgment. The practice of nursing emphasizes interdisciplinary collaboration among patients, physicians, nurses, pharmacists, and other allied health care professionals.

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

**PLEASE NOTE:** If any Essential Qualification is not being met, specific written documentation must be attached to this evaluation form. The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful progression by students for the ADN-RN in this program, include but are not limited to the following abilities.

August 2020

August 2023



<b>Motor Skills</b>	<b>Orientation:</b> <b>Self evaluation</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>
<b>Qualification</b> Student has sufficient motor function so that student is able to execute movements required to provide general care and treatment to patients in all health care settings.						

KEY: M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing

Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.

<b>DATE</b>	<b>COMMENTS</b>

<b>Sensory / Observation</b>	<b>Orientation: Self evaluation</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>
<b>Qualification</b>						
Is able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences.						
Is able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications.						
Is capable of perceiving deviations from normal findings as manifested through physical examination, including visual, auditory or tactile information.						

**KEY:** M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing

**Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.**

DATE	COMMENTS

Communication	Orientation: Self-evaluation	Level I	Level II	Level III	Level IV	Level V
<b>Qualification</b>						
Communicates in English effectively and sensitively with other students, faculty, staff, patients, family, and other professionals.						
Expresses own ideas and feelings clearly and demonstrates a willingness and ability to give and receive feedback.						
Is able to: receive and convey information at a level allowing development of a health history; identify problems presented; explain alternative solutions, and give directions during treatment and post-treatment.						
Is able to communicate effectively in English, both in oral and written forms						
Is able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to seek additional supervision and consultation when appropriate.						

**KEY:** M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing

*Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.*

DATE	COMMENTS

<b>Cognition</b>	<b>Orientation: Self evaluation</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>
<b>Qualification</b>						
Is able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate nursing study						
Is able to read in English and comprehend multiple sources of information.						
Is able to critically evaluate and apply information in the classroom and clinical setting.						

**KEY: M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing**

**Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.**

<b>DATE</b>	<b>COMMENTS</b>

**Behavioral / Emotional**

	Orientation: Self evaluation	Level I	Level II	Level III	Level IV	Level V
<b>Qualification</b> Possesses the emotional health required for the full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to their education, care of patients, families, and communities.						
Is able to maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations.						
Has the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.						
Is able to experience empathy for the situations and circumstances of others and effectively convey that empathy.						
Exhibits understanding that personal values, attitudes, beliefs, emotions, and experiences affect individual perceptions and relationships with others.						
Is able and willing to examine and change behavior when it interferes with effective patient care, individual or team relationships.						
Possesses skills and experience necessary for productive and collaborative relationships in diverse academic and working environments.						

**KEY:** M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing

*Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.*

DATE	COMMENTS

<b>Professional Conduct</b>	<b>Orientation: Self evaluation</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>
<b>Qualification</b>						
Possesses the ability to practice nursing in an ethical manner.						
Is willing to learn and abide by professional standards of practice and codes of professional conduct.						
Possesses the attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, accountability, and tolerance.						
Is able to engage in patient care delivery in all settings and be able to deliver respectful care to all patient populations.						

**KEY:** M = Meets DN = Does Not Meet NA = No opportunity to Demonstrate P = Progressing

*Faculty and students, use the comment boxes to keep notes of your meetings, i.e., areas identified to work on, plans for improvement, major accomplishments, etc. Date your entries.*

<b>DATE</b>	<b>COMMENTS</b>

Reasonable Accommodation for Disabilities has been requested. Yes \_\_\_ No \_\_\_

DATE	ADDITIONAL COMMENTS

**Level 1**

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Level 2**

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Level 3**

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Level 4**

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Level 5**

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

This process and the documents associated with it are adapted with permission from:

University of Washington, School of Nursing.

Approval given by Susan L. Woods, PhD, RN, FAHA, FAAN

Professor and Associate Dean for Academic Programs

# APPENDIX D

## REMARKABLE OBSERVATIONS FORM

### Remarkable Observations UNM-Taos ASN

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Level One\_\_ Two\_\_ Three \_\_\_ Four\_\_

*This observation is a*

- Compliment on exceptional performance
- Concern

*related to this domain of the Essential Behaviors*

- Motor Skills
- Sensory/Observation
- Communication
- Cognitive
- Behavioral/Emotional
- Professional Conduct

Description of Observed Behavior

Impact of Observed Behavior upon fulfillment of Essential Behaviors

If a concern, does this behavior have potential to endanger patient safety?  Yes  No  
(If yes, a copy of this form must be sent to the Director.)

Date communicated to student \_\_\_\_\_

Student Response

Action Plan (if applicable)

Follow-up and Re-evaluation Plan (Required for all concerns)

Planned Date of Re-evaluation \_\_\_\_\_

Faculty Member \_\_\_\_\_  
(Print name)

Signature \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX E CURRICULUM WORKSHEET

### UNM-Taos NMNEC Curriculum Associate Degree

PREREQUISITES	Grade	Credits
First Year Seminar (FYEX 1110)		1
English Composition I (ENGL 1110)		3
English Composition II (ENGL 1120)		3
Intermediate Algebra (MATH 1215 X, Y, and Z)		3
Biology for Health Sciences with lab (BIOL 1140)		4
General Chemistry with lab (CHEM 1120 or CHEM 1215)		4
Psychology (PSYC 1110)		3
Lifespan Development (PSYC 2120)		3
Anatomy & Physiology I with lab (BIOL 2210)		4
Anatomy & Physiology II with lab (BIOL 2225)		4
Pathophysiology (HCHS 200)		4
<b>TOTAL PREREQUISITE CREDITS</b>		<b>36</b>
<b>LEVEL 1</b>		
Introduction to Nursing Concepts (NMNC 1110)		3
Principles of Nursing Practice (NMNC 1135)		4
<b>LEVEL 1 CREDITS</b>		<b>7</b>
<b>LEVEL 2</b>		
Health and Illness Concepts I (NMNC 1210)		3
Health Care Participant (NMNC 1220)		3
Assessment and Health Promotion (NMNC 1235)		4
Nursing Pharmacology (NMNC 1230)		3
<b>LEVEL 2 CREDITS</b>		<b>13</b>
<b>LEVEL 3</b>		
Health and Illness Concepts II (NMNC 2310)		3
Professional Nursing Concepts (NMNC 2320)		3
Care of Patients with Chronic Conditions (NMNC 2335)		4
<b>LEVEL 3 CREDITS</b>		<b>10</b>
<b>LEVEL 4</b>		
Health and Illness Concepts III (NMNC 2410)		3
Clinical Intensive I (NMNC 2435)		4
ASN Capstone (NMNC 2445)		2
<b>LEVEL 4 CREDITS</b>		<b>9</b>
<b>TOTAL CREDIT HOURS</b>		<b>75</b>

# APPENDIX F

## NMNEC ASN CURRICULUM CONCEPTS AND EXEMPLARS

(Insert: pages 1-14)

Level	Concept	Exemplar
Level 1	Cellular Biology	Cellular Respiration
Level 2	Genetics	Mendelian Inheritance
Level 3	Physiology	Homeostasis
Level 4	Ecology	Population Dynamics
Level 5	Evolution	Natural Selection
Level 6	Systematics	Phylogenetic Trees
Level 7	Developmental Biology	Embryonic Development
Level 8	Immunology	Immune Response
Level 9	Microbiology	Antibiotic Resistance
Level 10	Plant Biology	Photosynthesis
Level 11	Animal Biology	Behavioral Ecology
Level 12	Human Biology	Human Evolution
Level 13	Biotechnology	CRISPR-Cas9
Level 14	Environmental Biology	Biodiversity Conservation
Level 15	Marine Biology	Ocean Acidification
Level 16	Conservation Biology	Endangered Species
Level 17	Biomedical Research	Gene Therapy
Level 18	Biophysics	Protein Structure
Level 19	Biostatistics	Genetic Drift
Level 20	Biomechanics	Flight Mechanics
Level 21	Biopsychology	Neuroplasticity
Level 22	Biopsychiatry	Psychopharmacology
Level 23	Biopsychology	Behavioral Neuroscience
Level 24	Biopsychiatry	Neuropsychology
Level 25	Biopsychology	Developmental Psychology
Level 26	Biopsychiatry	Psychopathology
Level 27	Biopsychology	Personality Psychology
Level 28	Biopsychiatry	Psychoanalysis
Level 29	Biopsychology	Health Psychology
Level 30	Biopsychiatry	Behavioral Change
Level 31	Biopsychology	Stress Management
Level 32	Biopsychiatry	Mental Health
Level 33	Biopsychology	Substance Use
Level 34	Biopsychiatry	Alcoholism
Level 35	Biopsychology	Drug Abuse
Level 36	Biopsychiatry	Depression
Level 37	Biopsychology	Anxiety Disorders
Level 38	Biopsychiatry	Bipolar Disorder
Level 39	Biopsychology	Schizophrenia
Level 40	Biopsychiatry	Autism Spectrum Disorder
Level 41	Biopsychology	ADHD
Level 42	Biopsychiatry	Intellectual Disability
Level 43	Biopsychology	Down Syndrome
Level 44	Biopsychiatry	Phenylketonuria
Level 45	Biopsychology	Tay Sachs Disease
Level 46	Biopsychiatry	Sickle Cell Anemia
Level 47	Biopsychology	Cystic Fibrosis
Level 48	Biopsychiatry	Phenylketonuria
Level 49	Biopsychology	Down Syndrome
Level 50	Biopsychiatry	Phenylketonuria



# NMNEC Courses with Assigned Concepts and Required Exemplars for the Associate of Science Degree in Nursing (ASN)



## Level 1 – Starting Fall 2022

Course	Course Description	Concepts	Exemplars	Population
Introduction to Nursing Concepts  NMNC 1110	This course introduces the nursing student to the concepts of nursing practice and conceptual learning.	Professional Identity	Nursing Process	Lifespan
			Caring	
			Clinical Judgment/Reasoning	
			Nursing History	
		Safety	Quality and Safety Education for Nursing (QSEN) Safety Competency	
			National Patient Safety Goals (NPSG)	
			Health Care Acquired Infections (HCAI)	
		Healthcare Law	Health Insurance Portability and Accountability Act (HIPAA)	
			Nurse Practice Act	
		Comfort	Pain	
Nausea				
Evidence	Evidence-Based Practice			
	Research			
			Quality Improvement	

