



STUDENT NURSE HANDBOOK

2024-2025

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Welcome/Introduction/Degree Offered

Dear Nursing Student:

The faculty and I are very excited that you have chosen nursing as your profession. Nursing is an honorable, fulfilling career and we welcome you into our profession. We look forward to working with you as you make your journey from student nurse to professional nurse, ready to meet today's health care challenges.

Nursing education is challenging, and the schedule is demanding but the faculty and I will be with you to guide you along your way. By the time you graduate you will possess a vast and complex knowledge base, you will have the ability to think critically, model professional behavior, and provide professional nursing care for individuals, families, and groups of patients in a culturally diverse health care system. You will become a critically important member of the healthcare team. Currently, there is a tremendous demand for registered nurses in a variety of health care settings within our community, region, and nation. What an exciting time to join the nursing profession.

The faculty and I are committed to helping you accomplish your educational and professional goals by creating an effective learning environment. We strive to be responsive to your learning needs, provide effective teaching methods, and access to effective learning tools and resources to help you achieve success through learning.

The Student Nurse Handbook is a valuable resource. Read it carefully and completely. You will be required to sign a statement acknowledging that you have read and understand the information contained within the Student Nurse Handbook, agree to follow all policies within the handbook, and understand the consequences of policy violation. Please bring any questions to your faculty advisor.

The faculty and I are looking forward to your Nursing Pinning Ceremony and watching you graduate with a degree in nursing!

Respectfully,

Shannon Fries BSN, MS, RN

Introduction

This Handbook, along with the College Student Handbook and College catalog, provide students in the ADN Nurse program with essential information including Nursing Department policies and expectations, as well as academic requirements and students' rights and responsibilities. The information contained in this handbook is subject to revision that may redefine expectations and requirements. Students will be notified of changes through classroom announcements, email, and/or Elsevier communication postings.

Each student must sign the "Student Acknowledgment" forms in the back of the handbook during the first week of each academic year. The student's signature acknowledges the student has read, understands, and agrees to abide by the policies contained within the handbook.

Degree Offered

The Mesalands Community College Nursing Program offers a two-year registered nursing education program. Students who successfully complete course requirements for Levels 1, 2, 3, and 4 of the NMNEC program of study receive an Associate of Applied Science (AAS) degree in nursing and are eligible to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN), after successfully passing the exam, may list as a licensed registered nurse (RN). Nursing classes for the Associate of Applied Science in Nursing degree plan are attended at Mesalands Community College in Tucumcari, New Mexico.

Admission Criteria

To be considered for acceptance into the MCC nursing program, the applicant must:

1. Submit a complete application and required academic records by the deadline date.
2. Successfully complete *all* of the following prerequisite courses with a grade of "C" or better before the beginning of the semester/term admitted to the nursing program.

AAS in Nursing Program - Prerequisites

These five courses must be completed prior to application. These courses are used to calculate the GPA for admission consideration:

- 3 credits Communications (Introduction to Interpersonal Communication, Public Speaking, English Composition)
- 3 credits Psychology (Introduction to Psychology)
- 3 credits Lifespan (Human Growth and Development, Developmental Psychology, Sociology)
- 4 or more credits Science (Microbiology or Chemistry) (Credits must be no more than 5 years old at the time of application)
- 3-4 credits of Anatomy & Physiology (Credits must be no more than 5 years old at the time of application)

Students must complete all of the following prior to their first day of their first term:

List of Required items for clinicals for each student.

Need each before the 1st day of Class

- € **Vaccination record or titer testing for the following:**
 - o **COVID**
 - o **Flu**
 - o **TB**
 - o **MMR**
 - o **Varicella**
 - o **Tdap**
 - o **Hep B**
- € **Current Physical**
- € **Current TB test**
- € **Social Security #**
- € **Copy of Driver's license**
- € **Nursing Student liability insurance**
- € **BLS certification**
- € **N95 fit test results**
- € **Urine drug screen test results (10 point) - current**
- € **Fingerprinting through NMDOH- Kayla Hughes, Baylee Roberts, or Shannon Fries can all run this through MCC.**
- € **Student ID number**
- € **Do you currently work for any Presbyterian Healthcare System? Y or N**
- € **Official College transcripts**
- € **Official High School Diploma**

Copies of all the above should be emailed to the following email address or brought to the college nursing department. Email the above to Shannon and CC other instructors in the email.

Shannon- shannonf@mesalands.edu

Kayla- kaylah@mesalands.edu

Baylee- bayleer@mesalands.edu

Accreditation

Accreditation Commission for Education in Nursing (ACEN)

The Mesalands Community College Associate Degree in Nursing (ADN) Program has applied and has been deemed eligible to participate in the candidacy process. This is a prerequisite step in achieving initial program accreditation through ACEN. For more information regarding accreditation status, please contact:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326

(404) 975-5000

The Mesalands Community College ADN Program is approved by and responsible to the New Mexico Board of Nursing. For more information regarding NMBON approval, please contact:

New Mexico Board of Nursing (NMBON)

6301 Indian School Road NE, Suite 710 Albuquerque, NM 87110
841-8340

(505)

The Mesalands Community College ADN Program is approved by and responsible to the New Mexico Higher Education Department. For more information regarding NMHED approval, please contact:

New Mexico Higher Education Department (NMHED)

2044 Galisteo St #4, Santa Fe, NM 87505
476-8400

(505)

The Mesalands Community College ADN Program is approved by and responsible to the Higher Learning Commission, North Central Association. For more information regarding accreditation status, please contact:

The Higher Learning Commission, North Central Association (HLC)

30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504
263-0456

(312)

Nursing Program Mission Statement/Nursing Education Philosophy

Nursing Department Mission Statement

The mission of the Nursing Department is to prepare competent nurses to provide safe, evidence-based, patient-centered care in diverse, healthcare environments. The educational process facilitates clinical judgment, professionalism, and interdisciplinary collaboration.

Mesalands Community College Nursing Program - Philosophy

The philosophy of the nursing program is a blending of personal beliefs and values held by the nursing faculty and the nursing meta paradigm Person, Environment, Health and Illness, and Nursing.

Administration (supervision) and Faculty Contact Information (Org chart)

Nursing Program Supervision

Mesalands Community College; College of Nursing is an integral part of Mesalands Community College and is under the direct supervision of the Vice President of Academics.

Shannon Fries BSN, MS, RN, CNE
Director of Nursing Education Program
Building A, Room A109
(575) 461 - 6600 extension 6616
shannonf@mesalands.edu

Kayla Hughes RN Faculty Nursing Professor Building, Room A214
kaylah@mesalands.edu

Baylee Roberts RN Faculty Nursing Professor Building, Room A214
bayleer@mesalands.edu

Krista Mericle MSN, APRN, FNP-C Adjunct Professor Building, Room A214
kristam@mesalands.edu

Tammy Phillips RN Adjunct Professor Building, Room A214
tammyp@mesalands.edu

Amy Benjamin BSN, RN Adjunct Nursing Clinical Instructor
amyb@mesalands.edu

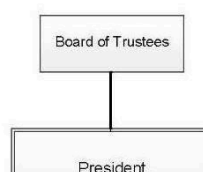
Jenna Black MSN, RN, CFRN Adjunct Nursing Clinical Instructor
jennab@mesalands.edu

Sandra Missildine BSN, RN Adjunct Nursing Clinical Instructor
sandram@mesalands.edu

Legend of Degrees/Certifications

APRN – Advanced Practice Registered Nurse
BSN – Bachelor of Science in Nursing
CFRN – Certified Flight Registered Nurse
CNE - Certified Nurse Educator
FNP-C – Certified Family Nurse Practitioner
MS – Master of Science
MSN – Master of Science in Nursing
RN – Registered Nurse

MESALANDS COMMUNITY COLLEGE



Educational Outcomes

End of Program Student Learning Outcomes (EPSLO)

EPSLO #1 Integrate nursing practice concepts into their professional nursing practice.

EPSLO #2 Integrate diverse patient values into the plan of care for patients with acute illness.

EPSLO #3 Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice.

EPSLO #4 Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.

EPSLO #5 Evaluate the use of policies and procedures within the acute care setting.

EPSLO #6 Effectively collaborates with the healthcare team in the delivery of patient care.

EPSLO #7 Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.

Competencies

A Nurse is a person who is educationally prepared to provide direct care. The nurse may

function in a multiplicity of health care settings. The nurse provides holistic care, promotes dignity, and respects privacy. The nurse considers a person's identity as an individual, a member of a family, a community, and a diverse society when planning nursing care. Through therapeutic, purposeful, and effective communication, the nurse implements the nursing process in a variety of roles and settings in collaboration with other health professionals.

Through the process of nursing education, the student nurse develops elements of professional identity as a nurse. Personal values, ethics, beliefs, and experiences provide a framework for the development of professional identity. Essential elements in the development of professional identity include autonomy, knowledge, competence, accountability, advocacy, collaborative practice, and commitment. Attributes of professional identity in nursing include self-awareness, integrity, education (including lifelong learning), leadership qualities, respect for others, ethical decision making, altruism, and licensure.

Laboratory/Skill Competency

In the laboratory, nursing instructors explain, clarify, and demonstrate nursing procedures. Students practice these procedures in a supportive learning environment to further develop their skills and understanding of nursing care procedures. Students complete assigned readings and learning activities prior to lab in order to be able to take full advantage of in-lab time by discussing assigned material and practicing and demonstrating skills.

Students work with each other in a respectful and professional manner, participate in clean-up, and are responsible for the equipment and materials in terms of safety, maintenance, and care. Students may use only the equipment related to skills that have been taught in the classroom and lab. No eating or drinking is permitted in the lab.

Once students are assessed and successfully demonstrate competency in designated nursing procedures in the lab setting, they will then be allowed to perform these skills in the clinical setting. All skills will be learned first, and then practiced in the lab during the course. Faculty will perform ongoing evaluations of clinical skills competency in all clinical/laboratory courses. Students who fail to perform a skill successfully will be provided with remediation, followed by a second evaluation of the skill by a different instructor. If a student fails to successfully perform any skill after two attempts, the student will fail the course.

Medication Calculation Competency

Medication calculation competency exams assess all nursing students' abilities to calculate medication dosages and to apply the concepts that underlie dosage calculation. Medication calculation exams will be given In Principles, Pharmacology, Chronic Conditions, and Capstone courses. Each test will assess previously acquired knowledge and will be a timed, level-appropriate exam. A math calculation review will be provided during class prior to administration of the first exam, and basic four-function, non-programming calculators will be provided during testing. Students are required to achieve a score of 80% on one of the two exams. Students who do not achieve a score of 80% on the first or second exam will be provided with a review and remediation prior to taking the next exam.

Students who fail to achieve the minimum required 80% score on at least one medication calculation exam in each course will receive a failing grade for the course and must repeat the course. Failing grades in two or more nursing courses will result in dismissal from the nursing program.

Level Specific Competencies:

Level 1

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 1, the student will:

1. Recognize one's own values, beliefs, and attitudes. [L1.1/P1]
2. Express one's own values, beliefs, and attitudes in a respectful manner. [L1.1/P1]
3. Recognize the need for health care access of diverse populations. [L1.1/P1]
4. Perform basic nursing calculations safely and accurately. [L1.2/P2]
5. Perform medication administration safely and accurately in the laboratory setting. [L1.2/P2]
6. Perform identified skills to promote patient safety. [L1.2/P2]
7. Identify potentially harmful situations. [L1.2/P2]
8. Identify near misses and clinical errors. [L1.2/P2]
9. Verbalize awareness of patient/family preferences and values. [L1.3/P3]
10. Identify sources for evidence-based practice. [L1.3/P3]
11. Identify the difference between traditional or routine and evidence-based approaches to care. [L1.3/P3]
12. Identify evidence-based protocols and/or pathways used in nursing care. [L1.3/P3]
13. Define scope of practice in various education/practice environments. [L1.4/P4]
14. Identify information sources for healthcare policy. [L1.4/P4]
15. Describe ethics in relation to healthcare. [L1.4/P4]
16. Identify and compare various communication styles. [L1.4/P4]
17. Identify interpersonal communication styles for the situation. [L1.4/P4]
18. Identify appropriate advocacy role related to patient safety using nursing interventions. [L1.4/P4]
19. Demonstrate effective collaboration with peers in the learning environment. [L1.5/P5]
20. Demonstrate effective communication with peers and faculty. [L1.5/P5]
21. Identify own areas for personal and professional growth. [L1.5/P5]
22. Identify or discuss the differences in the roles of health care team members. [L1.5/P5]
23. Document interventions using available technology. [L1.6/P6]
24. Select appropriate equipment for use in patient care. [L1.6/P6]

Level 2

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 2, the student will:

1. Identify patient's values, beliefs, and attitudes. [L2.1/P1]
2. Effectively communicate patient's values, preferences and expressed needs. [L2.1/P1]
3. Recognize the need for health care access related to diverse populations. [L2.1/P1]
4. Perform medication administration safely and accurately. [L2.2/P2]
5. Anticipate, identify, and eliminate potentially harmful situations in a wellness setting with guidance. [L2.2/P2]
6. Identify system contributions to clinical errors and near misses in a wellness setting, with guidance. [L2.2/P2]
7. Implement evidence-based procedures to reduce harm, promote safety, and improve care in a wellness setting with guidance. [L2.2/P2]
8. Describe the relationship between evidence and clinical practice. [L2.3/P3]
9. Assess outcomes of care when using evidence-based approaches, with guidance. [L2.3/P3]
10. Demonstrate knowledge of evidence-based protocols/pathways when providing nursing care. [L2.3/P3]
11. Illustrate scope of practice within assigned education/practice environments. [L2.4/P4]
12. Use various communication styles appropriate to team member roles. [L2.4/P4]
13. Identify resources related to healthcare policy, finance, and regulatory environments. [L2.4/P4]
14. Identify ethical issues within assigned education or practice environments. [L2.4/P4]
15. Advocate health promotion for healthcare consumers. [L2.4/P4]
16. Demonstrate understanding of the nursing role within an inter-professional team. [L2.5/P5]
17. Communicate effectively with the inter-professional team members to initiate shared decision making. [L2.5/P5]
18. Illustrate awareness of own strengths and limitations as a team member. [L2.5/P5]
19. Illustrate ability to work effectively as a team member. [L2.5/P5]
20. Demonstrate planning and documentation of nursing care using available technology in health promotion settings. [L2.6/P6]
21. Identify appropriate resources that will aid patients in continuing wellness or decreasing exacerbations of diseases. [L2.6/P6]
22. Safely operate appropriate technology in the wellness setting. [L2.6/P6]

Level 3

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 3, the student will:

1. Apply patient's values, beliefs, and attitudes to the patient's plan of care. [L3.1/P1]
2. Using effective communication, apply the patient's expressed values, beliefs, and attitudes to nursing care. [L3.1/P1]
3. Identify health care resources for diverse patient populations at the local, regional, and national levels. [L3.1/P1]
4. Perform medication administration safely and accurately. [L3.2/P3]

5. Identify factors present in clinical settings that promote or hinder a culture of safety and caring. [L3.2/P2]
6. Anticipate, identify, and eliminate potentially harmful situations in nursing the patient with chronic illness. [L3.2/P2]
7. Interpret and evaluate system contributions and staff response to clinical errors and near misses in nursing the patient with chronic illness, with guidance. [L3.2/P2]
8. Implement evidence-based procedures to reduce harm, promote safety, and improve care in nursing the patient with chronic illness, with guidance. [L3.4/P4]
9. Analyze gaps between local/clinical site and best practice and system factors that support or hinder adoption of best practices. [L3.5/P5]
10. Apply evidence in providing care to patients with chronic health problems. [L3.3/P3]
11. Identify patient/family preferences and values and their effect on the delivery of optimal care. [L3.1/P1]
12. Assess outcomes of care when using evidence-based approaches. [L3.3/P3]
13. Implement evidence-based protocols/pathways when providing nursing care. [L3.4/P4]
14. Demonstrate clinical competency in care delivery to the chronic patient in lab and practice settings. [L3.4/P4]
15. Use effective communication style with team members in care of patients with chronic illness. [L3.5/P5]
16. Identify how healthcare policy, finance, and regulatory environments relate to the care of patients with chronic illness. [L3.4/P4]
17. Demonstrate ethical practice in the delivery of care to patients with chronic illness. [L3.4/P4]
18. Advocate for patients with chronic illness. [L3.5/P5]
19. Collaborate effectively within the inter-professional team, with guidance. [L3.5/P5]
20. Build on own strengths and compensate for limitations as a team member. [L3.5/P5]
21. Recognize leadership behaviors and begin to incorporate these behaviors into nursing practice. [L3.5/P5]
22. Document planning, implementation, and evaluation of nursing care of patients with chronic illness using available technology. [L3.6/P6]
23. Incorporate health care resources in sharing health information with patients with chronic illness. [L3.6/P6]/
24. Safely operate appropriate technology in the delivery of care to chronically ill patients. [L3.6/P6]

Level 4

(Competencies mapped with corresponding Level Objectives [L#.O#]/Program Objectives [P#])

Upon successful completion of Level 4, the student will:

1. Integrate patient's values, beliefs, and attitudes into the patient plan of care. [L4.1/P1]

2. Using effective communication, integrate patient's expressed values, beliefs, and attitudes in nursing care. [L4.1/P1]
3. Integrate the use of resources to meet health care needs for diverse patient populations. [L4.1/P1]
4. Perform medication administration safely and accurately. [L4.2/P2]
5. Analyze factors present in clinical settings that promote or hinder a culture of safety and caring. [L4.2/P2]
6. Anticipate, identify, and eliminate potentially harmful situations in an acute care setting with minimal guidance. [L4.2/P2]
7. Interpret and evaluate system contributions and staff response to clinical errors and near misses in an acute care setting, with minimal guidance. [L4.2/P2]
8. Implement evidence-based procedures to reduce harm, promote safety, and improve care in an acute care setting with minimal guidance. [L4.2/P2]
9. Design methods to introduce best and/or evidence-based practice within an acute care setting. [L4.3/P3]
10. Incorporate patient/family preferences and values into an evidenced-based plan of care for participants with acute health problems. [L4.4/P4]
11. Apply evidence-based approaches to care for participants with acute health problems. [L4.3/P3]
12. Modify care based on evidence-based protocols/pathways when providing care for participants with acute health problems. [L4.3/P3]
13. Demonstrate clinical competency with the acute care patient in lab and practice settings. [L4.4/P4]
14. Use effective communication style with appropriate team members in care of patients with acute illness. [L4.5/P5]
15. Identify how healthcare policy, finance, and regulatory environments relates to the care of patients with acute illness. [L4.4/P4]
16. Demonstrate ethical practice in the delivery of care to patients with acute illness. [L4.4/P4]
17. Advocate for patients with acute illness. [L4.5/P5]
18. Begin to integrate the collaborative role of the nurse effectively within the inter-professional team. [L4.5/P5]
19. Engage effectively in shared decision making to provide quality patient care. [L4.5/P5]
20. Create supportive relationships with team members to leverage diverse skills. [L4.5/P5]
21. Demonstrate ability to function as team member or leader. [L4.5/P5]
22. Document planning, implementation, and evaluation of nursing care of patients with acute illness using available technology. [L4.6/P6]
23. Incorporate health care resources in sharing health information with patients with acute illness. [L4.6/P6]
24. Safely operate appropriate technology in the delivery of care to acutely ill patients. [L4.6/P6]

Competencies adopted from NMNEC with permission:

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Learning Experience/Standards of Practice

Learning Experience

On-campus instructional methods include a variety of delivery formats such as: lectures, slide presentations, simulation scenarios, demonstration and return demonstration, role playing, interactive online instruction, and critical- thinking activities. Students will participate in both individual and cooperative learning activities in the classroom, clinical lab environments, and patient care environments. Computer labs, skills lab equipment, simulation manikins, and other equipment provide the technological support for various teaching methodologies.

As an adult learner, it is the student nurse's responsibility to take the initiative and action necessary for the learning process to be effective. The faculty functions as facilitator, teacher and role model to assist the student nurse in achieving his/her career goals. Experiences in clinical settings are an integral part of the nursing education process.

Clinical experiences provide the student with the opportunity to apply theory and skills learned in class and the simulated laboratory. Also, the clinical laboratory provides the setting for the student nurse to demonstrate nursing skills with the goal of achieving competency in performance of nursing care. As the student nurse progresses through the nursing program, the level of proficiency of nursing interventions and skills are expected to develop to meet the course requirements.

Standards of Practice

Students are expected to behave in a professional manner, consistent with current ANA Standards of Practice (Appendix A). Students are responsible for using the code of ethics as the foundation for the delivery of quality, safe and competent nursing care.

The Code of Ethics for Nurses with interpretive Statements communicates a standard of professional behavior expected throughout the nursing program. The College reserves the right to dismiss a student for unprofessional, unethical, dishonest, or illegal conduct that is inconsistent with the Code of Ethics.

Program Description

Degree Plan/Plan of Study/Clock Hour Chart

Plan of Study Associate of Applied Sciences Degree



Candidate: _____

Student ID Number: _____

Candidate for: Nursing
Option:

Prerequisites	Credits	Completed	Grade
BIOL 2210C Human Anatomy and Physiology I (Area III)	4	_____	_____
BIOL 2310C Microbiology (Area III)	4	_____	_____
COMM 2120 Intro to Interpersonal Communication (Area I)	3	_____	_____
PSYC 1110 Introduction to Psychology (Area IV)	3	_____	_____
PSYC 2120 Developmental Psychology	3	_____	_____
Semester Credits	17		
1st Nursing Term		First Year	
BIOL 2225C Human Anatomy and Physiology II	4	_____	_____
HSLC 1130 Medical Terminology	3	_____	_____
NMNC 1110 Introduction to Nursing Concepts	3	_____	_____
NMNC 1135 Principles of Nursing Practice	4	_____	_____
Semester Credits	14		
2nd Nursing Term		First Year	
BIOL 2510 Pathophysiology	4	_____	_____
NMNC 1210 Health and Illness Concepts	3	_____	_____
NMNC 1220 Health Care Participant	3	_____	_____
NMNC 1230 Nursing Pharmacology	3	_____	_____
NMNC 1235 Assessment and Health Promotion	4	_____	_____
Semester Credits	17		
3rd Nursing Term		Second Year	
MATH 1220 College Algebra (Area II)	4	_____	_____
BIOL 2512 Pathophysiology II	4	_____	_____
NMNC 2310 Health and Illness Concepts II	3	_____	_____
NMNC 2320 Professional Nursing Concepts I	3	_____	_____
NMNC 2335 Care of Patients with Chronic Conditions	4	_____	_____
Semester Credits	18		
4th Nursing Term		Second Year	
NMNC 2410 Health and Illness Concepts	4	_____	_____
NMNC 2435 Clinical Intensive	4	_____	_____
NMNC 2445 ADN Capstone	4	_____	_____
Semester Credits	12		
Total Credits Completed for Degree		78	

Mesalands Community College - AAS in Nursing Program
Credit/Clock Hour Chart - Nursing Courses Only - Didactic/Lab/Clinical

Course Number / Name	Total Credits	Didactic Credits	Lab Credits	Clinical Credits	Didactic Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Clock Hours
Term 1								
NMNC 1110 Introduction to Nursing Concepts	3	3	0	0	48	0	0	48
NMNC 1135 Principles of Nursing Practice	4	1	2	1	16	64	32	112
Term 2								
NMNC 1210 Health and Illness Concepts I	3	3	0	0	48	0	0	48
NMNC 1220 Health Care Participant	3	3	0	0	48	0	0	48
NMNC 1230 Nursing Pharmacology	3	3	0	0	48	0	0	48
NMNC 1235 Assessment and Health Promotion	4	1	1	2	16	32	64	112
Term 3								
NMNC 2310 Health and Illness Concepts II	3	3	0	0	48	0	0	48
NMNC 2320 Professional Nursing Concepts I	3	3	0	0	48	0	0	48
NMNC 2335 Care of Patients with Chronic Conditions	4	0	1	3	0	32	96	128
Term 4								
NMNC 2410 Health and Illness Concepts III	4	4	0	0	64	0	0	64
NMNC 2435 Clinical Intensive	4	1	0	3	16	0	96	112
NMNC 2445 ADN Capstone	4	2	0	2	32	0	64	96
Nursing Course Totals	42	27	4	11	432	128	352	912

Program Success/Advising/Progression

Skills competency retention throughout the program is critical to overall program success.

Students will be able to demonstrate competency in already-learned skills throughout the program, and will be evaluated on previously-learned skills (from earlier courses) during subsequent courses. Students who are unable to successfully perform a previously-learned skill will be required to engage in remediation outside of scheduled class hours until competent to perform.