### Level 1

Course	Course Description	Concepts	Exemplars	Population
		<p>Technology and Informatics</p>	<p>Clinical Informatics</p> <ul style="list-style-type: none"> <li>• Indirect Nursing Care Delivery Technology               <ul style="list-style-type: none"> <li>◆ Medication storage and dispensing systems</li> <li>◆ Supply dispensing systems</li> <li>◆ Barcode medication administration</li> <li>◆ Electronic health records (EHRs)</li> <li>◆ Telehealth tools</li> </ul> </li> <li>• Clinical Health Care Informatics               <ul style="list-style-type: none"> <li>◆ Clinical decision support system</li> <li>◆ System life cycle</li> <li>◆ Practice guidelines</li> </ul> </li> <li>• Direct Nursing Care Delivery Technology               <ul style="list-style-type: none"> <li>◆ Physiologic monitoring                   <ul style="list-style-type: none"> <li>• ECG monitoring</li> <li>• Pulse oximetry</li> <li>• Glucometer</li> </ul> </li> </ul> </li> </ul> <p>Consumer Health Informatics</p> <ul style="list-style-type: none"> <li>• Personal health records</li> <li>• Patient portals</li> <li>• Social media tools for online support</li> <li>• Home and self-care monitor devices</li> <li>• Smart devices and sensors</li> </ul> <p>Library Searches</p> <ul style="list-style-type: none"> <li>• Databases of categorized bibliographic items located in a library, such as through a network of documents at several locations</li> </ul>	Lifespan

Course	Course Description	Concepts	Exemplars	Population
<p><b>Principles of Nursing Practice</b></p> <p><b>NMNC 1135</b></p>	<p>This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions, including accurate calculation, measurement, and administration of medications will be included.</p>	<p><b>Communication</b></p>	<p>Therapeutic Communication</p> <p>Interprofessional Communication</p> <ul style="list-style-type: none"> <li>• Situation – Background – Assessment – Response (SBAR)</li> <li>• Documentation</li> <li>• Lateral Violence</li> <li>• Conflict Resolution</li> </ul> <p>Bladder Incontinence/Retention</p> <p>Urinary Tract Infection (UTI)</p> <p>Bowel Incontinence/Retention</p> <p><i>Clostridium difficile</i></p> <p>Overnutrition</p> <p>Undernutrition</p>	<p>Lifespan</p>
<p><b>Elimination</b></p>		<p><b>Nutrition</b></p>	<p>Skills</p>	
<p><b>Application of Concepts</b></p>				

Level 1

Course	Course Description	Concepts	Exemplars	Population
<b>Health and Illness Concepts I</b>  <b>NMNC 1210</b>	This course will focus on health and illness concepts Lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement, and emotional processes.	<b>Genomics</b>  <b>Thermoregulation</b>  <b>Reproduction</b>  <b>Sexuality</b>	Cystic Fibrosis Hypothermia (Exposure) Hyperthermia (Environmental vs. Disease Process) Family Planning / Contraception Preconception and Antepartum Health Promotion Intrapartum and Birth Overview Postpartum Health Promotion Newborn Nutrition and Health Promotion Sexual Health Sexually Transmitted Infections (STIs) and Sexually Transmitted Diseases (STDs)	Pediatrics  Lifespan  Childbearing Family  Lifespan
		<b>Sensory Perception</b>	Visual <ul style="list-style-type: none"> <li>● Myopia</li> <li>● Presbyopia</li> <li>● Cataracts</li> <li>● Glaucoma</li> <li>● Macular Degeneration</li> </ul> Auditory <ul style="list-style-type: none"> <li>● Sensorineural hearing loss</li> <li>● Conductive hearing loss</li> </ul> Effective Coping Maladaptive Coping Strategies Post-Traumatic Stress Disorder (PTSD)	Elders
		<b>Stress and Coping</b>  <b>Anxiety</b>	Effective Coping Maladaptive Coping Strategies Post-Traumatic Stress Disorder (PTSD) Anxiety Continuum Panic Attack	Pediatrics and Adult Veterans Lifespan

Level 2

Course	Course Description	Concepts	Exemplars	Population
<b>Health Care Participant</b>  <b>NMNC 1220</b>	This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community.	<b>Individual</b>  <b>Family</b>  <b>Community</b>  <b>Development</b>  <b>Functional Ability</b>  <b>Culture</b>  <b>Spirituality</b>  <b>Health Care Disparities</b>	Patient Centered Care Family Assessment Family Centered Care Population Health Disaster Preparedness Vulnerable Populations Environmental Health Assessment Developmental Assessment (e.g. Denver) Developmental Implications of Patient Education Nursing Implications of Individual Developmental Stages Intellectual Disabilities Functional Assessment Across the Lifespan Cultural Competence Cultural Self-Awareness New Mexico Cultures, especially Anglo, Hispanic, Native American. Also, Military Culture Spiritual Beliefs and Relationship to Health and Illness Spiritual Needs Assessment Social Determinants of Health New Mexico Health Disparities United States and Global Health Disparities Health Disparities in Local Community Social Justice / Health Care Equity	Lifespan

Level 2

Course	Course Description	Concepts	Exemplars	Population
<p><b>Nursing Pharmacology</b></p> <p><b>NMNC 1230</b></p>	<p>This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.</p>	<p><b>Pharmacology</b></p> <p>Apply to classes of medications</p> <ul style="list-style-type: none"> <li>● Classification</li> <li>● Pharmacokinetics</li> <li>● Pharmacodynamics</li> <li>● Adverse effects</li> <li>● Safety</li> <li>● Developmental concerns</li> <li>● Legal &amp; ethical issues</li> <li>● Genetics &amp; meds</li> <li>● Nursing Process</li> </ul> <p><b>Nutrition</b></p>	<p><i>[The numbers following the drug indicate their ranking in the top 200 prescriptions in 2011. Drugs chosen reflect ranking or judged most appropriate. Some drug exemplars are suggested, some classes do not have suggestions.]</i></p> <p>Nutritional in general, drug and concept interactions</p> <ul style="list-style-type: none"> <li>● Iron</li> <li>● Calcium</li> </ul> <p>Vitamins</p> <ul style="list-style-type: none"> <li>● Suggested Folic acid</li> </ul> <p>H2 blockers</p> <ul style="list-style-type: none"> <li>● Famotidine [167]</li> </ul> <p>Proton Pump Inhibitor</p> <ul style="list-style-type: none"> <li>● Omeprazole [21, 26, 56, 72]</li> </ul> <p>Antacids</p> <ul style="list-style-type: none"> <li>● Aluminum Magnesium combination – Maalox or Mylanta</li> <li>● Aluminum only – Amphojel</li> </ul>	<p>Lifespan</p>



Course	Course Description	Concepts	Exemplars	Population
		<p>Fluid and Electrolyte Balance</p> <p>Metabolism</p>	<p>Diuretics</p> <ul style="list-style-type: none"> <li>• Loop</li> <li>♦ Furosemide [66, 80, 91, 111]</li> <li>• Thiazides</li> <li>• Hydrochlorothiazide [31, 32]</li> <li>• Osmotic concept</li> <li>♦ Suggested Mannitol</li> </ul> <p>IV fluids</p> <ul style="list-style-type: none"> <li>• Normal Saline</li> <li>• D5W</li> </ul> <p>Electrolytes</p> <ul style="list-style-type: none"> <li>• Potassium [88, 135]</li> </ul> <p>Hormones</p> <ul style="list-style-type: none"> <li>• Pancreatic</li> <li>♦ Insulin <ul style="list-style-type: none"> <li>• Lantus [62, 137]</li> <li>• Regular</li> <li>• NPH</li> </ul> </li> <li>♦ Oral diabetic drugs <ul style="list-style-type: none"> <li>• Metformin [51, 53, 71, 87, 110]</li> <li>• Suggested Pioglitazone [59]</li> <li>• Glyburide [174]</li> </ul> </li> <li>• Glucocorticoids</li> <li>♦ Prednisone [112]</li> <li>• Thyroid</li> <li>♦ Levothyroxine [3, 12, 158, 186]</li> <li>• Estrogens</li> <li>♦ Premarin</li> </ul>	<p>Lifespan</p>

Course	Course Description	Concepts	Exemplars	Population
		Cellular Regulation	<p>Chemotherapeutic Agents</p> <ul style="list-style-type: none"> <li>● Cell cycle specific <ul style="list-style-type: none"> <li>◆ Suggested 5FU</li> </ul> </li> <li>● Cell cycle non-spec <ul style="list-style-type: none"> <li>◆ Cyclophosphamide</li> </ul> </li> <li>● Hormones <ul style="list-style-type: none"> <li>◆ Megestrol Acetate</li> </ul> </li> </ul> <p>Biologic Response Modifiers</p> <ul style="list-style-type: none"> <li>● Interferons</li> <li>● Monoclonal Antibodies (MoAbs) <ul style="list-style-type: none"> <li>◆ Suggested Trastuzumab</li> </ul> </li> <li>● Colony Stimulating Factors – Epoetin Alfa</li> </ul> <p>Autonomic agents</p> <ul style="list-style-type: none"> <li>● Adrenergic agonists <ul style="list-style-type: none"> <li>◆ Epinephrine</li> </ul> </li> <li>● Adrenergic blockers</li> <li>● Cholinergic agents <ul style="list-style-type: none"> <li>◆ Donepezil</li> </ul> </li> <li>● Anticholinergics <ul style="list-style-type: none"> <li>◆ Atropine</li> </ul> </li> <li>● Nicotine receptor blocker <ul style="list-style-type: none"> <li>◆ Varenicline</li> </ul> </li> </ul>	Lifespan

Level 2

Course	Course Description	Concepts	Exemplars	Population
		Elimination	Antidiarrheals <ul style="list-style-type: none"> <li>• Suggested Lomotil</li> </ul> Laxatives <ul style="list-style-type: none"> <li>• Osmotic               <ul style="list-style-type: none"> <li>◆ Lactulose</li> </ul> </li> <li>• Stimulant               <ul style="list-style-type: none"> <li>◆ Biscodyl</li> </ul> </li> <li>• Bulk forming               <ul style="list-style-type: none"> <li>◆ Suggested Psyllium</li> </ul> </li> <li>• Emollient</li> <li>◆ Ducosate Sodium</li> </ul>	
		Gas Exchange	Bronchodilators <ul style="list-style-type: none"> <li>• Beta agonists               <ul style="list-style-type: none"> <li>◆ Albuterol [17, 33, 96]</li> </ul> </li> <li>• Anticholinergics               <ul style="list-style-type: none"> <li>◆ Suggested Tiotropium bromide [79]</li> </ul> </li> <li>• Glucocorticoids               <ul style="list-style-type: none"> <li>◆ Fluticasone [22, 124, 125, 146]</li> </ul> </li> </ul> Antihistamine <ul style="list-style-type: none"> <li>• Diphenhydramine</li> </ul> Antitussives <ul style="list-style-type: none"> <li>• Dextromethorphan</li> </ul> Mucoytics <ul style="list-style-type: none"> <li>• Guaifenesin</li> </ul> Leukotriene modifiers <ul style="list-style-type: none"> <li>• Suggested Montelukast [8]</li> </ul>	Lifespan