Advisement

The process of academic advisement is one of information exchange, communication, teaching, and guidance. Each nursing student is assigned a nursing faculty advisor at the beginning of the semester. The student is required to meet with the advisor as assigned for academic counseling and evaluation. The student may request a conference with an advisor at other times during the semester. The student desiring a conference with his/her academic advisor should make an appointment during the advisor's office hours.

Progression through the Nursing Program

The student must achieve a final course grade of C (77%) or higher in all nursing and co-requisite courses to be eligible to progress to the next semester of the nursing program. Students must meet all level specific competencies to progress to the next semester (level) of the nursing program.

Mesalands Community college RN Program Progression Policy

A student may fail to progress through the nursing program due to course failure and/or consistent performance below that of peers and/or national averages on course exams and HESI testing. Students who fail to progress will be dismissed from the program and will have to appeal for re-entry. Please note that the Mesalands Nursing Program adheres to the NMNEC progression policy which can be found in the Appendix.

Dismissal/Re-entry

Dismissal from Program:

A student who fails or withdraws from **two** Nursing Plan of Study courses at any level of the program will be dismissed from the program. The student will need to wait a minimum of 1 year to apply for admission or readmission. The student will be required to attend an appeal meeting to request admission or readmission to the program. **Please Note: if the student wishes to withdraw, they must first complete an exit interview form with the Director of the program.**

Students, who are in a position to request a program failure appeal, will need adequate time to prepare the letter, meet with a nursing faculty advisor, and to mitigate any extenuating circumstances that contributed to their academic difficulties. Students who withdraw significantly early in the semester will be handled on a case-by-case basis.

The intent of the letter of appeal is to provide the student the chance to explain their

extenuating circumstances related to required NMNC course withdrawal and/or program failure.

1. The appeal letter must include a full description of the extenuating circumstances that contributed to the program failure plus a success plan. This letter is reviewed the Appeals Committee and is kept highly confidential.
2. The appeal letter must also include a plan for success. This plan should describe positive changes that occurred after the prior withdrawal or failure that the student now believes will allow them to be successful going forward. The student should also describe factors that interfered with or prevented success in the classes, and remediation they completed in order to minimize the re-occurrence of academic failure.
3. FOR TRANSFERRING STUDENTS from NMNEC schools who are not in good standing at their home institution, the appeal packet should also include the following:
 - a. Copies of unofficial transcripts showing grades for nursing coursework.
 - b. Copies of final clinical evaluations from any/all clinically based courses. These should be sent by the previous school directly to the program director.

The student's written appeal must be submitted to the Director of Nursing by the first day of April for the fall semester or the first day of November for the spring semester. The letter of appeal must include the student's full name, mailing address, email address and telephone number. The student is encouraged to meet with the Director of Nursing for guidance on the appeal process. The student will also need to complete a Request for Readmission Form and submit it to the program director for their records.

Re-entry into the Mesalands Community College ADN RN Program

Application for re-entry will only be allowed for those students who were not dismissed from the program for unprofessional behavior or unsafe clinical practice.

To be considered for re-entry to the program, notify the Director of Nursing Education. An application packet will be provided and must be submitted by the deadline set by the Director. Incomplete applications for re-entry will not be accepted. Once your application has been accepted as complete, you will be scheduled for an appeal meeting with the Appeals Committee.

Please note - re-entry into the program is on a space available basis and may be granted on a conditional basis at the discretion of the Director and Nursing Faculty based on previous performance in the program. All reentry students are subject to all fees associated with clinical requirements for the program, including urine drug screen and additional background check and fingerprinting.

The Appeal Process for Two Program Failures

Appeal for Re-entry due to Extenuating Circumstances – for student with more than one unsuccessful program attempt.

Nursing school is difficult under the best of conditions. Occasionally, students experience

extenuating life events that contribute to the program failure. In these situations, students who have accrued two program failures are encouraged to submit a letter of appeal to the Administrative Nursing Review Committee requesting one additional opportunity to overcome those difficulties and to succeed.

Examples of extenuating circumstances include (but are not limited to) the following: death or severe illness of student or immediate family member (parent, sibling, or child), sudden and unexpected change in financial status, sudden and unexpected change in relationship status with spouse or life partner, new diagnosis of learning disability for student, etc. Stressors that typically do not fall under the definition of extenuating include (but are not limited to), lack of childcare, academic-related challenges, schedule conflicts with work, chronic financial or relationship difficulties, etc.

The appeal will be reviewed by the Appeals Committee. The decision of the committee is final. If the Committee accepts the appeal, the student will be eligible to return to the MESALANDS COMMUNITY COLLEGE ADN RN Nursing program. This will be the one and only time that this option will be granted to that student.

If the appeal is accepted by the Appeals Committee, the student will be readmitted into the MESALANDS COMMUNITY COLLEGE RN Program if space is available and based on the priority in the readmission section of this handbook. Unsuccessful appeals, or a student who had a successful appeal but then who were unsuccessful in any NMNC course enrollment, will not be permitted to continue in the Nursing Program. Should the student decide to pursue nursing again through MESALANDS COMMUNITY COLLEGE, he/she will need to wait two years to enter the Nursing Program again. All program entry requirements must be met at the time of re-entry per the Nursing Program requirements as listed in the current MESALANDS COMMUNITY COLLEGE catalog.

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 for one year).
- ❖ **Second Priority:** Students who have 1 (one) unsuccessful program attempt. If two students compete for one seat, the student with the higher final grade for the unsuccessful course will get priority.
- ❖ **Third Priority:** MESALANDS COMMUNITY COLLEGE students who submitted an appeal that was accepted by the Appeals Committee. If two students compete for one seat, the student with the earlier date of appeal will get priority.
- ❖ **Fourth 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, able to return to clinical without conditions or sanction, no dismissal for unprofessional behavior.

- ❖ Fifth Priority: Students transferring from other NMNEC nursing programs who have incurred a single nursing course failure. Students must provide a letter from the nursing program director at the program from which the student is leaving verifying that the issues were academic and not behavioral. The course failure will carry over to the MESALANDS COMMUNITY COLLEGE RN Program appeal process.
- ❖ Sixth Priority: Students transferring from other NMNEC nursing programs who have incurred more than one nursing course failure must provide a letter from the nursing program director at the program from which the student is leaving verifying that the issues were academic and not behavioral. These students will be required to submit an appeal to the Appeals Committee as outlined in the appeal process for program failure.
- ❖ Seventh Priority: Transfer students from non-NMNEC schools will be considered on a case-by-case basis. These students should be prepared to enter the program in the first level of coursework.

Nursing coursework expires two years from the date the highest course was completed. Transfer credits from schools of nursing that have regional accreditation but lack national accreditation will be considered on a case-by-case basis.

Deferment of Progression

Students in good standing in the Nursing Program may request a deferment of course progression for personal reasons. This request must be made in writing to the Director and must be approved by majority vote of the entire faculty team. Students cannot defer more than two consecutive semesters.

Graduation Requirements

All program requirements must be completed in order to be eligible for graduation. A grade of 77.0% or better is required for all nursing courses. Students are encouraged to meet with their advisor each semester to assure that all requirements are being met. Refer to the MCC Catalog for additional graduation requirements. ALL graduating students MUST petition to graduate at the registrar's office by the assigned date prior to their graduation date.

General Policies

Health/CPR/Immunization/Health Care Cost

STUDENT HEALTH

Students are required to maintain health status sufficient to meet all requirements of the nursing program. Student must successfully complete all required immunizations within the 1st semester before clinical. If applicable, students who are absent and miss a campus-based clinic or scheduled clinical appointment are responsible for completing immunizations at their own expense within the time requirement provided. Students are responsible for all financial obligations incurred with any illness/ accident. Students are encouraged to carry personal health insurance. The process for requesting American Disabilities Act accommodations are outline in the school catalog.

CPR Certification

Students must maintain current CPR certification which includes "one person and two person" rescue and care of adults, children, infants, and choking resuscitation. Students are required to have a copy in their student file an American Heart Association (AHA) Healthcare provider card. CPR certification by any other provider will not be accepted. Students will be required to have the proper CPR certification prior to the start of clinical rotation. Students will NOT be permitted to attend clinical without current CPR. If a student's CPR card expires, the student will be required to obtain the AHA Health provider card. It is the student's responsibility to renew and pay for CPR certifications and to ensure that CPR certification is current.

Immunizations

Due to the nature of required clinical experiences in a variety of the healthcare settings, the Nursing Department has specific health and immunization requirements for students. Nursing students are required to maintain current immunity for the following throughout their educational experience:

- Documentation of immunity to Measles, Mumps and Rubella.
- Documentation of immunity to Varicella.
- Annual documentation Tuberculin testing (PPD) with results <3 months prior to the start of the program -OR- Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive.
- Documentation of Hepatitis B vaccination or proof of Immunity.
- Td (Tdap is recommended) within the past 10 years.
- Documentation of seasonal flu vaccination as required by clinical facilities.

COVID-19 Restrictions for laboratory and clinical experiences

Students must follow Mesalands Community College policies related to COVID-19 screening and personal protective equipment at both campus and clinical settings.

Students may not participate in campus and clinical experiences if they test positive, experience symptoms of COVID-19, or are quarantined due to exposure to COVID-19. Makeup experiences for missed content and evaluations may be scheduled at the joint discretion of the Nursing Program Director and Vice President of Academics upon review of documentation of a COVID-19 infection or mandatory quarantine. If approved, makeup

experiences must be completed when scheduled and may include weekday, evening and weekend experiences. Students who are unable to complete approved makeup experiences and meet all competencies by the end of the term will earn a failing grade for the course.

All course objectives, including clinical and laboratory competencies, must be met by the last day of the term. Students who choose not to participate in learning experiences may be withdrawn from a course or dismissed from the program based on other student policies.

Health Care Cost

A student may become ill, injured, or exposed to infections or communicable diseases while engaged in clinical, classroom, and/or laboratory practice activities. Illness, injury, or exposure to disease may require, but may not be limited to counseling, prophylactic intervention, diagnostic procedures and/or follow up treatment. Mesalands Community College, Nursing Program and affiliated clinical agencies are not liable for health care costs associated with the student's illness or injury resulting from clinical or laboratory practice. The student is financially responsible for all related expenses.

Background Check and Drug Screen

Criminal Background Check

All nursing students are required by the NEW Mexico Department of Health (NMDOH) to submit to a background check prior to attending any clinical rotation. Mesalands Nursing Program requires students to complete the required background check by the first day of the first semester after being admitted into the program. The company that completes background checks for the NMDOH is Identigo. The instructions to complete the background check through Identigo can be found in the Appendix. The nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions arising there from, including convictions, dismissals, acquittals, sentencing and correctional supervision, collected by criminal databases of the Federal Bureau of Investigation. The New Mexico State Board of Nursing (NMBON) requires a background check prior to obtaining a license. If a person has any concerns regarding a personal criminal history they should contact the (NMBON) prior to applying to a nursing program. See Appendix D Identigo Packet

Admission Drug Screening

Applicants are required to have an 11-panel substance drug screening prior to sitting in any classes. Screening methods include via urine, blood or hair follicle analysis. A positive drug screen will result in cancellation of the candidate's application. Refusal of drug testing will result in cancellation of the candidate's application.

For-Cause Drug Screening

If a nursing faculty member has reasonable cause to suspect the ability of a nursing student to perform the requirements of the program due to impairment by alcohol, prescription or non-prescription drugs, the student will be reported to the Nursing Program Director. Administration reserves the right to require random drug screening from any student at any

time during the program if there is reasonable cause to believe the student may be impaired due use/misuse of, or being under the influence of, alcoholic beverages, illegal drugs or prescription or non-prescription drugs.

Observed behaviors that may result in for cause assessment:

- o Inappropriate and/or unprofessional behavior
- o Odor of suspicious nature
- o Unkempt appearance
- o Clinical behavior inconsistent with level in program
- o Slurred speech
- o Involvement in an incident or occurrence requiring an incident report
- o Speech patterns which indicate interruption of thought processes
- o Unsteady gait
- o Confusion
- o Sleeping during educational activities
- o Written statements of attestation by peers, campus or clinical faculty or staff of alcohol or drug use or impaired behavior

If any of these behaviors cause the faculty or clinical instructor to suspect the student may be impaired by alcohol or drugs, the following steps will be taken:

- o The instructor will remove the student from the classroom, lab, patient care, or other assigned work area and contact the Nursing Program Director immediately.
- o Upon the student's oral consent, the Nursing Program Director or designee will arrange for transportation to take the student to a designated medical service facility for drug testing. The cost will be paid by the Student.
- o The student must have picture ID in his/her possession.
- o Students who provide written attestation confirming alcohol or drug use still require drug testing.
- o The Student will pay all costs associated with the for-cause drug testing.