Course	Course Description	Concepts	Exemplars	Population
<p><b>Assessment and Health Promotion</b></p> <p><b>NMNC 1235</b></p>	<p>This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory and/or clinical settings.</p>	<p><b>Health Promotion</b></p>	<p>For Primary Prevention (Risk Reduction)</p> <ul style="list-style-type: none"> <li>● Health Promotion</li> <li>● Nutrition and Exercise Education</li> <li>● Disease Prevention <ul style="list-style-type: none"> <li>◆ Immunization clinics</li> <li>◆ Handwashing</li> </ul> </li> </ul> <p>For Secondary Prevention (Screenings)</p> <p>Screenings as appropriate</p> <ul style="list-style-type: none"> <li>● Developmental Screening</li> <li>● Hypertension</li> <li>● Body Mass Index</li> <li>● Cancer Screenings</li> <li>● Alcohol/Substance Abuse</li> <li>● Perinatal Depression</li> </ul> <p>For Tertiary Prevention (Harm Reduction)</p> <p>Health promotion programs to reduce harm</p> <ul style="list-style-type: none"> <li>● Smoking Cessation programs for persons with pulmonary disease</li> <li>● Weight reduction</li> <li>● Medication adherence</li> </ul>	<p>Lifespan</p> <p>Lifespan inclusive of pregnancy</p> <p>Lifespan</p> <p>Lifespan</p>
		<p><b>Patient Education</b></p>	<p>Health Literacy</p> <p>Teaching / Learning Principles</p> <p>Motivation and readiness to change</p>	<p>Lifespan</p>

Level 2

Level 3 – Starting Summer or Fall 2023

Course	Course Description	Concepts	Exemplars	Population
<p><b>Health and Illness Concepts II</b></p> <p><b>NMNC 2310</b></p>	<p>This course will cover health and illness concepts Lifespan with the focus on chronic conditions.</p>	<p><b>Gas Exchange</b></p> <p><b>Metabolism</b></p> <p><b>Inflammation</b></p> <p><b>Tissue Integrity</b></p> <p><b>Mobility</b></p> <p><b>Immunity</b></p> <p><b>Acid Base Balance</b></p> <p><b>Mood and Affect</b></p> <p><b>Grief</b></p>	<p>Atelectasis</p> <p>Asthma</p> <p>Chronic Obstructive Pulmonary Disease (COPD)</p> <p>Pneumonia</p> <p>Respiratory Syncytial Virus (RSV)</p> <p>Diabetes Mellitus</p> <p>Thyroid Imbalances</p> <p>Exogenous Adrenocortical Dysfunction</p> <p>Acute inflammation</p> <p>Inflammatory Bowel Disease</p> <p>Pressure Ulcers</p> <p>Cutaneous Traumas</p> <p>Surgical Incisions</p> <p>Spinal Cord Injury/Defects</p> <p>Fractures</p> <p>Parkinson's</p> <p>Human Immunodeficiency Virus (HIV)</p> <p>Systemic Lupus Erythematosus (SLE)</p> <p>Metabolic Acidosis</p> <p>Respiratory Acidosis</p> <p>Metabolic Alkalosis</p> <p>Respiratory Alkalosis</p> <p>Compensation</p> <p>Major Depression</p> <p>Mania and Hypomania</p> <p>Postpartum Depression</p> <p>Suicide</p> <p>End of Life</p>	<p>Lifespan</p> <p>Pediatric</p> <p>Elders</p> <p>Lifespan</p> <p>Pediatrics</p> <p>Lifespan</p> <p>Lifespan</p> <p>Adult</p> <p>Elders</p> <p>Adolescents</p> <p>Lifespan</p> <p>Military</p> <p>Lifespan</p> <p>Older Adult</p> <p>Lifespan</p> <p>Lifespan</p> <p>Lifespan</p> <p>Lifespan</p> <p>Lifespan</p> <p>Pregnancy</p> <p>Lifespan</p> <p>Lifespan</p>

Course	Course Description	Concepts	Exemplars	Population
Professional Nursing Concepts I  NMNC 2320	This course covers foundational concepts for professional development, including selected professional attributes and care competencies.	Ethics	American Nurses Association (ANA) Code of Ethics with Interpretive Statements	Lifespan
		Leadership	Delegation	
Collaboration	Change Management			
	Team Building			
	Negotiation			
	Nurse-Patient: Discharge Planning			
Advocacy	Nurse-Nurse: Implementing a Plan to Improve Statistics on Patient Falls			
	Nurse-Interprofessional: Care Conference			
	Nurse-Interorganizational: Working on the State Nurse Practice Act to Ensure Nurses Have the Authority to Practices at Their Level of Training			
			Informed Consent	
			Patient Bill of Rights	
			Chain of Command	

Level 3

Course	Course Description	Concepts	Exemplars	Population
Care of Patients with Chronic Conditions  NMNC 2335	The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, Lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.	Not assigned. Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable.		Lifespan

Level 3

Level 4 – Starting Fall 2023 or Spring 2024

Course	Course Description	Concepts	Exemplars	Population
<p><b>Health and Illness Concepts III</b></p> <p><b>NMNC 2410</b></p>	<p>This course will cover health and illness concepts, with the focus on acute conditions Lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes.</p>	<p><b>Cellular Regulation</b></p>	<p>Breast Cancer Colon Cancer</p>	<p>Women Lifespan</p>
		<p><b>Fluid and Electrolyte Balance</b></p>	<p>Fluid Volume Deficit Acute Kidney Injury Chronic Kidney Disease</p>	<p>Lifespan</p>
		<p><b>Intracranial Regulation</b></p>	<p>Cerebrovascular Accident (CVA) Traumatic Brain Injury Seizures</p>	<p>Elders Lifespan Pediatrics</p>
		<p><b>Clotting</b></p>	<p>Venous Thromboembolism (VTE) Disseminated Intravascular Coagulation (DIC)</p>	<p>Elders Lifespan</p>
		<p><b>Infection</b></p>	<p>Body Specific infections: Sepsis Suggested Options                     <ul style="list-style-type: none"> <li>• COVID 19</li> <li>• Pneumonia</li> <li>• Urosepsis</li> <li>• Tuberculosis (TB)</li> </ul> </p>	<p>Lifespan Lifespan</p>
		<p><b>Perfusion</b></p>	<p>Heart Failure Acute Coronary Syndrome Hypertension</p>	<p>Adults / Elders</p>
		<p><b>Cognition</b></p>	<p>Delirium / Dementia Alzheimer's Disease Psychosis</p>	<p>Lifespan / Older Adult Elders Adults</p>
		<p><b>Behavior</b></p>	<p>Addictive Behaviors Violence Behaviors</p>	<p>Lifespan</p>

Course	Course Description	Concepts	Exemplars	Population
<p><b>Clinical Intensive I</b></p> <p><b>NMNC 2435</b></p>	<p>This is the first of two Level 4 classes in which the student will apply the curricular concepts in the management of care participants with acute conditions Lifespan. This course is a combination of seminar, lab, and clinical.</p>	<p>Not assigned. Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for the course.</p>		
<p><b>Level 4</b></p>				

Course	Course Description	Concepts	Exemplars	Population
<p><b>ADN Capstone</b></p> <p><b>NMNC 2445</b></p>	<p>The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, Lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.</p>	<p>Not assigned. Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for the course.</p>		
<p><b>Level 4</b></p>				



# APPENDIX G

## ESSENTIAL JOB FUNCTIONS FOR CLINICAL ROTATIONS

### Essential Job Functions for Clinical Rotations

Physical activities required for essential functions of the position:

- **Standing/Walking:** Standing and walking is required for the majority of time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sits while charting or entering data into a computer. May also sit while receiving/giving verbal report at start/end of shift. May also sit during breaks and meal period. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies, patient charts, weighing up to ten pounds. Also lifts CPR equipment and other medical equipment weighing up to 44 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning patients. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely.
- **Carrying:** Frequently carries medical supplies and other items weighing up to 44 pounds. Occasionally carries certain medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering patient therapy and care, as well as when pushing equipment such as oxygen tanks and monitors, and when transporting patients in wheelchairs, beds, or gurneys. Pushing required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities required.
- **Climbing:** No significant climbing is required; may be required to climb a step stool.
- **Bending:** Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.
- **Crawling:** Not required.
- **Reaching:** Reaching above head required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of patient care, such as CPR.
- **Twisting:** Twisting at waist required when bathing patients and performing other procedures.
- **Speaking:** Must be able to clearly speak English to communicate, assess, and educate patients/families. Must also be able to communicate verbally with providers and other professionals involved in patient care.
- **Hearing:** Must have normal hearing (aide permitted) in order to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear to detect subtle yet critical information regarding patient condition including alarms and to communicate with providers and other professionals involved with patient care. Normal hearing required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, performing physical assessments of patients including subtle changes in color.
- **Depth Perception:** Required for fine tasks such as administering injections, sterile catheter insertions (urinary, IV), nasogastric tube insertions.

- **Fine Motor Skills:** Must have fine motor skills of all fingers and be able to grasp and control medical equipment and to perform precise procedures such as sterile dressing changes. Must be able to grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess patients through palpation with fingers and hands. Must be able to distinguish warm/cold and be able to feel vibrations.
- **Smell:** Must have normal sense of smell to detect odors indicating unsafe conditions or changing patient status.
- **Driving Required:** Students are responsible for their own transportation to and from affiliated clinical agencies.

## APPENDIX H

### STUDENT DRESS CODE FOR CLINICAL COURSES

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

#### **Uniform**

***Inpatient Clinical:*** UNM –Taos nursing students may wear the designated uniform only in nursing school approved clinical settings and activities. The nursing student is required to purchase two uniforms and two patches. The Inpatient Clinical uniform consists of:

- Burgundy top (a long sleeve white or navy-blue shirt may be worn underneath)
- Navy blue pants or skirt that is knee length or longer
- White or navy-blue nursing jacket
- White shoes (90% white, non-cloth)
- White socks over the ankle
- The nursing patch is attached on the left shoulder of the top and jacket.
- Nursing student ID badge on the upper left side of top or jacket.
- UNM-Taos nursing jacket may be worn to pick up patient assignments in lieu of uniform.
- **Students must wear professional attire under the nursing jacket if they opt to wear it in lieu of their uniform to pick up patient assignments.**
- Uniforms must be clean and wrinkle-free.

#### ***Community Clinical:***

The Community Clinical uniform consists of:

- Khaki slacks (relaxed or standard fit) or skirt (knee length or longer), clean, wrinkle free, and unstained
- Navy-blue collared polo shirt with UNM-Taos Nursing Student logo
- Solid colored shoes (brown, tan, or black), closed heel and toe, flat heel, clean and unstained

#### **Accessories**

- Jewelry should be kept to a minimum.
  - One pair of earrings only, flat to the earlobe is acceptable. Large, dangling ear hoops or necklaces are NOT appropriate. Flat, skin-toned secure earlobe plugs may be worn.
  - Rings with stones can tear gloves or patients' skin and may not be worn. Facial piercings are not appropriate for patient care. Medic alert bracelets are acceptable.
  - Tattoos and piercings other than earlobes should be covered. A long white or navy-blue sleeve undergarment may be worn under scrub top to cover tattoos. A turtleneck or a type of concealer makeup may be necessary for some tattoos.
- Facial jewelry, piercings, nose rings, eyebrow rings may not be worn.

## **General Appearance**

- No form fitting tops or pants (skinny, tight, stretch, slim, etc.) in clinical areas. Clothes are to be modest and without any skin showing in the upper chest or waist when bending over or squatting down.
- Neat, tidy, and professional appearance at all times, including under nursing jacket.
- Fingernails must be cut short. No nail polish due to evidence-based practice standards. No false nails.
- No perfume, scented lotions, scented hairspray, or tobacco odor.
- No chewing gum.
- Hair must be clean, restrained (not loose), away from the face, and off the shoulders.
- Beards and mustaches are to be clean and neatly trimmed.
- The practice of good daily hygiene, including oral care, is expected.
- Tasteful use of cosmetics and avoidance of excessive application.
- No false eyelashes.
- Check syllabus for specific clinical information regarding dress code.

**\*\*Students are also required to adhere to dress codes required by the agencies and institutions where clinical experiences will be taking place.**

## **Required Supplies for Clinical**

- Stethoscope
- Manual blood pressure cuff
- Penlight
- Bandage scissors
- Analog watch

# APPENDIX I

## PROFESSIONAL DOCUMENTATION FOR CLINICAL SETTINGS

All students in the UNM-Taos Nursing Program are responsible for completing the requirements as noted by the UNM Student Health and Counseling (SHAC). Refer to *Immunizations Required for Health Sciences Center and Other Clinical Programs and Other Related Information* (<https://shac.unm.edu/medical-services/immunizations.html>) for accurate requirements and further details. All students are responsible for providing and maintaining current professional documentation.

- Current records are required to attend clinical.
- Failure to maintain records may result in disenrollment.
- If immunizations and/or professional documentation are incomplete, students may lose their slot to someone else.

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

### ***Immunizations***

All immunizations must be completed *prior to* starting a clinical rotation. Copies of immunizations and/or lab results are required.

### ***Urine Drug Screen (10 Panel)***

A 10 panel drug screen is to be completed at Taos Physical Therapy (or a facility of the student's choice) within 72 hours of acceptance into the nursing program, annually, and upon request.

### ***BLS (Basic Life Support)***

The American Heart Association Healthcare Provider BLS must be current throughout the nursing program.

### ***OSHA/Bloodborne Pathogens\****

Training will be completed annually online through UNM Learning Central.

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

Browse Catalog > Search "Bloodborne" > Complete Bloodborne Pathogens module

- Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC

### ***HIPAA\****

Training will be completed annually online through UNM Learning Central.

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

- HIPAA Security Training for HSC
- HIPAA and HITECH Training for HSC

*\*Note: To print certificates for the three (3) completed trainings (Bloodborne Pathogens, HIPAA Security, and HIPAA and HITECH), find "Learning History" in Learning Central, hover over the module link, and then click "Print Certificate" in the popup.*

### ***Proof of Caregivers Criminal History Screening***

A background check and clearance are required for entrance into the nursing program and annually for clinical. Students will be entered in the New Mexico Department of Health CCHSP database during their initial acceptance meeting with the Director. A current driver's license is required to register for fingerprinting. Any notifications on the criminal background check will be discussed with the individual and may preclude acceptance into the nursing program or into a clinical area resulting in failure of the course.

**Submit all documentation (health clearance, immunizations, BLS card, OSHA and HIPAA certificates) to Barb Wiard, Nursing Program Administrative Assistant.**

**\*\*\*\*Students are required to maintain copies of all clinical documentation (immunizations, drug screenings, BLS, HIPAA, and OSHA) for their own records. The UNM-Taos Nursing Program will not make copies of documentation after it has been submitted. Students who lose their records will have to return to the original source to replace them.**

# APPENDIX J HEALTH CLEARANCE FORM

(Insert: pages 1-2)



**UNIVERSITY OF NEW MEXICO – TAOS**

**NURSING Program**

1157 County Road 110

Ranchos de Taos, NM 87557

(575) 737-3744 • FAX (575) 737-3746

DATE: \_\_\_\_\_

**HISTORY AND PHYSICAL EXAMINATION FORM**

*This page is to be filled out by the student and the second page by the examining practitioner.*

You must answer all questions even if the answer is NO, NONE, or N/A. Submit finished form to Barb Wiard.

Name \_\_\_\_\_

Gender Male / Female / Other

Home address \_\_\_\_\_

Telephone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Country of birth \_\_\_\_\_

Email \_\_\_\_\_

Birth date \_\_\_\_\_

Person to notify in case of emergency \_\_\_\_\_ Telephone \_\_\_\_\_

Health Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

**PAST MEDICAL HISTORY**

Describe any past history of medical/surgical illness. \_\_\_\_\_

Indicate any acute or chronic medical conditions. \_\_\_\_\_

Do you have or have you had any history of a mental health disorder? \_\_\_\_\_ Please explain. \_\_\_\_\_

Describe any allergies to medications, foods, or other substances. \_\_\_\_\_

Do you take any medications on a regular basis? \_\_\_\_\_ Please specify. \_\_\_\_\_

Do you now or have you in the past habitually used drugs or alcohol? \_\_\_\_\_

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**TO BE COMPLETED BY EXAMINING PRACTITIONER**

To the examining practitioner: Please review the history on the previous page of this form and add any pertinent information.

**PHYSICAL EXAMINATION**

\_\_\_\_\_ has had a complete history and physical examination on \_\_\_\_\_  
Student's name \_\_\_\_\_ Blood pressure \_\_\_\_\_ Height \_\_\_\_\_ cm Weight \_\_\_\_\_ kg  
Date \_\_\_\_\_

**Findings are as follows:**

\_\_\_\_\_ I find the applicant to be in good physical and mental health with no condition necessitating the continuation of care.

\_\_\_\_\_ I find the applicant to have a history of the following medical or surgical conditions:

\_\_\_\_\_ I find the applicant has the following health condition(s) for which continuation of care is required or which may adversely affect his/her educational experience.  
(If continued care is required, a complete description of the condition and care required should be included.)

Upon completion of physical assessment and review of the Respirator Medical Evaluation Questionnaire, the patient:

- \_\_\_\_\_ Is able to complete respirator testing for N-95 masks.
- \_\_\_\_\_ Is not able to complete respirator testing for N-95 masks.

Except as noted, the above student is in good physical and mental health and has no problem that might interfere with his/her ability to pursue professional nursing studies.

_____ Name of Practitioner	_____ Date
_____ Signature of Practitioner	_____ Address
_____ State and License Number	_____ Telephone

**APPENDIX K**  
**N-95 RESPIRATOR INFORMATION**  
**and**  
**RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

**(Insert: pages 1-3)**



## Obtaining N-95 Respirator Letter

Many clinical rotations will require that you are fitted for an N-95 Respirator to protect you against tuberculosis and other airborne infections when caring for patients who have, or are presumed to have, these infections. In order to be fit tested for an N-95 respirator, you will need to fill out the UNM Student Health and Counseling (SHAC) "Respirator Medical Evaluation Questionnaire." This is a screening tool required by OSHA to make sure that you do not have a condition that prevents you from wearing a respirator or from participating in the fit testing process. Therefore, it is important that you answer the questions fully and honestly.

\*Please be aware that each brand, model, and size of N-95 respirator will fit differently. When you are fit tested, it is important that you note the brand, model, and size of mask you have been cleared to use so that you are using the appropriate mask. The test fitting is not universal and does not imply proper fit with any device other than the one tested. Also, fluctuations in weight and other facial or dental alterations may affect the efficacy of the mask and will require another fit test.

\*Please be aware that facial hair, such as a beard and mustache, can affect the ability of a respirator to form a proper facial seal. This means your mask cannot protect you from harmful infectious agents as intended.

\*Please **do not wait** until the day you are scheduled for your N-95 fit testing to seek a clearance letter from your healthcare provider.

Fit tests are conducted at UNM-Taos Department of Nursing.

### ***Physiologic effects of respirator use:***

- Pulmonary
  - Increased work of breathing
  - Decreased endurance
  - Increased breathing resistance
- Cardiac:
  - Increased heart rate
  - Increased cardiac work load
  - Increased blood pressure
- Emotional/Psychological:
  - Anxiety
    - Claustrophobia

### ***Potential contraindications to respirator use:***

- Certain types of pulmonary disease
- Certain types of cardiac disease
- Claustrophobia



STUDENT HEALTH & COUNSELING

Respirator Medical Evaluation Questionnaire

OSHA Standard 1910.134 AppC

This two-sided questionnaire needs to be completed and signed by each student who will need respiratory protection.

SHAC use only: \_\_\_/\_\_\_/\_\_\_
[ ] Cleared
[ ] Not Cleared
Reviewer Signature: \_\_\_\_\_

SECTION ONE:
1. Can you read (circle one): YES NO 2. UNM ID Number: \_\_\_\_\_
3. Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ 4. Date: \_\_\_\_\_
5. Birth Date: \_\_\_\_\_ 6. Age: \_\_\_\_\_ 7. Sex (circle one): Male Female
8. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in. 9. Your weight: \_\_\_\_\_ lbs.
10. Your job title: \_\_\_\_\_ 11. Department: \_\_\_\_\_
12. A phone number to reach you: \_\_\_\_\_ 13. The best time to phone you: \_\_\_\_\_
14. Check the type of respirator you will use (you can check more than one category):
a. \_\_\_\_\_ (Tb protection) N95 (N, R or P disposable filter-mask, non-cartridge type only)
b. \_\_\_\_\_ Other type(✓): \_\_\_\_\_ powered-air purifying (PAPR) \_\_\_\_\_ half-facepiece type \_\_\_\_\_ Other: \_\_\_\_\_
NOTE: full-facepiece respirator or a self-contained breathing apparatus (SCBA) medical clearance require additional evaluation.
15. Have you worn a respirator? If "yes," what type(s): \_\_\_\_\_ YES NO
16. Do you have a beard, moustache, long side burns, or other facial hair? YES NO