If a student refuses for-cause testing

- o The instructor will remove the student from the classroom, lab or clinical setting pending a full investigation. The Nursing Program Director will be immediately notified of the situation.
- o The instructor will arrange for transportation to take the student home. If the student refuses transportation, the student should be informed that security/law enforcement will be notified.
- o Refusal of for-cause drug testing will result in dismissal. from the program.

• Test results

- o If the student tests positive for prescribed substances, the student must seek medical attention to discontinue the use of the identified substance before being allowed to. return to academic activities. This applies to the use of marijuana even if prescribed by a physician for medical purposes.
- o If the results of the test(s) are positive for alcohol, non-prescribed legal substances, or other illegal substances the student will be dismissed from the program.
- o If the results of the test(s) are negative for drugs, alcohol, prescribed or non-

- prescribed legal substances, or illegal substances the student will meet with the Nursing Program Director and Director of Education within 24 hours of the test results to discuss the circumstances surrounding the observed behavior(s).
- o If the indicator was behavioral, consideration will be given to a possible medical or psychological condition causing the symptoms and a medical or psychological clearance may be required before returning.

 - o Based on the information provided and further medical or psychological evaluation, if warranted, the Nursing Program Director and President of Academics will make a decision regarding return to academic activities.
 - o Continued evidence of impairment for any reason may be required to undergo further evaluation.
 - o Any repeat or rescheduled drug testing will be by hair follicle which traces illegal drug use for past 6 months and will be at the student's expense.
 - o The College reserves the right to require mental health clearance or random drug screening when student behavior is considered to be a threat to the welfare of others and will be at the student's expense.

Liability/Malpractice Insurance/Health Insurance

Liability and Health Insurance

Faculty and students are required to purchase their own malpractice/liability accident/injury insurance policy. A copy of the certificate of insurance must be present in the student's program file. Faculty and students must also carry health insurance.

Exposure/Injury or Accident

Exposure Guidelines

Nursing Department Accidental Needle Stick Procedures establish the policy and protocol for accidental needle sticks that occur at on campus or at a clinical site. It is expected that students, faculty, or staff who are involved in an accidental needle stick receive immediate medical attention and are offered counseling, evaluation, and treatment, as necessary. The protocol calls for immediate action in providing medical evaluation, treatment and follow-up to students, faculty and staff involved in an exposure incident. In accordance with OSHA regulations, these procedures must be strictly followed.

Injury/Accidents

If a student is injured during the clinical experience, he or she must inform the instructor immediately, to initiate the reporting process. Agreements with clinical facilities demand specific procedural steps that faculty and students are expected to follow. Students involved in an accident or who are injured while on campus are responsible for reporting the circumstances immediately to a staff member. Failure to report an incident and to complete appropriate documentation may result in dismissal from the program.

Student Confidentiality for Medical Conditions- HIPAA

Student Records

The Office of Enrollment Management maintains official academic records. For information regarding college academic records policies, please see the Academic Information section of the Mesalands Student Catalog. Academic advising files are maintained in the Nursing Program Office. The Director of Nursing is the custodian of these files, which contain the student's academic records, clinical requirements records, and portfolio. The student's file may be viewed upon the student's request. Maintaining current student contact information is essential. It is the student's responsibility to notify the Administrative Assistant for Nursing of changes in student demographic information (name, address, telephone number, etc.)

The Family Educational Rights and Privacy Act of 1974

Students at Mesalands Community College RN Program are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) that prohibits disclosure of student information or academic records without the student's permission. For specific information regarding the policy for maintaining compliance with FERPA, please refer to Mesalands Community College Catalog, Academic Information section.

ADA – Human Rights

Compliance with Law

The College intends that its' policies comply with all applicable federal, state, and local laws, including but not limited to the American with Disabilities Act as amended and the New Mexico Human Rights Act. The College reserves the right to change its' policies at any time with or without notice to students. In the event any aspect of a college policy is deemed to violate any applicable law, the policy shall be deemed to be amended to the extent necessary to bring the policy into compliance with all legal requirements.

Student Involvement in Department Governance

Student feedback is essential to improve the curriculum and instruction offered in the Mesalands Community College Nursing Program. Evaluations are taken seriously by the

faculty and administration and are valuable in enhancing students' learning opportunities, improving courses, and guiding faculty development. Each semester students are given the opportunity to provide anonymous feedback on program elements including course content, course instructors, and clinical experiences. Student representatives at each level will be asked to attend monthly faculty meetings to bring student body concerns to the faculty and to hear about proposed program changes so that they may bring them back to the students they represent.

Professional Organizations

Professional associations set standards for, and work on behalf of, the practitioner in a number of ways including advocacy, lobby activities, continuing education, information, consultation, publications, grants, loans, and scholarships and the opportunity for professional growth and recognition.

Students are encouraged to join, at student rates, organizations that represent and support the profession. Membership allows the student to vote on matters of importance to the profession, and to access networking opportunities. Through membership, they become acquainted with student members from other schools, as well as practicing nurses, enhancing the student's professional development .

Children or other visitors in Classroom/Clinical/Lab/Simulation

Under no circumstances is the student allowed to bring children, visitors or pets to class or clinical areas. Prior arrangements must be made for adequate childcare.

Transportation

Most nursing courses include clinical learning experiences. The student is responsible for her/his own transportation to and from clinical sites. Depending on the program, clinical sites may be local, regional, or statewide.

Cellphone use, Smoking, Food

ADMINISTRATIVE POLICIES - Electronic Devices

When students are in classroom, laboratory or clinical settings, cellular telephones and all other personal electronic devices may not be used unless otherwise directed by the instructor. Phone calls, text messaging and emailing are not permitted during learning experiences. It is a courtesy for students to request permission of individual faculty before taping lectures or demonstrations. For test security reasons, students may not tape test review sessions. Smoking is not allowed on college property. Food is not allowed in sim or skills labs. Students must follow

college policies related to food and drinks in classrooms and common areas. Clinical facilities have their own policies regarding where employees and students can eat, drink and smoke. These facility policies must be adhered to.

Faculty Communication Tool (SBAR)

“SBAR” Method (Situation, Background, Assessment, Recommendation):

Students who have comments or concerns for the director, faculty or staff must use the “SBAR” method of communication. Students will follow the chain of command when resolving issues. Please wait for a response at each level regarding the specific concerns before moving to the next level. (Appendix D)

1. Complete SBAR form, and turn it into the nursing department.
2. SBAR form will be routed to the appropriate personnel.
3. Appropriate personnel will investigate the concern.
4. The communication form will be discussed within the department before a solution is determined.
5. We will be in touch with you as to a time and place to discuss the findings and solutions.
6. Solutions may not be available the same day.

Student Communication/Student Concerns

Student Communication

College functions, activities, and misc. information may be provided through students college emails, syllabus addendum's, handbook revisions, letters, certified letters, handouts, and class communication. The Mesalands Community College website is another important source of information.

Student-Instructor communications should occur in person when possible. Each instructor's office hours are posted on the course syllabus, and tutoring hours are posted on communication boards within Elsevier - Evolve. Asynchronous (not occurring at same time) communications may occur via email, voicemail, and messaging via short message service (texting). Instructors will publish preferred methods for communicating on each syllabus. Instructors must respond to asynchronous communications within 3 days. Students with concerns should communicate with faculty using the SBAR communication form Appendix C.

Latex Allergy Policy

Latex Allergy/Sensitivity

Latex is used in a variety of medical products including, but not limited to, gloves, blood pressure, equipment, tourniquets, urinary catheters, and certain skin barriers such as Tegaderm. Allergic reactions range from mild to severe. Students who experience allergy symptoms should:

- Cease contact with the product and notify the faculty member.
- Notify a primary health care provider and/or seek immediate emergency medical care, if necessary.

Academic Policies

Attendance Policy

Attendance and punctuality are indicators of professional accountability and are essential for student learning and continued eligibility to receive Federal Financial Aid. Students are expected to attend every class, laboratory, simulation, and clinical experience, arriving on time prepared to work.

Course instructors will take attendance and records are maintained to comply with institutional and program requirements. At the start of each course the student will receive a course syllabus containing a class schedule for the semester, attendance requirements, and all required activities including exams.

Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor. When a student arrives late for class, laboratory or clinical, returns from a scheduled break late, or leaves early, it is counted as missed time. Such missed time is recorded in 15-minute increments to determine the total time missed.

Students who are absent 10% of the total hours for any classroom, or laboratory course element will receive a Written Warning. **Students who are absent more than 15% of the total hours for any classroom/laboratory course will be withdrawn from the course.**

An **excused** absence must be **documented** with a written note letter or other evidence of the reason for the absence, examples include MD visits, MVA, injury, or family emergency. **Documentation for excused absences must be specific to the student and the reason for their absence.** For example, if a child has an MD visit the excuse note needs to specify that the student was present at the visit. **Unexcused** absence is one that cannot be documented such as a “personal reason”.

A student with an excused absence will be allowed to make-up exams and assignments per the make-up exam policy. A student with an unexcused absence will receive a zero for all missed assignments and exams. Both excused and unexcused absences will count toward the total absence time allowed.

Exam Policies

Exam Policy

All Nursing Department examinations, quizzes, and assessments are proctored. Classroom exams and quizzes are multiple-choice, multiple response and approved alternative format questions. Standardized examinations may be used and will be computer-based.

Academic Honesty

Each student is expected to maintain the highest standards of honesty and integrity in academic matters. Cheating or gaining illegal information for any exam is considered dishonest. A student found to be dishonest on an exam will receive a grade of zero for the exam and possibly fail to progress in the nursing program.

Punctuality

All examinations must be taken on the day scheduled. Each student is expected to exhibit professional behaviors while in nursing school. Arriving on-time for scheduled activities is an example of professional behavior. **Each student is expected to arrive on time for scheduled exams. You may not be admitted to the exam after it begins.** If you are late, and not admitted into the exam area, you will receive a zero grade for the exam. See absence and tardy policies.

When a student is unable to take a scheduled exam he/she must personally inform a nursing professor at least 2 hours prior to the exam. If a student does not take a scheduled exam, it is the student's responsibility to make an appointment with the nursing professor to discuss the reason the exam was missed. If the professor allows a makeup exam it must be arranged and taken as soon as the student returns to class. The exam may be a different version or format. See Penalty for taking exams late below.

Penalty for taking exams late.

Make-up exams must be taken on 1st day a student returns to school from an excused absence. The student must complete a make-up exam request form and submit it to the instructor of the course/exam missed. Students must attach their absence excuse documentation to the make-up request form. If the missed exam is

not made up on the 1st day of return points will be deducted as follows: 1 day – 5 points, 2 days - 10 points, 3 days – 15 points, 4 days – 0 grade for exam. Based on extenuating circumstances at the discretion of the Nursing Program Director upon review of documentation of the student's reason for missing the test, and in collaboration with the course instructor other make-up exams or assignments may be approved.

Remediation for failed exams.

Remediation will be allowed only if 75% or more students in the course score under 77% on the exam. Students will be required to complete 3 remediation forms as assigned by their instructor to earn remediation points. All three remediation forms will be due 1 week from the date they are assigned. Each page is worth 5 points, for a total of 15 points if completed correctly.

All quizzes must be taken on the day scheduled. When a student is late for a quiz, he/she **will** be permitted to take the quiz in the time remaining. **There are no make-up quizzes.**

Unit exams and final exams will be proctored using available MCC personnel. Students are required to take them in the ESC with the personnel assigned or with the instructor present. Communications between the student and the instructor should be submitted as documentation to support requests to make up examinations.

Multiple answer question grading – Any question that has multiple correct answers will be graded in the following manner: One point will be awarded for each correct answer a student selects. One point will be deducted for each incorrect answer the student selects.

During testing, students will:

- o Refrain from talking.
- o Leave all personal belongings, including all electronic devices, in a location identified by the instructor
- o Place nothing on the desk; scratch paper, pencil and calculator will be provided by the instructor.
- o Begin the test at the same time.
- o Maintain academic integrity - any activity related to recording or sharing of content on written, practicum, or computer exams **will** be considered academic dishonesty.
- o Not bring or use resources not provided by the instructor.
- o Direct all questions to the test proctor.

Students suspected of dishonesty will be removed from class without completing

the exam and will be reported to the Nursing Program Director.

Grading/Evaluation

Course grades are calculated through points accumulation and will be converted to a percentage at the end of the semester. A grade of 770 points or 77.0 % or higher is required for all nursing courses. Failing grades will not be rounded up. If the student does not receive a passing grade in either/both the theory or the clinical component, they should refer to the Progression Policy.

Nursing Grading Scale (Percentage) A= 90.0-100 B= 80.0-89.9 C= 77.0-79.9 D= 67.0-76.9 F= below 66.9

Extra Credit

The MCC Nursing Program does not allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties arise within a course. There will be no extra credit opportunities afforded to allow students who have been unsuccessful in course assignments and exams to achieve passing scores.

Points for extracurricular activities, such as volunteering for a college or program event may be awarded under special circumstances when preapproved by the Program Director. No more than 15 points will be awarded. The points will be added to any non-failing assignment chosen by the instructor. These points will not be added to any exam.

Dosage Calculation Policies

The dosage calculation exam will be given each semester in the clinical course.

Successful completion will be measured as follows:

Level 1 NMNC 1135	80%
Level 2 NMNC 1235	80%
Level 3 NMNC 2335	80%
Level 4 NMNC 2435	80%

- The student must pass the dosage calculation exam in order to continue in the course it was given in.
- Students will be allowed two attempts to obtain a passing score.
- The dosage calculation exam must be successfully passed prior to administering medication at clinicals or simulations in Level 2, 3 and Level 4.

- If additional attempts are needed they will be scheduled by the faculty. It is the students' primary responsibility to maintain drug calculation skills throughout the program.

Remediation/HESI

*Mesalands RN Program utilizes **Health Education Systems Incorporated (HESI)** examinations throughout the curriculum.* HESI exams are based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint and are nationally standardized and/or custom examinations that are context specific. ADN course outcomes and end-of-program outcomes are used to create customized examinations. Students' clinical application and clinical judgment skills, which are critical aspects of ADN student preparation, are assessed through HESI's online examinations. From admission to the capstone course, HESI tests are used throughout the ADN program's curriculum.

Students are required to complete remediation based on their individual HESI test score following the administration of a HESI custom/specialty and/or exit examination. Lower HESI scores require more intense remediation, whereas higher HESI scores require less remediation. The student's HESI score conversion is indicative of their success in the program and on the NCLEX exam for licensure.

HESI provides students with an individualized detailed remediation plan for their specific areas of weakness. Remediation is the process of identifying the need to take action to help remedy a situation that, if left unresolved, could have negative consequences. Whereas implementing intervention strategies may aid in successfully addressing the situation and improving outcomes.

Mesalands Nursing Program HESI Remediation Policy

HESI Score	Prediction of NCLEX Success:	Course Points
900 or Higher	"Recommended performance"	A = 90-100 900=90 910=91 920=92 930=93 940=94 950=95 960=96 970=97 980=98 1000 or above = 100
800-899	"Acceptable performance"	B = 80-89 If all remediation is

		completed grade will be recorded as a 90% A
700-799	“Near acceptable performance”	C = 77-79 If all remediation is completed grade will be recorded as a 80% B
600 to 699	“Below acceptable performance”	F = 60-76 If all remediation is completed grade will be recorded as a 77% C
599 or Below	“Unacceptable Performance”	F = Score will be recorded as score without the 3rd digit, i.e., 563 would = 56 430 would = 43 If remediation is not completed Score will be recorded as a zero

HESI Remediation Plan of Action

Remediation Plan Items to Complete

900 or above	<ol style="list-style-type: none">1. Review remediation materials to determine learner needs.2. Complete online remediation for the specialty/exit exam available via HESI Student Access.<ol style="list-style-type: none">a. Complete all of the "Essential Packets"
800-899	<ol style="list-style-type: none">1. Complete online remediation materials specific to the specialty/exit exam available via HESI Student Access.<ol style="list-style-type: none">a. Complete all of the "Essential Packets"2. Use Evolve Adaptive Quizzing to create one 30-question custom quizzes. Each quiz should focus on one key content area or subtopic identified as a weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score.
700-799	<ol style="list-style-type: none">1. Complete online remediation materials specific to the specialty/exit exam available via HESI Student Access.<ol style="list-style-type: none">a. Complete all of the "Essential Packets"2. Use Evolve Adaptive Quizzing to create two 30-question custom quizzes. Each quiz should focus on one key content area or subtopic identified as a weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score.
600-699	<ol style="list-style-type: none">1. Complete online remediation materials specific to the specialty/exit exam available via HESI Student Access.<ol style="list-style-type: none">a. Complete all of the "Essential Packets"2. Use Evolve Adaptive Quizzing to create three 30-question custom quizzes. Each quiz should focus on one key content area or subtopic identified as a weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score.
599 or below	<ol style="list-style-type: none">1. Complete online remediation materials specific to the specialty/exit exam available via HESI Student Access.<ol style="list-style-type: none">a. Complete all of the "Essential Packets"2. Use Evolve Adaptive Quizzing to create four 30-question custom quizzes. Each quiz should focus on one key content area or subtopic identified as a weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score.

Policy and Syllabus Changes

Nursing Program policies and course syllabi are subject to change. Program policies will be reviewed by faculty and staff in monthly faculty meetings and as the need arises. Approved policy changes will be communicated to students per the communication policy. While every attempt will be made to prepare syllabi and class schedules in a final form, it will be the instructor's prerogative to make any changes as may be deemed necessary to meet the learning outcomes of the course. Students will be notified of syllabus change per the communication policy.

Clinical Policies

Students are assigned randomly to off-campus clinical groups, preceptor assignments and clinical sites that will best facilitate each student's learning opportunities.

Clinical hours vary and may include evenings, nights, weekends, and 10- to 12-hour shifts. Students may be required to travel up to 3-4 hours each way to the clinical site. The student is responsible for transportation to all experiences, and any parking fees. If a student does not drive, in order to be present on time, he or she must make arrangements such as carpooling with other students or using public transportation.

Clinical experiences are based on contractual agreements between Mesalands Community College and each clinical facility. During the clinical rotation, students are required to know and adhere to all College and all site policies and procedures. Agency staff, patients, and family members have the right to refuse care provided by nursing students. Faculty reserve the right to change a student's daily patient/unit assignments to provide optimal learning experiences.

Students must arrive at clinical settings on time, professionally attired according to the College dress code, with appropriate equipment including a watch with second hand, his/her equipment kit, and a Mesalands Community College picture Student ID. Students who do not meet these standards will be sent home and marked absent. Students absent from a clinical experience for this reason are in violation of the Student Conduct policy and must subsequently meet with the Nursing Program Director. Subsequent violations of the Student Conduct policy may result in dismissal from the clinical experience or dismissal from the program. Missed clinical experiences due to violations of the Student Conduct policy are subject to the Attendance policy.

A Cumulative evaluation will be performed at the end of the clinical rotations for the course. The student is required to meet 100% of the clinical learning outcomes satisfactorily by the end of the clinical rotations for the course. If all student learning outcome(s) are not met satisfactorily in the cumulative evaluation, the student will fail the clinical rotation and earn a grade of "F" for the entire course.

Students will provide care to a diverse group of patients, provide comprehensive reports on patient status to the instructor and/or designated agency personnel, and

participate actively in clinical conferences. It is mandatory that students maintain health information confidentiality and adhere to patient privacy regulations.

Students will remain on their assigned unit in the clinical setting for the entire shift unless otherwise reassigned by the instructor or preceptor. Students wishing to leave the unit for a break, must obtain permission before doing so. Students will be assigned a meal break time, and will return at the time identified by the instructor or preceptor. Students who return late will be subject to the attendance policy.

Students will be supervised and assessed during all procedures, will receive daily feedback about clinical performance, and will receive a final evaluation at the end of the clinical rotation. At any point during the clinical course, any student whose performance could result in a clinical failure will be scheduled to meet at the campus with the clinical instructor and Nursing Program Director to identify deficiencies and actions necessary for improvement.

Safe Practice

Patient and staff safety is of primary importance in the clinical setting. Students will **NOT**:

- *Perform procedures or administer medications without prior approval of the clinical instructor*
- *Care for patients without the clinical instructor or a staff nurse in attendance*
- *Accompany a patient to another care area without obtaining prior approval from the clinical instructor or preceptor*
- *Take verbal or telephone orders*
- *Witness consents for procedures or other legal documentation*
- *Carry medication or narcotic keys, Access Automated Medication Dispensing Machines*
- *Use cellular phones or personal electronic devices for any activities other than those directly related to the educational experience*

Unsafe practice is any situation during which a student's contact with a patient places the patient, student, staff, healthcare facility, and/or college at risk. Examples of unsafe practice include, but are not limited to: *lack of preparation, breach of confidentiality, failure to report significant assessment findings or changes in patient status, leaving a patient unattended, undertaking tasks with insufficient supervision or permission, incorrect practice, or leaving the unit without permission.* If the student's performance is potentially unsafe, a student may be asked to leave the clinical setting, may receive a clinical failure, or may be dismissed from the program.

Medication Administration / Errors

Students may be allowed to administer medications in the clinical setting based on prior successful demonstration of competence in drug calculation and administration. Once assessed competent, with the approval of the instructor, and directly supervised by the instructor or a nurse, the student may administer:

- Oral, rectal, topical, subcutaneous, intra dermal, and intramuscular medications - All levels

- Already mixed continuous, primary intravenous solutions - 3rd and 4th levels only
- Secondary intravenous medications - 3rd and 4th levels only

A medication error or potential error is defined as any situation in which the correct procedure for medication administration is not followed. If an error occurs, the patient's safety is of utmost importance. Students must report immediately a medication error to the clinical instructor, as well as the unit nurse manager or charge nurse.

Employment Guidelines Related to Clinical Assignment

Students may not work within six hours prior to a clinical assignment. The student must be able to provide safe and competent patient care. The clinical instructor will determine if the student is alert enough to demonstrate safe and accurate decision making and determine the student's ability to provide competent nursing care. The clinical instructor will dismiss the student from the clinical assignment if it is determined that the student is mentally or physically impaired and unable to safely perform the assignment. The student will receive a clinical absence, written counseling and must meet with the instructor/director to determine if a clinical make up assignment is available.

Transportation to Clinical Sites

Transportation to and from clinical assignments is the responsibility of the student nurse. The student nurse must adhere to the parking regulations of the assigned clinical site. When possible, scheduling considerations will be made for nursing students participating in carpools. Students will be required to arrange transportation to out of state Texas and other distant clinical sites for assignments. The college does not have funding to assist students with their travel expenses, please plan and prepare for the additional expenses to travel to distant clinical assignments.

Clinical Placement Policy

Students will not be assigned to a clinical area where they are currently employed. Exceptions to this policy will be addressed on a case-by-case basis. All attempts will be made to facilitate professional growth and learning in the education experience. The clinical assignments will be made in collaboration with faculty and clinical agencies.

Behavior in the Clinical Agency

Students are expected to conduct themselves in a professional manner when in the clinical area and all other public places when representing the Mesalands Nursing Program. A student may be dismissed from the clinical setting for not meeting the standards of professional behavior and ethics. Action taken at the time of the incident will be at the discretion of the clinical instructor.

Since each nursing student represents the college, nursing program and nursing profession, the faculty believes the following are the behaviors deemed to be critical for all nursing students in each learning environment throughout the program. Students are expected to observe the following guidelines for behavior in the clinical agency and exhibit professional nursing behaviors including, but not limited to the following:

1. Adhere to the guidelines outlined by the clinical agency during orientation.
2. Dress appropriately at all times when representing the college and nursing

- program; adhering to the dress code for classroom, laboratory and clinical assignments.
3. Communicate using appropriate language, terms, and demonstrate respect for others including addressing them by proper name and title.
 4. Demonstrate ethical behavior including maintaining confidentiality.
 5. Resolve conflicts appropriately and follow appropriate lines of communication/chain of command.
 6. Deliver safe, effective nursing care including using appropriate judgment when making decisions; properly using and caring for equipment; and using correct techniques and cautions when delivering care.
 7. Be in the clinical agency only when supervised by an instructor, preceptor or designee.
 8. Follow all policies regarding drugs, alcohol, criminal background checks of the clinical agency and Mesalands Community College.
 9. Adhere to the policies and protocols of Mesalands Community College, Nursing Program, affiliated agencies, the NM Nurse Practice Act and the legal mandates of society.