QUESTIONS 1-9 below must be answered by every student using any respirator:
1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: YES NO
2. Have you ever had any of the following conditions?
a. Seizures (fits): YES NO
b. Diabetes (sugar disease): YES NO
c. Allergic reactions that interfere with your breathing: YES NO
d. Claustrophobia (fear of closed-in places): YES NO
e. Trouble smelling odors (Except when you had a cold): YES NO
3. Have you ever had any of the following pulmonary or lung problems?
a. Asbestosis: YES NO
b. Asthma: YES NO
c. Chronic bronchitis: YES NO
d. Emphysema: YES NO
e. Pneumonia: YES NO
f. Tuberculosis: YES NO
g. Silicosis: YES NO
h. Pneumothorax (collapsed lung): YES NO
i. Lung Cancer: YES NO
j. Broken ribs: YES NO
k. Any chest injuries or surgeries: YES NO
l. Any other lung problem that you have been told about: YES NO

(CONTINUE ON OTHER SIDE)

## Respirator Medical Evaluation Questionnaire - Continued

4. Do you currently have any of the following symptoms of pulmonary or lung illness?		
a. Shortness of breath:	YES	NO
b. Have you stopped for breath when walking at your own pace on level ground:	YES	NO
c. Shortness of breath when walking fast on level ground or walking up a slight hill or incline:	YES	NO
d. Shortness of breath when walking or dressing yourself:	YES	NO
e. Shortness of breath that interferes with your job:	YES	NO
f. Coughing that produces phlegm (thick sputum):	YES	NO
g. Coughing that wakes you early in the morning:	YES	NO
h. Coughing that occurs mostly when you are lying down:	YES	NO
i. Coughing up blood in the last month:	YES	NO
j. Wheezing that interferes with your job:	YES	NO
k. Chest pain when breathe deeply:	YES	NO
l. Any other symptoms that you think may be related to lung problems:	YES	NO
5. Have you ever had any of the following cardiovascular or heart problems?		
a. Heart attack:	YES	NO
b. Stroke:	YES	NO
c. Angina:	YES	NO
d. Heart failure:	YES	NO
e. Swelling in your legs or feet (not caused by walking):	YES	NO
f. Heart arrhythmia (heart beating irregularly):	YES	NO
g. High blood pressure:	YES	NO
h. Any other heart problem that you've been told about: _____	YES	NO
6. Have you ever had any of the following cardiovascular or heart symptoms?		
a. Frequent pain or tightness in your chest:	YES	NO
b. Pain or tightness in your chest during physical activity:	YES	NO
c. Pain or tightness in your chest that interferes with your job:	YES	NO
d. In the past two years, have you noticed your heart skipping or missing a beat:	YES	NO
e. Heartburn or indigestion that is not related to eating:	YES	NO
f. Any other symptoms that you think may be related to heart or circulation problems: _____	YES	NO
7. Do you currently take medication for any of the following problems?		
a. Breathing or lung problems	YES	NO
b. Heart trouble:	YES	NO
c. Blood pressure:	YES	NO
d. Seizures (fits):	YES	NO
8. Has your wearing a respirator caused any of the following problems? If you have never used a respirator, check (✓) here: _____ and go to question #9:		
a. Eye irritation:	YES	NO
b. Skin allergies or rashes:	YES	NO
c. Anxiety (that only occurs when you use the respirator):	YES	NO
d. General weakness or fatigue, unusual weakness or fatigue:	YES	NO
e. Any other problem that interferes with your use of a respirator: _____	YES	NO
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire? If yes, contact information: _____		
YES	NO	

I certify that the above information is correct: Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX L IMMUNIZATION WORKSHEET

**(Insert: pages 1-2)**



## UNM-TAOS NURSING STUDENT IMMUNIZATION WORKSHEET

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

MAIDEN/OTHER NAME \_\_\_\_\_

BANNER ID \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

IMMUNIZATION	COMPLIANCE INSTRUCTIONS	DOCUMENTATION
<p><b>Tetanus/Diphtheria/Pertussis (Tdap)</b></p>	<ul style="list-style-type: none"> <li>• Must have proof of the completed primary series of Tetanus/Diphtheria (Td) as a child. Without proof of a primary ≥3 doses Td series, a 3 dose primary series is required as per CDC recommendations.</li> <li>• One dose of Tdap vaccine is required during adulthood. For this adulthood dose to be considered valid it must have been received when over 18 years of age.</li> <li>• Re-immunization is required if an adulthood dose of Tdap was more than 10 years ago.</li> </ul>	<p>Primary series completed <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tdap #1 _____ (Month/Day/Year)</p> <p>Tdap #2 _____ (Month/Day/Year)</p> <p>Tdap #3 _____ (Month/Day/Year)</p> <p>Last dose of Tdap _____ (Month/Day/Year)</p>
<p><b>Measles/Mumps/Rubella (MMR)</b></p>	<ul style="list-style-type: none"> <li>• Must have documentation showing two doses of measles and mumps containing vaccine.</li> <li>• It is acceptable if the measles, mumps, and rubella antigens have been given separately.</li> <li>• Vaccination for MMR needs to be given after 1st birthday to be considered valid. <b>OR</b></li> <li>• Serologic confirmation of immunity (blood titers)</li> </ul>	<p>Titer Date _____ (Month/Day/Year)</p> <p>Result <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune</p> <p><b>OR</b></p> <p>MMR #1 _____ (Month/Day/Year)</p> <p>MMR #2 _____ (Month/Day/Year)</p>
<p><b>Varicella (Chickenpox)</b></p>	<ul style="list-style-type: none"> <li>• Serologic confirmation of immunity (Blood titers) <b>OR</b></li> <li>• Documentation of varicella vaccination (2 doses of varicella vaccine, administered 2 weeks apart)</li> </ul>	<p>Titer Date _____ (Month/Day/Year)</p> <p>Result <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune</p> <p><b>OR</b></p> <p>Varicella #1 _____ (Month/Day/Year)</p> <p>Varicella #2 _____ (Month/Day/Year)</p>

IMMUNIZATION	COMPLIANCE INSTRUCTIONS	DOCUMENTATION
<b>Hepatitis B (HepB, HBV)</b>	<ul style="list-style-type: none"> <li>If previously unvaccinated, obtain 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after dose #2).</li> <li>Anti-HBs serologic testing must be completed 1-2 months after completion of the 3-dose series (see box below).</li> <li>This vaccine is administered by intramuscular injection.</li> <li>If this vaccine was received as a child, current immunity must be demonstrated by the presence of Anti HBs (see box below).</li> </ul>	Hep B #1 _____ (Month/Day/Year) Hep B #2 _____ (Month/Day/Year) Hep B #3 _____ (Month/Day/Year)
<b>Hepatitis B Blood Testing (Anti HBs)</b>	<ul style="list-style-type: none"> <li>Anti-HBs blood test must be completed at least 4 weeks after #3 Hep B.</li> <li>Anti-HBs must be completed if the 3-dose series was completed during childhood.</li> <li>If anti-HBs titer is negative, a booster of Hep B vaccine is required followed by another anti-HBs titer a minimum of 4 weeks later.</li> </ul>	Anti-HBs Date _____ (Month/Day/Year) Result <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune <b>If Required:</b> Date of HBsAg _____ (Month/Day/Year) Result <input type="checkbox"/> Positive <input type="checkbox"/> Negative Date of Anti-HBc _____ (Month/Day/Year) Result <input type="checkbox"/> Positive <input type="checkbox"/> Negative
<b>Tuberculosis (PPD)</b>	<ul style="list-style-type: none"> <li>Titer each fall</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>Two-step PPDs completed within the last year.</li> <li>A single PPD is required before starting Level 3, if given within one year of the last PPD. If longer than one year, the two-step is required.</li> <li>Any previous positive PPD result, will require a chest x-ray and/or further testing as warranted.</li> <li>If a live tuberculosis vaccine (BCG vaccine) was received in the past, a chest x-ray and/or further testing is needed as warranted.</li> </ul>	<b>Level 1</b> Titer Date _____ (Month/Day/Year) <b>OR</b> PPD #1 _____ (Month/Day/Year) Result _____ mm PPD #2 _____ (Month/Day/Year) Result _____ mm <b>Level 3</b> Titer Date _____ (Month/Day/Year) <b>OR</b> PPD #1 _____ (Month/Day/Year) Result _____ mm History of BCG Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> <b>If Required:</b> Date of Chest X-ray _____ (Month/Day/Year) Result <input type="checkbox"/> Positive <input type="checkbox"/> Negative
<b>COVID Vaccines</b>	<ul style="list-style-type: none"> <li>Depending on company, 1 or 2 doses</li> <li>Booster</li> </ul>	<b>Date</b> (Month/Day/Year) _____ <b>Company</b> _____ #1 _____ #2 _____ Booster _____
<b>Seasonal Influenza</b>	<ul style="list-style-type: none"> <li>1 dose of influenza vaccine annually</li> <li>Done at the school in October.</li> </ul>	Proof of a seasonal influenza vaccine is required each fall.



# **APPENDIX M**

## **BLOODBORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES**

### **OBTAINING MEDICAL CARE FOR EXPOSURES**

#### **A. When an Exposure Occurs**

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

#### **B. Medical Evaluation**

It is very important that medical evaluation take place immediately because treatment decisions must be made within two (2) hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within two to four (2-4) hours. It is also extremely important to evaluate the donor's risk status immediately.

#### **C. Medical Evaluation Facilities**

The student must report IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up may be done at their primary health provider. The student must notify their supervisor immediately. The supervisor and student will fill out the appropriate clinical facility form.

#### **D. Insurance**

For needlestick insurance questions, contact UNM Risk Services. (505) 277-2226

#### **E. Laboratory Testing/Treatment**

To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Prevention Department or Nursing Supervisor to order these tests on the patient/donor. The Infection Preventionist (7 am to 4 pm) or House Shift Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.

#### **F. For more information on testing and treatment decisions or protocols**

UNMH Epidemiology: (505) 272-9722 (phone) or (505) 951-3000 (pager)

PALS line, Infectious Disease physician on call:

(505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)

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Adapted from X:\Handouts\Patient Handouts\Blood Body Fluid\Medical Care.doc (Revised 05/10/19)

## **APPENDIX N**

### **BLOOD AND BODY FLUID EXPOSURE NEEDLESTICK INSURANCE COVERAGE**

#### **Blood & Body Fluid Exposure/Needle-Stick Insurance Coverage**

Insurance coverage is mandatory for all UNM students who are at risk for body fluid and blood-borne pathogen exposure.

#### **Enrollment**

- All students enrolled in the UNM-Taos Nursing Program will automatically be enrolled through a “blanket policy”. Individual student enrollment information is not necessary.
- The student’s UNM account will be charged for this plan as “Needlestick Insurance.”

#### **Cost**

Approximately \$16 to \$20 per year / per student

#### **Benefits & Coverage**

Coverage applies only to incidents occurring within academic, instructional, and practicum settings. All fees associated with provider visits, lab tests, emergency room visits, and medications are fully reimbursable. Students are responsible for providing billing statements and receipts to the carrier for reimbursement.