Unsatisfactory Performance Procedure

A student who fails to meet clinical, professional, or program requirements and whose performance endangers the safety of a peer, health care team member, faculty member, or patient or whose behavior is determined to be unprofessional, incompetent, or not in compliance with Standards of Professional Practice will be removed from the situation and an “Action Plan/Learning Contract” will be initiated and evaluated by a committee of faculty members and the Director. The student will receive a notice of the impending action and potential consequences. The student will be held accountable for their performance and every attempt will be made to guide the student to success. A student may be immediately dismissed from the nursing program if an unsafe or unprofessional behavior has the potential for harm or is life-threatening. A pattern of two or more unsafe, unsatisfactory clinical performance notices will result in the student failing the clinical portion of the course and as a result, receive a failing grade for the course.

CLINICAL CONTRACTS

An important part of a nursing student’s education is the ability to participate and practice in various clinical settings. To ensure nursing students have these opportunities, Mesalands Community College and various clinical agencies enter into contractual agreements that enable nursing students to practice within the clinical agencies Clinical Contracts . These clinical agencies may have additional policies, procedures and requirements for their employees and clinical participants, including, but not limited to additional drug and/or alcohol screening. It is the responsibility of each nursing student to learn about and comply with the policies, procedures and requirements of the clinical agency where the nursing student participates in the clinical setting. Failure to comply with such additional policies, procedures and requirements may result in a nursing student’s removal from the clinical setting and/ or removal from the Mesalands Community College nursing program.

Questions? Questions concerning this policy should be directed to the Director of

Nursing.

Clinical/Lab/Simulation Attendance

Absence Occurrences Involving Clinical Experiences

Clinical and Simulation experiences are a vital component of nursing education. **Attendance is required** at every Clinical and Simulation experience for which the student is scheduled. The nursing student is expected to **be on time** for each clinical and simulation experience.

When the student must be absent, the clinical nursing faculty must be notified person-to-person by telephone, not by voice or text message, at least one hour prior to the report time for each day of clinical absence. If a student fails to notify the nursing faculty prior to a clinical absence (considered a **“No Call, No Show”**), the nursing faculty will initiate a corrective learning contract addressing the student’s unprofessional behavior.

Only 1 clinical day (excused) per rotation can be missed without failure of clinical course. The student must make an appointment with the clinical nursing faculty to discuss whether the clinical assignment can be rescheduled. It may not be possible to reschedule clinical assignments during the current semester.

- ❖ In this circumstance, the student may receive an “I” incomplete grade for the semester grade which will be entered as the student’s official grade for the course.
- ❖ The student will be required to enter into a contract and perform the contracted work in order to complete the course and receive a letter grade.
- ❖ If the contract is not satisfactorily completed by the student within the assigned time frame, the student will receive a grade of “F” for the course.
- ❖ Student(s) may be required to pay for an adjunct instructors' salary in order to obtain makeup clinical hours.

Classroom/Lab/Simulation/Clinical Appearance

Student Dress Code

Students must always be in uniform while on campus or in clinical settings.

- Students must wear a watch with a second hand and bring the equipment kit to all laboratory and clinical experiences.
- Mesalands Community College identification must be always worn on the uniform, clipped pinned at lapel level.
- Students who require adaptations to the required uniform for cultural and/or religious reasons, allergies, or for pregnancy, will consult with Nursing Program Director prior to the first day of class, or when the pregnancy impedes wearing the regular uniform.
- Alternative uniforms may be allowed during campus-sponsored events with approval from the Campus Director, Director of Education, and/or Nursing Program Director.
- Additional dress code requirements may be applied based on expectations of individual clinical sites.

- Students may not chew gum in clinical and laboratory settings.

Uniforms	
Allowed	Not Allowed
Issued by the College	Scrubs NOT Issued by the College
Neat and clean	Wrinkled, dirty, torn
Scrub jackets issued by the College or a navy cardigan style sweater	Hoodies sweatshirts, other jackets
Plain long sleeve white or navy t-shirt or turtleneck under scrub top	Other color t-shirts, short sleeve, embellished
Pants no longer than the top of the shoe	Extra-long or sagging pants, crop pants
Navy Blue, Grey, (solid color) non-porous, closed toe, non-slip shoes	Shoes with logos, color or porous material; Clogs
Navy Blue, White, or Black unadorned headband, 1" or narrower	Head coverings such as hats, caps, or bandanas
Jewelry- wedding band, one other small ring, small stud earrings. If earlobe gauges are worn, they must be in a neutral color.	Large or hoop earrings, necklaces, bracelets, spike or other pierced cartilage earrings
Visible piercings (not in the ears) and tattoos must be covered with make-up, white or black cloth sleeves	Jewelry in piercings (oral and dermal) that cannot be disguised or covered must be removed
Personal Hygiene	
Fingernails - clean, short, smooth, clear or light- colored nail polish (not chipped)	False/enhanced nails, bright or dark polish colors
Hair- natural tones, clean, neatly styled, off the collar, pulled back from the face and secured in the back.	Unnatural hair colors, unsecured hair, or facial hair such as long sideburns
Beards/mustaches neat and closely trimmed	Long facial hair that can get into patients personal space
Makeup - minimal, natural looking	Extreme or dark colors, heavy make-up
Clean, fresh-scented soap, perfume, or cologne	Offensive body odor, cigarette smells, heavy perfume, cologne or after-shave

An instructor in any setting can provide one verbal warning and send the student home.

Classroom – student can return to class on next break, after changing into uniform.

Lab – the student will need to request a makeup lab which will be provided at instructor’s discretion. The student will be marked absent.

Clinical - student will be sent home and marked as absent.

A student who is non-compliant with the dress code on a second occasion will receive a written Professionalism Warning. Students that continue to violate the dress code are subject to dismissal from the program.

Guidelines/Outside activities in uniform/Dress Code

Student Participation in Outside Projects While in Uniform

Nursing students sometimes are asked to participate in health fairs, screening programs, and other public or private activities. Students considering participation must request approval from the Nursing Program Director. Students are not allowed to wear their uniform therefore representing the program and college at outside activities without permission.

Student Conduct/Unsatisfactory Performance Procedure/ Code of Conduct

Student Conduct

Students must observe the Mesalands Community College code of conduct and govern themselves in a professional manner. Students will be held responsible and accountable for exhibiting personal and emotional characteristics considered important by the nursing profession. The Student Conduct and Discipline policy, found in the College Catalog, as well as additional offenses, including inappropriate or unethical behavior and professional misconduct, may result in suspension from the learning environment or dismissal from the college.

Student Incivility

Students are required to behave in a responsible, adult, mature manner while attending classes/clinicals whether on-site or online. The Nursing Department will not tolerate any type of student incivility. Students who engage in behavior that is: disrespectful, abusive, intimidating, disorderly or dangerous, will receive the consequences outlined in the MCC Policy for Prohibited Activities in the Student Handbook. This behavior will not be tolerated against any faculty, staff member, or fellow student(s). **The person leaving the program under this disciplinary action will no longer be able to apply for re-admission into the Nursing Program.**

Some examples of behavior that are unacceptable (non-inclusive):

- Unprofessional postings (YouTube, Facebook, or other media)
- Posting of official Nursing Department documents containing MCC letterhead on the internet
- Physical assault (hitting, slapping, spitting, etc.)
- Verbal abuse (cursing, yelling, name calling, etc.)

- Intimidating/bullying (making someone the butt of jokes, verbally/physically threatening, etc.)
- Unsafe behavior in class/clinicals (not following unit protocol, not following clinical instructor's directions, etc.)
- Bringing items to class that include but not limited to stun gun, knives, guns, etc.

Social Media Expectations

Students in the MCC Nursing Program are expected to adhere to the ANA's principles for social networking. Failure to do so will result in possible dismissal from the program.

The ANA Principles are as follows:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

Student Suspected of Impairment

The Nursing Department follows the substance use policies in the college student handbook but requires additional policies, due to the serious nature of the courses and clinical expectations. To fulfill the provision of safe, effective, and supportive care, the student must be free of any substance (regardless of whether the use of the substance is legal or illegal), which may impair the student's ability to make sound judgment decisions, whether in the clinical, lab, or classroom. Impairment, or possible impairment of clinical judgment places the safety of clients, students, faculty, and the public at unacceptable risk.

If an instructor suspects that a student is under the influence of a substance that is prescribed or not prescribed that impairs or could impair clinical judgment, the instructor will implement the following steps:

1. Remove the student immediately from the classroom, lab, simulation, or clinical experience to a private area.
2. Inform the student of the observed behavior or signs.
3. Observed behavior may include but not be limited to the following signs: disheveled appearance, blood shot eyes, inappropriate language/behavior. A Suspicious Behavior Form must be completed and signed by the instructor. If the student refuses or is unable to sign the form, the instructor will document the reason given by the student for not signing the form. (Appendix H)
4. Document any witnesses to the behavior and actions initiated and request a witness signature on the form.

5. As soon as possible, contact the Director of the Nursing Program to inform them of the situation and actions taken.
6. The student must have a drug screen performed as soon as documentation of the behavior has been completed. A urine drug or alcohol screening test with proper laboratory identification and procedure by a licensed medical or scientific laboratory must be conducted. The student must arrange to have someone transport them to the laboratory facility and home.
7. The instructor will provide the student with the required referral form for the specific blood or urine drug screening with proper chain of custody. If the results are positive, the student may request a re-test of the same sample at another properly licensed laboratory. Results of the test and contents of the suspicious behavior form will remain confidential unless required by law. The fees for testing will be the responsibility of the student. (Appendix I)
8. When chemical influence has been confirmed, due to the serious nature of the program, the student will be terminated from the MCC Nursing Program.
9. The Academic consequences resulting from chemical influence are as follows:
Participation in clinical and classroom nursing courses will not be permitted.
A semester grade of “W” (Withdrawal) or “F” (Failing) may be assigned, depending on factors such as the amount of course work completed to date, and deadline for withdrawing from a course. See Dismissal/Reentry Policy.

Client/Patient/Resident Confidentiality

Patient Information Confidentiality/HIPAA

Confidentiality regarding patient information is mandatory in the nursing profession. Federal regulations dictate the patient’s right to information confidentiality. Thus, it is imperative for the student nurse to understand the professional concept of confidentiality and to agree to maintain patient information confidentiality throughout the nursing education process and nursing career. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule standards address the use and disclosure of individuals’ health information. This health information is called “protected health information” which is subject to the Privacy Rule. It also addresses the standards for individuals’ privacy rights to understand and control how their information is used. A major goal of the Privacy Rule is to ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high-quality health care and to protect the public’s health and well-being.

During the process of nursing education, the student nurse enters into relationships with patients, families, groups and communities in many healthcare environments. Through the student nurse/patient relationship and entry into healthcare environments, the student nurse is exposed to personal and medical information about many patients, families, and groups. Patient information is entrusted to the student nurse and must not be communicated to unauthorized persons. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic

display, is strictly confidential. Unauthorized release of confidential information can also result in personal, civil, and/or criminal liability and legal penalties. It is the policy of the Mesalands Community College RN Program that students at the school shall respect and preserve the privacy and confidentiality of patient information, regardless of the agency to which the student is assigned.

Violations of this policy include, but are not limited to:

- Accessing information that is not within the scope of the student’s assignment.
- Misusing, disclosing without proper authorization, or altering patient or personnel information.
 - Disclosing or using another person’s electronic or computer codes or passwords; Leaving a secured application (written or electronic) unattended during assignment.
 - Attempting to access a secure application without proper authorization.
- The student will be disciplined according to the Action Plan and/or Learning Contract.

Academic Honesty and Integrity - Plagiarism

Academic Integrity, Plagiarism and Copyright Infringement

Mesalands Community College requires all students, faculty, and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to adhere to the highest academic standards.

Academic Honesty

Each student is expected to maintain the highest standards of honesty in academic and professional matters. The college reserves the right to take disciplinary action, up to and including non-progression against any student who is found to have engaged in academic dishonesty or otherwise fails to meet these standards. Any infraction of academic dishonesty in any class may result in an automatic failure of the course. Academic dishonesty includes, but is not limited to: cheating on quizzes, tests, or assignments; claiming credit for work not done or done by others; unauthorized constructing, copying, pasting, accessing, electronically transmitting, or reviewing of exams; asking questions of other students or reviewing other students’ work during or after an exam; nondisclosure or misrepresentation in filling out application or other college records; written or verbal reproduction of content from computer program or clinical information; and unprofessional behaviors in the classroom, clinical lab or clinical rotation setting. Strict honesty in the nursing profession is crucial. The faculty expects the student nurse to practice honesty in academic and clinical experiences.

Professional Integrity

Integrity is the ability to make wise choices in dilemmas and is demonstrated by actions over time that consistently reflect a commitment to personal and societal moral standards. “True Integrity is doing something right, even when no one is looking”. Integrity is a steadfast adherence to the strict moral and ethical codes of professionalism and conduct of the nurse.