#### **Coordination of Benefits**

This provision allows the plan to coordinate payment of benefits with other medical policies under which the insured is covered so that the total benefits paid under all available policies will not exceed 100%. It is the intent that this plan be primary to any other medical insurance under which the insured is covered.

#### **Information & Questions**

UNM Risk Services (505) 277-2226

Chubb USA (800) 336-0627

[ACEAandHClaims@chubb.com](mailto:ACEAandHClaims@chubb.com)

#### **Filing Claims**

The student is required to file all claims for services incurred. Written notice of claim must be provided within 90 days of the incident. The student must submit a *Chubb Accident and Sickness Claim Form* (See Appendix O.) and a *UNM Notice of Incident Form* (See Appendix P.). The student will fill in the necessary info, have the attending physician complete his/her portion of the forms, and attach all medical and hospital bills.

Mail completed Claim Form with itemized bills and receipts to:

Chubb USA

PO Box 5124

Scranton, PA 18505-0556

To expedite the claim, fax with readable receipts.

Fax (302) 476 7857

# APPENDIX O

## CHUBB ACCIDENT AND SICKNESS CLAIM FORM

(Insert: pages 1-4)

# Accident and Sickness Claim Form

**IMPORTANT NOTICE:** Written notice of claim must be provided within 90 days of the loss. Written proof of loss must be provided within 90 days after the date of loss. If it cannot be provided within that time period, it should be sent as soon as reasonably possible. In no event, except in the absence of legal capacity, will proof of loss be accepted more than one year from the date it was otherwise required.

Please mail your completed Claim Form with itemized bills and receipts to:  
(to expedite your claim, please fax it with readable receipts)

Chubb USA (800) 336 0627 Inside USA  
PO Box 5124 (302) 476 6194 Outside USA  
Scranton, PA 18505-0556 (302) 476 7857 Fax  
ACEAandHClaims@chubb.com

Thank you for notifying us of your claim. Please complete AEL questions. If any question is not applicable, please state N/A.  
In addition to the Claim Form, please attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s), and the charge made for each service.

Section A. Must be completed and signed by a designated representative of the Policyholder.

Name of Group: State of New Mexico Policy Number: PTP N14286585

Location of Group/Club/Sport/School etc.: University of New Mexico

Claimant's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Date Coverage Began: 07/01/2017 Date Coverage will end/has ended: N/A

Nature of injury or illness: \_\_\_\_\_

Describe how, when, and where accident occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of activity: \_\_\_\_\_ Name of sport: N/A

Did the accident occur:

While the claimant was supervised?  Yes  No

During a sponsored activity?  Yes  No

During programmed hours?  Yes  No

While traveling to or from a regularly scheduled activity in a supervised group?  Yes  No

Date last worked: \_\_\_\_\_ Date returned to work: \_\_\_\_\_

Weekly earnings: \_\_\_\_\_

Policyholder Representative Name: Ammie Corbett Title: Claims Specialist

Daytime telephone number: 505-272-1573

Signature: Ammie Corbett Date: 01/14/2021

**Section B. Must be completed and signed by the claimant or parent/guardian of claimant, if claimant is a minor.**

Name, Address, Phone #, and Policy #/Account # of any other insurance companies under which claimant is insured: N/A

Name of claimant's guardian: N/A

Relationship to claimant: N/A Guardian's SSN: N/A

Address (Guardian's address if claimant is a minor): N/A

Address of employer (Guardian's employer if claimant is a minor): N/A

Employer's daytime phone #: N/A

**Section C. Payment Information**

*Please complete Option 1, Option 2 or Option 3*

**Option 1 - Payment to Insured**

Your home address as listed above

**Option 2 - Payment to Provider, e.g. hospital, physician**

Provider's name and address listed on invoice/bill

**Option 3 - Payment to Policyholder**

Policyholder listed below

Policyholder's Name: University of New Mexico

Policyholder's Address: MSC01 1210, Albuquerque, NM 87131

**Section D. Physician or Provider**

Name of physician or provider: Phone #:

Address: \_\_\_\_\_, Albuquerque, NM 87106

Diagnosis or nature of illness or injury:

Date of illness (first symptom) or injury:

Date first consulted for this condition:

Hospital confinement dates: From \_\_\_\_\_ To \_\_\_\_\_ Date able to return to work: \_\_\_\_\_

Total disability dates: From \_\_\_\_\_ To \_\_\_\_\_ Partial disability dates: From \_\_\_\_\_ To \_\_\_\_\_

Patient's account #: Amount paid: \$ Balance due:

Place of service:

Diagnosis code and description: \_\_\_\_\_

*By signing the below I hereby certify that the above information is true and correct to the best of my knowledge and belief*

**Authorization and Assignment of Benefits**

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, Insurance support organization, governmental agency, group policyholder, Insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original.

I agree that a photographic copy of this Authorization shall be as valid as the original.

I understand that I or my authorized representative may request a copy of this authorization.

I understand that I or my authorized representative may revoke this authorization at any time by providing the insurance company with written notification as to my intent to revoke.

Signature of Insured or Authorized Representative \_\_\_\_\_

Dated: \_\_\_\_\_

Address: \_\_\_\_\_

**Fraud Warning:** Certain states require specific state mandated fraud language to be included on all claims forms while other states use a generalized fraud stated. We have adopted the fraud warning language prescribed by the District of Columbia as its standard fraud statement. Unless otherwise noted below this statement shall be included on all claims forms, applications and enrollment forms.

**District of Columbia Generic Warning:**

It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and / or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**The following states have required us to use state specific language as follows:**

**California**

For your protection California law requires the following to appear on this form:

Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Colorado**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages.

**Florida**

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**New York**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

**Oklahoma**

**WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes a claim for the process of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Pennsylvania:**

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Maryland/Oregon**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.

**Virginia**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a claim containing a false or deceptive statement may have violated state law.

**APPENDIX P**  
**UNM NOTICE OF INCIDENT FORM**  
**(Insert: page 1)**



**NOTICE OF INCIDENT**

**Revised: 07/14/21**

This form must be completed when an injury or property damage occurs. It is for notification purposes only and does not take the place of the form work required for formal claim filing. The incident notice must be provided to Risk Services within ninety (90) days of the occurrence.

**Submit Notice To:**

**Department of Risk Services  
MSC01 1210  
1 University of New Mexico  
Albuquerque, New Mexico 87131-0001**

**risksvcs@unm.edu  
505-273-1573**

Full Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Mailing Address (Include city, state, zip code) \_\_\_\_\_

Amount of damages (if known) \$ \_\_\_\_\_

Describe WHERE, WHEN, and HOW the damages or injury occurred. Include names of all persons involved and any witnesses, including their addresses and telephone numbers.

Location of the Occurrence: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Description of the Occurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of injury or damage sustained. \*Attach copies of all medical reports, bills, or estimates received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All of the statements made on this form are true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature of Person Reporting \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

## **APPENDIX Q**

### **SOCIAL MEDIA USAGE**

The UNM Taos Nursing Program Social Media Policy applies to students, faculty, and staff, and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner.

#### **Policy Statement**

1. Students, faculty, and staff should conduct themselves in a professional, respectful, and civil manner when using social media of any kind.
  2. Any situation involving named or pictured individuals acting in a UNM capacity on social media requires their express written permission.
  3. Anyone who identifies themselves as a UNM faculty, student, or staff in any online forum and/or use a UNM email address, must make it clear that they are speaking for themselves, unless previous permission has been granted for them to act as a representative of the UNM-Taos nursing program.
  4. The use of any UNM logo or protected images requires written permission.
  5. The use of verbally abusive, disrespectful, discriminatory, racist, or aggressive language or content communicated via email or used when posting to public forums of any kind by faculty, staff, or students **may result in disciplinary action up to and/or including dismissal from the program.**
- **Refer to UNM Social Media Guidelines for additional information.**  
<http://social.unm.edu/guidelines/>

## **APPENDIX R**

### **ATI COPYRIGHT AND POLICY STATEMENT**

By utilizing ATI materials and exams, you are agreeing that you understand and will adhere to the information contained in this statement.

All assessment questions are the copyrighted property of Assessment Technologies Institute®, LLC. Removing or attempting to remove questions or other assessment material from the test site is prohibited. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties. This includes memorizing questions and options and discussing these questions before, during or after an ATI assessment.

ATI has and will continue to bring legal action against infringers, which has included criminal prosecution and arrest of students involved in this illegal activity. In addition, ATI may subpoena records of purchasers, so students who buy illegally obtained ATI tests may also be involved in legal proceedings, which may result in notice to the school, disciplinary measures, and could impact a student's education and or licensure. Students should not participate in any way in this illegal activity.

1. You are not allowed to eat, drink or have access to personal items or electronic devices during the exam.
2. Read the question and the options entirely before you answer. Unanswered questions are scored as incorrect.
3. No two exams have the same order of questions and answers
4. You will not be allowed to communicate with any other examinee during the exam. If you have a question or problem, raise your hand to alert the proctor. The proctor will not answer questions concerning the content of the exam.
5. If scratch paper is allowed for your exam, you may only use the scratch paper provided by the proctor, and the scratch paper must be turned in to the proctor before leaving.
6. You are not allowed to memorize, discuss or share questions on the exam in any way during or after the exam. You are not allowed to remove or copy any test question.
7. The exam must be monitored by a proctor who is physically present during the entirety of the administration. If the exam is not being proctored in this manner, any score received will be invalidated.
8. You understand and agree that any misconduct or fraudulent activity committed by you in connection with ATI exams may result in invalidation of your scores, immediate suspension or termination of your access to further ATI testing and ATI Products, and disciplinary action by your school or institution consistent with their policies. You understand and agree that ATI will report any suspected fraud or testing misconduct to your school or institution and/or to law enforcement authorities and will pursue any action reasonably necessary to protect student and school records and the integrity of the ATI test materials.
9. All test questions are the copyrighted property of ATI. It is a violation of law to copy or give others any part of the ATI test. If you violate this, ATI may seek legal action and you could be subject to civil and criminal penalties.

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## **APPENDIX S**

### **GENERAL TESTING GUIDELINES**

The terms exams, assessments, and test may be used interchangeably in all nursing program communications and documents. Before taking an exam, students should be aware of the following testing responsibilities and guidelines.

- All assessments are proctored face to face in the nursing classroom or designated area using the student owned computer. If a student does not have a computer, communication with the course faculty or proctor should occur prior to the assessment date and time. \*Computers and hotspots are available through the UNM-Taos Library services.
- Student possessions (bags, backpacks, cellphones, food, drinks, school supplies, coats, jackets, bulky sweatshirts, and hats, etc.) may not be at the student's desk. Wearable technology, including and not limited to, electronic ear buds and smartwatches, are to be placed in bags/backpacks and cannot be accessed.
- Course exams and ATI standardized assessments will be administered on the ATI platform. It is the student's responsibility to ensure their ATI access is maintained.
- Students are encouraged to complete a self-evaluation for all examination scores less than 78% using the Student Testing Strategy Analysis Worksheet and Test Strategy Tool, modified from Loma Linda University.
- Students who receive less than a 78% on an exam are strongly encouraged to meet with the course faculty for an individual review of the exam.
- Students at risk of failing will meet with the course faculty in order to help them determine how they can improve their grade by reviewing study habits, identifying topics they are deficient in, and utilizing all available resources in the course and at the college.
- All quizzes and examinations will only provide generic names of medications.
- NCLEX style test question formats and scoring are used throughout the nursing program quizzing and testing as a means of preparation for the NCLEX-RN exam.
- No extra credit or bonus questions are permitted.

#### **Online Remote Testing**

Remote proctoring will only be used for extenuating circumstances determined by the director and course faculty. The UNM-Taos Nursing Program Testing Guidelines apply to remote testing.

Adaptations to the guidelines follow.

- Personal computers may be used for remote exams and assessments.
- Course exams and ATI Proctored Assessments administered remotely require the use of a secure online proctoring program, Proctorio, to facilitate remote proctoring and to preserve the integrity of the exam. The proctoring program will record the student by video and audio while taking the exam. In addition, or as a replacement, Zoom videoconferencing may be used by nursing program faculty or staff to proctor the assessment.
- Technical requirements for Proctorio
  - Microphone: either internal or external
  - Webcam: 320x240 VGA resolution (minimum) internal or external
  - Desktop or laptop computer with the ability to download Google Chrome (NO iPads, tablets, or phones are to be used.)
  - ATI provides a "STUDENT QUICK START GUIDE: ATI Remote Proctoring with Proctorio".

- Plan to take any exam using the same computer or networking environment that was used to complete the Webcam Check and System & Network Check in the Lockdown Browser.
- Students will be required to download Proctorio (the exam platform's lockdown browser) to their personal computer. The Lockdown Browser will prevent students from accessing other websites or applications during the exam. Students will be unable to exit the exam until all questions are completed and submitted.
- Students will be required to lift the webcam device or laptop camera and record a 360-degree view of the testing space. Students may request to take the exam at the campus library or campus testing area if available.
- Course exams and ATI Proctored Assessments given remotely may be taken anywhere that has internet access and is private enough that no one else will be in the room. Prior to sitting for the exam, ensure there will be no interruptions in that location.
- UNM-Taos photo identification is required for verification prior to administration of the exam.
- The following restrictions are to be observed when testing remotely.
  - Textbooks, class notes, study aids may not be in your test location.
  - While taking the exam, avoid looking around the room or anywhere other than the computer screen.
  - While testing, students must remain in view of the camera.
  - There should be no one else in the room or around during the exam.
  - No wearable technology, blue tooth or wired headphones are permitted during the exam.
  - Turn off all other devices (e.g., tablets, phones, second computers, smart software programs (Siri, Alexa, etc.)) and place them outside of your reach. Nothing should beep or ring during your exam.
- Your instructor will receive time stamped video screen shots flagged with suspicious activity. Suspicious activity may include, and is not limited to, your face falling out of view, glare from another device, wandering eyes beyond the screen, consistent looking away from the computer screen, rustling pages or papers on audio, speaking or talking to someone during the exam, multiple faces on the screen during the exam.
- At no time is taking a photo or video recording of the exam permissible and will be recorded by the webcam.
- The use of one plain white double-sided scrap paper is at the discretion of faculty and to be recorded during the environmental check at the beginning of the assessment.
- Before starting the exam, know how much time is available, and allot sufficient time to complete it.
- To produce a good webcam video that avoids flagging, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

# APPENDIX T

## MEDICATION DOSAGE CALCULATIONS AND PRECLINICAL REQUIREMENTS

### Overall Goal

Accuracy in medication calculations is a vital competency for all nurses as it is well-known that medication errors have serious consequences for patients. Medication Calculation Testing is required in all NMNEC nursing programs so that students demonstrate their competency. A medication dosage calculation and abbreviation exam is administered to UNM-Taos nursing students at each level. Students are given two opportunities each level to pass the test with a minimum score of 90%. Students who fail to meet this standard will be required to participate in remediation coursework to be determined by the nursing program in order to maintain their progression in the program.

### 1. General Rules

1. Generic names of medications will be used, to adhere to NCSBN terminology.  
<https://www.ncsbn.org>
2. Joint Commission 'Do Not Use Abbreviations' are incorporated.  
[https://www.jointcommission.org/facts\\_about\\_do\\_not\\_use\\_list/](https://www.jointcommission.org/facts_about_do_not_use_list/)
3. When medical and prescription abbreviations are used, they are consistent with the Common Medical and Prescription abbreviations table.  
<https://www.drugs.com/article/prescription-abbreviations.html>
4. It is the individual student's responsibility to learn and master the required dosage calculations for each level. Resources for dosage calculations and tutoring are provided as a resource for the course or by faculty.
5. Students may use only the nursing program's simple calculator or the computer-based calculator provided through the testing company.
6. Students will show their work and write down their own answer with the units/label noted (mg, ml, minutes, etc.).
7. There will be 20 questions involving calculations following the blueprint below.
8. A maximum of 60 minutes are allowed to complete the test.
9. The student will be provided a copy of the rounding rules for every dosage and calculation exam.
10. Students may review the test only at the appointed time and place.
11. Students are responsible for meeting with faculty about remediation and exam retake.
12. Arrangements will be made to take the second dosage test, if necessary.
13. The second version will follow the same requirements, outcomes, and blueprint.
14. Any student who fails to achieve 90% by the second attempt is required to engage in a remediation plan, which may include a mandatory 1-credit math remediation course, to be determined by course faculty.

## 2. Rounding Rules

1. Follow general mathematical rules for rounding: 0-4 round down and 5-9 round up.
2. Amounts less than 1 will be written with a zero to the left of the decimal ("leading zero").
3. Do not use trailing zeros; extra zeros to the right of the number. For example: 6.0 is incorrect, use 6.
4. Volumes less than 1 mL will be rounded to the nearest hundredth (two places). Leading zero is required.
5. Volumes 1 mL-10mls will be rounded to the nearest tenth (one place). Exception: Do not use a trailing zero. For example, if dosage is 6.02 mL, round answer to 6 mL. If dosage is 6.05 mL, round answer to 6.1 mL.
6. Volumes greater than 10 will be rounded to the nearest whole number.
7. For all weights the final answer is rounded to the nearest tenth (one place).
8. All tablets are scored in half, round tablets to the nearest half of a tablet.
9. All IV hourly rates round to the nearest tenth.
10. All IV drops per minute rates round to the nearest whole number.

## 3. Calculations by Level

### Level 1

1. Interpret standard abbreviations needed for dosage calculations.
2. Convert within and between these selected measurement systems:
  - a. Convert weight between micrograms, milligrams, grams, and kilograms.
  - b. Convert volume between milliliters and liters.
  - c. Convert metric to household.
  - d. Convert weight between pounds and kilograms.
  - e. Convert volume between ounces and milliliters.
  - f. Convert volume between teaspoons and milliliters.
3. Translate between military and regular time.

### Level 2

Same as Level 1 with the following additions:

1. Calculate dosages of oral medications.
2. Calculate parenteral medication volumes and dosages. Parenteral for Level 2 includes subcutaneous, intradermal and intramuscular but **not** intravenous.
3. Determine if an ordered oral or parenteral (not intravenous) amount is within the safe/recommended range.
4. Determine oral and parenteral dosages (not intravenous) based on a patient's clinical data (age, weight, vital signs or lab results).

### **Level 3**

Same as Level 1 and 2 with increasing difficulty appropriate for Level 3 plus the following:

1. Calculate infusion rates and times for intravenous administration.
2. Calculate volumes between milliliters per hours and drops per minute.
3. Calculate total/end infusion times for intravenous fluids.
4. Calculate amounts/times to administer intravenous push medications.
5. Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
6. Determine intravenous dosages based on a patient's clinical data (age, weight, vital signs, or lab results).
7. Calculate rates/dosages/amounts for intravenous medication drips.

### **Level 4**

All of the above with increasing difficulty appropriate for the level



## **Expected Outcomes**

The student is expected to demonstrate proficiency in the following for the appropriate clinical level.

- A. Interpret medication orders and standard abbreviations needed for dosage calculations
- B. Convert within and between these selected measurement systems.
  1. Metric
    - a. Convert weight between micrograms, milligrams, grams and kilograms.
    - b. Convert volume between milliliters and liters.
  2. Household
    - a. Convert weight between pounds and kilograms.
    - b. Convert volume between ounces and milliliters.
    - c. Convert volume between teaspoons and milliliters.
- C. Calculate dosages for administration of medications by common routes.
  - a. Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - b. Calculate oral liquid volumes from 0.001 to 30 mL.
  - c. Calculate injectable medication volumes from 0.001 to 3 mL.
- D. Calculate infusion rates and times for intravenous administration.
  - a. Calculate volumes between milliliters per hour and drops per minute.
  - b. Calculate total/end infusion times for intravenous fluids.
  - c. Calculate amounts/times to administer IV push medications.
  - d. Calculate infusion rates/times for IV intermittent infusions (piggybacks).
- E. Calculate dosages for administration of medications in tightly controlled situations.
  - a. Determine dosages based on patient's clinical data (weight, vital signs or lab results).
  - b. Determine if an ordered amount is within a safe/recommended range.
  - c. Contrast different concentrations of solutions/ratios.
  - d. Calculate rates/amounts for intravenous medication drips.

---

\* The calculations may require conversions as part of the problem.

\*\* The amounts may range from fractions/decimals to thousands of units.

\*\*\* Questions asked will be appropriate for the level and the clinical area.

\*\*\*\* There will NOT be information needed or questions asked about specific pharmacology of medications, administration techniques, nor nursing implications in the preclinical dosage calculation requirement. These topics will be covered in theory and/or clinical applications.