The student must be of sound moral and ethical character. The student nurse must build the foundation of professional nursing practice on personal and professional values. Integrity applies to behaviors in classroom and clinical settings, evaluation and non-evaluation situations, and in all endeavors. It promotes a spirit of community conducive to mutual trust and responsibility among students, faculty, and staff. Students and faculty share the responsibility for development, implementation, and evaluation of the profession of nursing. The nursing faculty recognizes integrity as the cornerstone for clinical practice, leadership, and learning. Integrity encompasses a commitment to people (staff, student, families, groups, and community), consistency in word and action, adherence to the professional nursing code of ethics, and professional nursing standards of practice.

Plagiarism

Plagiarism is defined as the use of another person's or a group's words or ideas without attribution of the source of that information, resulting in the false representation as one's own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrases of another person's spoken or written words
- Another person's data, solutions, or calculations without permission and/or recognition of the source,
- including the act of accessing another person's computerized files without authorization

It is the responsibility of the student to know what constitutes plagiarism, so even unintentional plagiarism is actionable. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying work or plagiarism will not be tolerated. The penalties for these offenses are as follows:

- First offense - "0" on the assignment or test
- Second offense - "F" for the course.
- Third offense - "F" for the course and may be expelled from the college.

Copyright infringement is using someone else's ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law and penalties may include fines and/or imprisonment. Students, faculty, and staff must avoid copyright infringement. As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making a copyrighted material available to others through the use of file sharing networks is also

prohibited and is considered copyright infringement.

Student Nurse Improvement Plan

A student may be placed on a Student Nurse Improvement Plan for a violation of Professional standards including accountability, responsibility, or communication. The levels of corrective action are verbal warning, written warning, final warning, and failure of class. The Student Nurse Improvement Plan form must be completed, and documentation of required meetings along with the form will be placed in the students nursing department file. **See appendix J**

Appeal Process – Concern or complaint

Student Concerns

A prompt and equitable process for resolving student concerns is available to any student who believes that a school decision or action has adversely affected their status, rights, or privileges. Students must address their concerns about the program by following the Nursing Department's Appeal Process outlined below and in **Appendix A**.

Informal Resolution

Students who identify a concern may have it addressed expeditiously without the need for the issue to go to the Appeal Committee.

1. Students must first make a reasonable effort to resolve the issue with the instructor or staff member involved. If the concern relates to a test or quiz question, the test-item rebuttal form must be completed and submitted to the instructor. Issues involving another student, or a third party should be brought directly to the Nursing Program Director or the Vice President of Academics.
2. If the issue is not resolved with the individual instructor or staff member, the student may complete a SBAR Form and meet with the Nursing Program Director.
3. If the issue has not been resolved with the Nursing Program Director, the student may file a Formal Appeal

Student Concern/Issue Form provides for documentation of the concern, discussion with the faculty member or administrator, and desired outcomes, and is completed when students meet with faculty or administration regarding a concern.

Formal Nursing Appeal

The Nursing Department Appeals Committee acts upon requests for exceptions to existing academic policies and requirements. The committee works to find equitable

and reasonable solutions supported by evidence.

- The Appeal Committee consists of at least five members which include representatives from nursing faculty, nursing leadership and campus leadership. Nursing Department personnel must represent a majority of the Appeal Committee.
- For a Formal Appeal, the student must complete and submit a Formal Appeal Form within 72 hours of the event.
- The Appeal Committee will convene within five (5) business days of receiving the appeal form to evaluate the student's appeal based on the following:
 - Appeal form and supportive documentation
 - Student academic performance
 - Impact of significant non-academic issues
 - Student interview, if she/he desires to present her/his case to the committee
 - Additional documentation provided by the student
- The Appeal Committee will provide the student with a formal response to the appeal within 48 hours.
- If the decision of the Appeal Committee is unsatisfactory to the student, she/he may request a review by initiating Step 3: Formal Grievance within 72 hours of receiving the Appeal Committee's decision.

Grievance Process

Formal Grievance

In instances where all other attempts at resolution have failed, a student may direct unresolved issues to the Director of Nursing. The grievance must contain:

- The issue for which the student is filing the grievance
- The date the student met with an instructor or staff member and the outcome of this meeting as outlined in Step 1 of the Informal Resolution
- The date the student met with the Nursing Program Director and the outcome of this meeting as outline in Step 2 of the Informal Resolution
- All documentation from the Formal Appeal and/or additional documentation which may assist in making a decision about the grievance
- The outcome the student seeks

Appendices

Appendix A: American Nurses Association Code of Ethics

American Nurses Association Code of Ethics

Nursing students must adhere to the Code of Ethics for Nurses (American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, 2015) as follows:

- ❖ The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- ❖ The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- ❖ The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- ❖ The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- ❖ The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- ❖ The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- ❖ The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards and development, and the

- generation of both nursing and health policy.
- ❖ The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
 - ❖ The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Appendix B: NMNEC Progression Policy

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 programs base their waiting periods based on a number of factors which include but 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.

- 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 but not limited to course offerings and seat availability.
- 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 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 but 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.

**2022.06.10 NMNEC Curriculum Member programs. This work is the product of the New Mexico Nursing Education Consortium (NMNEC) and may be used by NMNEC members for educational non-profit purposes. For all other persons seeking to use this work, in whole or in part, prior approval of the NMNEC Leadership Council is required. For permission or license to use the work, contact NMNEC at staff@nmnec.org **

Appendix C: SBAR Form/Student Concern Form

SBAR - Student Communication Form

This form has been designed to provide you with an opportunity to clearly communicate with the faculty and staff in the Nursing Department. Please answer the following questions to assist you with describing your comments/concerns. After you have completed the form, please give to who will provide a copy to the appropriate individual.

1. Your name: _____ Date: _____

2. Who do you need to talk with/to: _____

3. Your phone number: _____ Call: _____ Text: _____

Level of Urgency: Urgent (within 24 hours) Not Urgent (within a week)

4. Situation: Please describe the current situation that has warranted this communication form.

5. Background: Please describe the relevant background information specific to this situation or circumstance.

6. Assessment: This is your opportunity to offer your analysis of the problem (determine the essential features and their relations).

7. Request or Recommendations: Please describe what you would like to happen or what would help to resolve the situation.

(Faculty/Staff area only):

Solution:

Date: _____

Student's Signature: _____ Faculty/Staff Signature:

*When possible please utilize faculty's office hours. Please be advised faculty may not be able to respond to your request within 24 hours due to being out of the office, in clinicals, or in class.

A copy of this form will be placed in the student's file in the nursing department.

Appendix D: IdentoGO packet Background Check Information



New Mexico Applicant Registration

April 2023

APPLICANT REGISTRATION

- **EXAMPLE REGISTRATION WEB PAGE**

- **Options include:**

- For New Appointments
 - Applicant starting point highlighted in red box
- To Mail in Your Fingerprint Card
- To Look up or Change an Existing Appointment
- For Fingerprint Rejection Notices

IdentoGO New Mexico

Fingerprinting & Enrollment Services

Health and safety are central to our ability to provide essential services to the public. If you are feeling unwell on the day of your scheduled appointment, we ask that you do not visit our Enrollment Center and instead reschedule your appointment for a later date by visiting our online or call to reschedule your appointment. Be aware that if you are exhibiting COVID-19 like symptoms while at an Enrollment Center, we may kindly ask you to reschedule your appointment. We appreciate your cooperation in helping IDEMIA to provide a safe and healthy environment within our Enrollment Centers.

For Licensing, Certification or Employment requirements in New Mexico

Registration fees must be paid for the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments To schedule a new appointment, click the green button below. You will be taken to the appointment selection screen and allowing you to complete your appointment.	To Mail in Your Fingerprint Card To register to send your prints in mail, click the blue button below. You will be taken to the mail registration screen. You will be able to select the date and time of your appointment and the location where you will be fingerprinted.	To Look Up or Change an Existing Appointment To look up, reschedule or cancel your appointment, click on the blue link in the section below to view your cards.	For Fingerprint Rejection Notices To schedule your return appointment, we have a waiting list for notices. Please contact you at the service center to secure your appointment.
--	--	---	---

For Travel Security Screening and Transportation Threat Assessments:

- HAZMAT
- TSA Pre/ID
- TWIC

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Confidential and Proprietary

APPLICANT REGISTRATION

- Agency ORI entry – same information currently used

The screenshot shows the IdentoGO application registration interface for New Mexico. The page title is "Application Details". The user is prompted to "Please enter your ORI number in the box below." There is a text input field labeled "ori number *" with a red error message below it: "This field cannot be empty". Below the input field are two buttons: a blue "Go" button and a blue "Reset" button.

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Confidential and Proprietary  IDEMIA

APPLICANT REGISTRATION

- Agency Fingerprint Reason selection – same information currently used

The screenshot shows the IdentoGO application registration interface for New Mexico. The page title is "Application Details". The user is prompted to "Please enter your ORI number in the box below." There is a text input field labeled "ori number *" with a radio button and the text "121 NV Example" next to it. Below this is a dropdown menu labeled "fingerprint reason *" with two options: "82A-15 NV Example" and "82A-15-2 FUGI CALANS". Below the dropdown is a blue "Reset" button.

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Confidential and Proprietary  IDEMIA

APPLICANT REGISTRATION

• Acknowledgement/Release Applicant Acceptance

IdentoGO English Español

New Mexico Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE ANSWERING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

** By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application / employment / licensing process.


I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the New Mexico State Police for the purpose of processing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of how to access the procedures to challenge the accuracy or completeness of my record, set forth in Title 20 CFR 16.34. I am aware that a copy of these procedures is inside the following document may be downloaded by clicking on the link:

Privacy Act Statement

I do NOT agree to the terms and conditions of this background check. By checking this box, the Registration process will be terminated.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

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APPLICANT REGISTRATION


• Privacy Act Statement

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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APPLICANT REGISTRATION

• Location selection-ZIPCODE Search

IdentoGO English - Español

New Mexico Appointment Details


[Pay for Ink Card Submission](#)

[Search By Zip Code](#) [Search By Region](#)

Enter a zip code to determine the closest fingerprinting location.

[Go >](#)

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APPLICANT REGISTRATION

• Location selection-Date and Appointment Time

IdentoGO English - Español

New Mexico Appointment Details

[Pay for Ink Card Submission](#)

Zip Code: 87110	Tuesday 1/31/2023	Wednesday 3/1/2023	Thursday 2/2/2023	Friday 2/3/2023	Saturday 2/4/2023	Sunday 2/5/2023	Monday 2/6/2023
Albuquerque IdentoGO 123 Main Street Albuquerque, NM 87110	Schedule	Schedule	Schedule	Schedule	Closed	Closed	Schedule
Clavis Piqueras R. Ue 321 Jefferson Street Clavis, MI 88104	Schedule	Schedule	Schedule	Schedule	Closed	Closed	Schedule

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Confidential and Proprietary 

APPLICANT REGISTRATION

- Applicant Demographics

The screenshot shows the IdentoGO Applicant Information form for New Mexico. A warning message is displayed in the center: "All applicant demographic information is required to be accurate and will be subject to verification at time of enrollment. If any information is entered incorrectly or is falsified, the applicant will not be able to be fingerprinted. Important: You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete." The form includes sections for Applicant Name, Applicant Home Address, Methods of Contact, Applicant Demographic Data, and Applicant Employer Information.

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APPLICANT REGISTRATION

- Applicant Demographics

The screenshot shows the IdentoGO Applicant Information form for New Mexico. The form includes sections for Applicant Name, Applicant Home Address, Methods of Contact, Applicant Demographic Data, and Applicant Employer Information. The form is partially filled out, and a "Go" button is visible at the bottom.

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Confidential and Proprietary IDEMIA

APPLICANT REGISTRATION

Application Details

IdentoGO

English Español

New Mexico

Information Verification

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please make changes by clicking the change button next to each section label.

IF ALL INFORMATION APPEARS CORRECT → [Go >](#)

APPLICATION DETAILS

App Number: R00201232

Registration Reason: 320-153 CHILDS CARE LICENSING

APPOINTMENT DETAILS

Applicant: Jhonatan Mendez

Address: 123 Main Street

City: Albuquerque, NM 87108

United States

Appointment Available: Thursday, January 25, 2024 at 9:30 am

APPLICANT DETAILS

Name: Mr. John Doe

Home Address: 123 Main Street

City: Albuquerque, NM

Zip: 87108

Country: United States

Phone: 212-555-1234

Mobile: 212-555-1234

Email: jdoe@idemia.com

Preferred Contact Method: Email

Date of Birth: 11/11/1991

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APPLICANT REGISTRATION

Application Payment Options

IdentoGO

English Español

New Mexico

Payment Collection


Your total is \$44.00. Please choose a payment method below.