## **Blueprint**

BLOOM's Level	Percentage of questions	Percentage of questions	Percentage of questions	Percentage of questions
	Level 1	Level 2	Level 3	Level 4
Understanding	20%	10%	5%	0%
Applying	60%	65%	70%	60%
Analyzing	20%	25%	25%	40%
Total	100%	100%	100%	100%

**A. Examples at the Understanding level (understanding the meaning of information):**

- a. How many milliliters are in 2 Liters? *(2,000 milliliters)*
- b. How many kilograms are in 163 pounds? *(rounded to 74.1 kilograms)*
- c. What does the abbreviation STAT mean? *(Immediately)*

**B. Examples at the Applying level (use learned information in relevant situations):**

- a. The patient needs: Lasix 15 milligrams PO now. The medication is available as: Lasix 10 mg (scored) tablets. How many tablet(s) will the nurse administer? *(1.5 tablets)*
- b. Order: Morphine sulfate 5 mg IM every 4 hours prn pain. Available: Morphine sulfate 2mg/mL. How many milliliters will the nurse administer? *(2.5 mL)*
- c. A patient is ordered to receive Insulin NPH 30 units every am and 20 units Q hs. How many total unit(s) will the patient receive in 24 hours? *(50 units)*
- d. There is an order for: Normal saline IV at 125mL per hour. The available IV infusion set has 20 gtt per milliliter. How many drops per minute will the nurse administer? *(rounded to 42gtt/min)*
- e. A patient has a physician's order for: Kefzol 0.5g IVPB every 6 hours. The manufacturer supplies: Kefzol 0.5g mixed in 50 mL of D5W. The medication drug guide recommends that each dose be administered intermittently over 30 mins. How many milliliter(s) per hour will the nurse set the IV pump to infuse one dose? *(100mL/hr)*
- f. A patient has an order for: Ceclor 100mg PO every 6 hours. The local pharmacy has: Ceclor 125mg per 5 milliliters. How many milliliter (s) should the patient take for one dose? *(4mL)*

C. Examples at the Analyzing level (breakdown information for further understanding):

- a. The order is for Zithromax 400 mg IVPB every day for 2 days. The supplied vial has 500 mg of powdered Zithromax with directions on the label as follows: Reconstitute to 100 mg/mL with 4.8 mL of Sterile Water for injection. How many milliliter(s) would the nurse draw out of the vial to obtain one dose? *(4 mL)*
- b. The practitioner orders Vistaril 20 mg IM every 4-6 hours prn nausea for child, who weighs 44 lbs. The medication resource indicates that the usual IM dosage is 0.5 mg to 1 mg/kg/dose every 4 to 6 hours as needed. Is this a safe dosage for this child's weight? *(Yes, this child's safe range is 10 to 20 mg/dose.)*
- c. A patient, who weighs 110 lbs, has an order to begin IV Heparin by hospital protocol. The protocol is an IV bolus, then Infuse the IV drip at 18 units/kg/hour. Draw an APTT in 6 hours and call MD with results. The standard heparin available from the pharmacy is Heparin 25,000 Units in 250 mL of ½NS. How many milliliter(s) per hour should the nurse set the IV pump for this infusion? *(9 mL/hr)*

## APPENDIX U

### DOSAGE CALCULATIONS, ABBREVIATION GUIDES, AND RESOURCE LIST

#### Dosage and Calculations Abbreviation List (Alphabetical) & Resource Guide

Abbreviations	Meaning	Abbreviations	Meaning
ā	before	hr	hour
a.c.	Before meal	h.s.	Hour of sleep
Ad lib	Freely, as desired	IM	intramuscular
AM, a.m.	morning	IV	intravenous
APTT, PTT	activated partial thromboplastin time	IVF	Intravenous fluid
b.i.d., BID	Twice a day	IVP	Intravenous push
Ā (C with a line over it)	with	IVPB	Intravenous piggyback
cap.	capsule	I&O	Intake and output
cm	centimeter	kg	kilogram
CR	Continuous Release	L	liter
EC	Enteric coated	LA	Long Acting
ER	Extended release	Lbs.	pound
g, gm	gram	M, m	meter
gtt	drop	mcg	microgram
ht	height	mEq/L	milliequivalent per liter

<b>Abbreviations</b>	<b>Meaning</b>	<b>Abbreviations</b>	<b>Meaning</b>
mg	Milligram	QID, q.i.d.	Four times a day
min, mins	minute	qt	quart
ml	milliliter	s (usually with a line over it)	without
mm	millimeter	SC, SQ, subq	subcutaneous
neb	nebulizer	SL, sl	Sublingual
NG, ng	nasogastric	STAT	Immediately
NPO	Nothing by mouth	susp	Suspension
oint	Ointment	supp	suppository
OTC	Over the counter	Syr.	syrup
oz	ounce	Tab., tab.	tablet
p (usually with a line over it)	after	TBSP	Tablespoon
p.c.	After meal	tsp	teaspoon
PO, p.o.	Per mouth	TID, t.i.d.	Three times a day
PM, p.m.	Evening	top., TOP	topical
pr	Per rectum	vol.	volume
prn, PRN	As needed	wt.	weight
PT	Prothrombin time or Physical Therapy	XR	Extended Release
Q, q	every		

## Dosage and Calculations Abbreviations

### Arranged Conceptually

cap	capsule	CR	controled release	STAT	immediately
susp	suspension	ER	extended release	prn	as needed
tab	tablet	LA	long acting	hs	hour of sleep
syr	syrup	XR	extended release	BID	2 times/day
neb	nebulizer	EC	enteric coated	TID	3 times/day
oint	ointment			QID	4 times/day
supp	suppository				
a	before	PO	per mouth	IM	intramuscular
ac	before meal	pr	per recutm	IV	intravenous
p	after	subq, sc, sq	subcutaneous	IVP	intravenous push
pc	after meal	SL, sl	sublingual	IVPB	intravenous piggyback
c	with			gtt	drops
s	without				
cm	centimeter	ml/mL	mililiter	kg	kiligram
ht	height	mm	millimeter	g, G	gram
hr	hour	oz	ounce	L	liter
lbs	pounds	qt	quart	mEq/L	miliequivalent/liter
M, m	meter	TBSP	tablespoon		
mcg	micorgram	tsp	teaspoon		
mg	miligram				
min	minute				
vol	volume				
wt	weight				
APPT	activated partial thromoplastin time			ad lib	freely, as desired
PTT	partial thromboplastin time			I+O	intake & output
PT	prothrombin time			NG, ng	nasogastric
				pt	physical therapy

## Common Conversions and Metric Measures

### Conversion of Time

Military =Civilian	Military =Civilian	Military =Civilian	Military =Civilian
0001 =12:01am	0700 = 7:00am	1400 = 2:00pm	2100 = 9:00pm
0100 =1:00am	0800 = 8:00am	1500 = 3:00pm	2200 = 10:00pm
0200 =2:00am	0900 = 9:00am	1600 = 4:00pm	2300 =11:00pm
0300 = 3:00am	1000 =10:00am	1700 = 5:00pm	2400 = 12:00am (midnight)
0400 = 4:00am	1100 = 11:00am	1800 = 6:00pm	
0500 = 5:00 am	1200 = 12:00pm (noon)	1900 = 7:00pm	
0600 = 6:00am	1300 = 1:00pm	2000 = 8:00pm	

### Metric Household Equivalents

Metric Measure	Household Measure
5 milliliters (mL)	1 teaspoon
15 milliliters (mL)	1 tablespoon
30 milliliters (mL)	1 ounce
240 milliliters (mL)	1 standard measuring cup
1 kilogram (kg) or 1000 grams (g)	2.2 pounds
2.54 centimeter (cm)/2.5 centimeter (cm)/	1 inch

### Metric Measure of Weight

1,000,000 micrograms	1 gram
1000 micrograms	1 milligram
1000 milligrams	1 gram
1000 grams	1 kilogram

## Metric Measure of Volume

1000 milliliter (mL)	1 liter (L)
1 cubic centimeter (cm)	1 milliliter (mL)

## Metric Measure of Length

1 millimeter (mm)	0.1 cm or 0.001 m
1 centimeter (cm)	10 mm or 0.01 m
1 meter (m)	1000 mm or 100 cm

## Metric Measure of Units

1 unit	1000 milliunits or 100 centiunits
--------	-----------------------------------

## Intravenous Fluid Abbreviations

### Important IV Terms

- ✓ gtts: drops
- ✓ Drop Factor: Number of drops per volume of IV fluid. Varies depending on the tubing used. Usually measured in gtts/mL.
- ✓ Flow Rate: Measure of the flow of liquid from an IV. Usually measured in gtts/minute (how many drops are released every minute) or in mL/hour (how many mL flow per each hour). gtts/minute is used for manually regulating an IV while mL/hour is used when utilizing an electronic IV pump.

### Important IV Abbreviations

- ✓ D: Dextrose (in percentage of liter)
- ✓ W: Water
- ✓ NS: Normal Saline (0.9% NaCl)
- ✓ LR: Lactated Ringer's
- ✓ K or KCL: Potassium/ potassium chloride

### Examples:

0.9% NS	Normal Saline
0.45% NS	Half Normal Saline
D5NS	Dextrose 5% Normal Saline
NS w/ 20meq KCL	Normal saline with 20meq/l of potassium chloride



### The Joint Commission Official “Do Not Use” List of Abbreviations

<b>Do Not Use</b>	<b>Potential Problem</b>	<b>Use Instead</b>
U, u (unit)	Mistaken for “0” (zero), the number “4” (four) or “cc”	Write “unit”
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write “International Unit”
Q.D., QD, q.d., qd (daily)	Mistaken for each other	Write “daily”
Q.O.D, QOD, q.o.d., qod, (every other day)	Periods after the Q mistaken for “I” and the “O” mistaken for “I”	Write “every other day”
Trailing zero (X.0mg) *	Decimal point is missed	Write “X” mg
Lack of leading zero (.X mg)		Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write “morphine sulfate”
MSO <sub>4</sub> and MgSO <sub>4</sub>	Confused for one another	Write “magnesium sulfate”

### Future Considerations by The Joint Commission

> (greater than)	misinterpreted as the number “7” (seven)	Write “greater than”
< (less than)	or the letter “L”  Confused for one another	Write “less than”
Abbreviations for drug names	Misinterpreted due to similar abbreviations for multiple drugs	Write out drug’s whole name
Apothecary units	Unfamiliar to many practitioners Confused with metric units	Use metric units
@	Mistaken for the number “2” (two)	Write “at”
cc	Mistaken for U (units) when poorly written	Write “mL” or “ml” or “milliliters” (“mL” is preferred)
µg	Mistaken for mg (milligrams) resulting in one thousand-fold overdose	Write “mcg” or “micrograms”

## Reference

Joint Commission on Accreditation of Healthcare Organizations. (June, 2016). Facts about the Official “Do Not Use” List. Retrieved from [https://www.jointcommission.org/facts\\_about\\_do\\_not\\_use\\_list/](https://www.jointcommission.org/facts_about_do_not_use_list/)

## Six Rights of Medication Administration

1. Right Drug
2. Right Dose
3. Right Patient
4. Right Route
5. Right Time
6. Right Documentation

## References and Resources

- Assessment Technology Institute (ATI): Tutorial Program for Dosage and Calculations: Dimensional Analysis, Desired Over Have, and/or Ratio Proportion
- Any current dosage and calculations textbook
- UNM-Taos CASA (Center for Academic Success and Achievement)  
<http://taos.unm.edu/students/casa.html> (575) 737-3695
  - Mathematics Learning Lab (MaLL) tutoring services
  - Online Tutoring with Net Tutor