Credit Card

eCheck

Billing Account

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Confidential and Proprietary  IDEMIA

APPLICANT REGISTRATION

- **Application Payment Options**

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Confidential and Proprietary IDEMIA

APPLICANT REGISTRATION

- **Application Registration Complete**

- Registration Number
- Appointment Information
- Other Reminders

APPOINTMENT DETAILS	
LOCATION	8888888888
ADDRESS	123 N Main Street
CITY	Albuquerque
STATE	NM
ZIP	87110
REGISTRATION ID	123456789

PAYMENT DETAILS
 Total Payment: \$44.00 (Amount Paid: \$44.00)
 Payment ID: 123456789

REMEMBERS
 Health care workers are critical to our ability to provide essential services to the public. If you are traveling in the day of your scheduled appointment, we will that you can still visit our Emergency Center and receive healthcare your appointment for a later date by visiting or calling our 24-hour emergency department. We understand that there are ongoing COVID-19 cases in your area and we encourage you to visit our Emergency Center via our mobile app to schedule your appointment. We understand your appointment at our Emergency Center is provided at no charge and healthy contact-free services are available.

Remember to bring your photo ID and confirmation number to the registration location or you will not be registered. Please contact the phone number below with any questions.

Please remember:
 All ID documents must be the original. Copies will not be accepted.
 Personal checks and cash will not be accepted.

APPLICATION DETAILS
 Emergency Passion
 304-763-CHARTER LICENSING

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Confidential and Proprietary IDEMIA

Appendix E: Latex Allergy Questionnaire

Mesalands Nursing Program Latex Allergy Questionnaire

1. Have you ever been diagnosed as having a latex allergy? Yes _____ No _____

2. Do you have any food allergies such as bananas, kiwi? Yes _____ No _____

If yes, please list: _____

3. Have you ever had red hands, a rash or itching after using latex gloves? Yes ___ No ____

4. Have you ever had the following allergic symptoms after caring for patients in clinical or simulation?

Watery Eyes, Itching, Headache, Wheezing, Eye or Sinus Irritation, Hives, Shortness of Breath, Coughing
Yes _____ No _____ (If yes, circle symptoms you have experienced.)

5. Have you ever experienced swollen eyes or lips after blowing up a balloon? Yes ___ No ____

6. Have you ever had any unusual dermatological reactions after a dental or gynecologic exam?
Yes _____ No _____

7. Do you have a history of asthma, atopic dermatitis, eczema or multiple allergies?
Yes _____ No _____

8. Have you exhibited any dermatological reactions when your skin comes in contact with latex or latex products? Yes _____ No _____

9. Have you remained free of allergic symptoms during clinicals or simulated lab experiences including skills check offs? Yes _____ No _____

10. Do you have any history of spina bifida or multiple allergies? Yes _____ No _____

Appendix G: Suspicious Behavior Form
MESALANDS COMMUNITY COLLEGE
Department of Nursing
Suspicious Behavior Form

On _____ (Date & Time) at _____
(Place) _____ (Student) demonstrated the following
behaviors:

Unsteady Gait

Slurred Speech

Aggressive Tone (describe)

Smell of Alcohol

Smell of Marijuana

Physical Aggression (describe)

_____ Other

The following witness(es) also observed the behavior(s) noted:

The action(s) taken were (time & initial on each).

_____ Student was removed from the client care setting.

_____ Student was removed from the classroom/lab setting.

_____ Other (describe)

Notification to _____ occurred on _____ (Date &
Time) Student may not return to clinical until they have met with the Director of Nursing.

The student was informed of the need to submit to an immediate drug screening or face
possible suspension or other action (s).

Instructor _____ Date _____

Student _____ Date _____

Witness _____ Date _____

If student is unable to sign, please indicate reason or reasons given:

A copy of this form will be placed in the student file for reference.

Appendix H: Drug Screen Referral Form

MESALANDS COMMUNITY COLLEGE

Department of Nursing

Drug Screening Referral Form

To:

From: Director of Nursing Department

Mesalands Community College

911 S. 10th Street

Tucumcari, NM 88401

_____ (Student) is to obtain a urine drug screen, and a blood alcohol screen, and/or serum alcohol testing with proper chain of custody. Results of the tests are to be marked “Confidential” and are to be sent to _____, Director of Nursing Department.

Instructor/Administrator _____ **Date/Time** _____

A copy of this form will be placed in the student file for reference.

Appendix J: Student Nursing Improvement Plan
MESALANDS COMMUNITY COLLEGE
Department of Nursing
Student Nurse Improvement Plan

Student Name: _____ **Date:** _____

Instructor Name: _____ **Course:**

Level of Corrective Action

- o Verbal Warning/Counseling – meet with the Instructor.
- o Written Warning – meet with the Instructor and Director.
- o Final Warning - meet with the Instructor, Director, and Vice President of Academics.
- o Failure of Class – course objectives not met failure of course.

Professional Nursing Standards Not Met

Accountability:

- o Arriving to class, lab, sim lab or clinical late.
- o Leaving class, lab, sim lab or clinical early.
- o Taking breaks longer than the scheduled break time.
- o Demonstrates behavior, conduct, actions, attitudes and/or values that are not in alignment with the nursing profession.
- o Other _____

Responsibility:

- o Not attending a meeting with Instructor, Director, or Vice President of Academics.
- o Not turning in assignments on time.
- o Turning in an incomplete assignments.
- o Unprepared for class, lab, sim lab or clinical
- o Plagiarism/Cheating
- o Other _____

Communication:

- o Incidences of unprofessional communication, i.e. chain of command.
- o Failure to use proper communication tool (SBAR) when meeting with faculty.
- o Other _____

Facts: Details of the behavior and/or incident. Relevant dates, time, witnesses, etc.	
Expectations: What is expected of the student?	
Corrective action plan: for addressing behavior.	
Consequences: if behavior does not change.	
Student Comments:	

RE-EVALUATION Meeting Scheduled For: _____ Date/Time

I acknowledge receipt of the disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement.

Student signature: _____ **Date:** _____

Instructor signature: _____ **Date:** _____

Nursing Director signature: _____ **Date:** _____

Vice President of Academics signature: _____ **Date:** _____

A copy of this corrective action will be placed in the student file for reference.

Appendix K: Formal Nursing Appeal Form



Formal Nursing Appeal Form

Student Name:

Email Address:

Phone Number:

Please state the policy or decision that you wish to appeal.

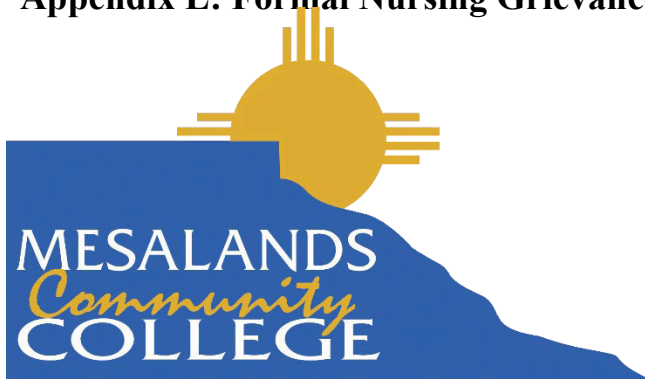
Would you like to be present at the appeal meeting? Yes No

Meetings may occur at previously scheduled times. However, every effort will be made to accommodate student's schedules. If you wish to be present, and the meeting schedule can be adjusted, please provide the days and times you are available.

Student Signature: _____ Date: _____

Submit this form along with any documentation to the Nursing Program Director.

Appendix L: Formal Nursing Grievance Form



Formal Nursing Grievance Form

Student Name:

Email Address:

Phone Number:

When all other attempts at resolution have failed, a student may request a grievance.

The issue for which the student is filing the grievance:

The date the student met with an instructor or staff member and the meeting outcome:

The date the student met with the Nursing Program Director and the outcome of this meeting:

All documentation from the Formal Appeal and/or additional documentation that may assist in deciding the grievance-

The outcome the student seeks. _____

Student Signature: _____ Date: _____

Submit this form and any documentation to the Vice President of Academic Affairs.

A copy of this form will be placed in the student file for reference.

Appendix L: Student test item rebuttal form



Nursing Program Test Item Rebuttal Form

Student Name:

Email Address:

Phone Number:

Student **MUST** submit Exam item Challenge within four calendar days of taking an exam.

Date submitting this form _____

Date Exam taken _____

Course Exam taken in _____

Instructor _____

A concise description of the specific exam item at issue

A concise rationale for evaluation of the item

Response from instructor

Instructor Signature _____

Student Signature _____
_____ Date

Copy to student and instructor, original to student's file.

Appendix M: Release of Information Form- Marketing – Photograph

Nursing RN Program Release of Information for Publicity

I hereby **grant** permission to the MESALANDS COMMUNITY COLLEGE Nursing Program to release my name or picture for publicity purposes. I understand my picture or name may appear in the newspaper or other materials, such as college presentations or advertisements.

Signature: _____

Date: _____

Printed Student Name: _____

I hereby **deny** permission to the MESALANDS COMMUNITY COLLEGE Nursing Program to release my name or picture for publicity purposes. I understand my picture or name will not appear in the newspaper or other materials, such as college presentations or advertisements.

Signature: _____

Date: _____

Printed Student Name: _____

Appendix N: Release of Information form – Potential employer

Mesalands Nursing RN Program Release of Information to Potential Employers

Potential employers often contact the MESALANDS COMMUNITY COLLEGE Nursing Program for a list of graduates eligible for nursing employment opportunities. By law, the college or representative of the nursing program may not give student information without prior approval.

I hereby **grant** permission to the MESALANDS COMMUNITY COLLEGE Nursing Program to release information about me to employment recruiters.

Signature:

Date:

Printed Student Name: _____

I hereby **deny** permission to the MESALANDS COMMUNITY COLLEGE Nursing Program to release information about me to employment recruiters.

Signature:

Date:

Printed Student Name: _____

Copy to student file

Appendix O: Exit Interview form

MESALANDS COMMUNITY COLLEGE Nursing RN Program Exit Interview

When a student exits the nursing program for any reason, they should make an appointment with a Director of Nursing for an exit interview.

Student Name: _____

Date: _____

1. Reason for discontinuing nursing education:

2. Plans for the future:

3. I understand:

_____ I am eligible for readmission according to the Nursing Program Policies.

_____ I am not eligible for readmission to the Nursing Program.

Student Signature: _____

Date: _____

Director Signature:

Date: _____

Copy to student file

Appendix P: Nursing Student Handbook Acknowledgment Form

Mesalands Nursing RN Program Student Acknowledgement of Receipt of Student Nursing Handbook and Nursing Program Policies

Please initial after each statement and sign your name at bottom of form to indicate understanding of the nursing program policies for the semester/academic year ____/____.

- 1) I understand **confidentiality regarding patient information is MANDATORY** during my nursing education process. I understand all patients have the right to privacy and confidentiality of all information, medical or personal. I agree to maintain patient information confidentiality throughout the nursing education process. I will not purposely communicate patient information to any unauthorized person. _____
- 2) I understand **confidentiality** regarding **simulation and debriefing** and acknowledge having read the **simulation lab policies** and agree to maintain the strictest of confidentiality related to any observations or experiences during the simulation and the debriefing. _____
- 3) I understand **confidentiality** regarding **skills labs and check off exams** and acknowledge having read the skills lab policies and agree to maintain the strictest of confidentiality related to any observations or experiences during the skills lab and check off exams. _____
- 4) I have read and understand the information contained within this handbook and agree to abide by **ALL** nursing program policies and procedures throughout my enrollment in the nursing program. _____
- 5) I have read and understand the professional behavioral policies and expectations and agree to demonstrate professional behaviors in **ALL** nursing education related settings during **ALL** activities. _____
- 6) I understand I must comply with the Nursing Program - Substance Use/Abuse Screening and Testing Policy. _____
- 7) I understand that failure to comply with a nursing program policy, procedure, or

requirement, as listed in this handbook, may result in failure to progress in the nursing program. _____

- 8) I understand I must complete an exit interview with the Director of Allied Health and Nursing at the time of discontinuance of nursing program enrollment. _____
- 9) I agree to abide by all of the policies in the Nursing Student Handbook.

Student Signature: _____

Date: _____

Printed Student Name: _____

Copy to student file