Greetings,

On behalf of The University of Texas at El Paso, School of Nursing, I want to extend my personal welcome to you. You are entering professional nursing at a time of abundant challenges and exciting possibilities. You have chosen a University and a School of Nursing with a proud history of educating men and women for the nursing community. The journey ahead is full of demands and opportunities. I know that each of you will do your best to succeed, since your knowledge and skills will mean, in many circumstances, the difference between life and death.

The faculty and I are committed to providing you an education of the highest quality and an environment that will support you in this endeavor. The academic standards are high, and we are committed to your goal of gaining an education that will serve you and your community well. Our outstanding faculty stands ready to assist you in this educational experience.

This Handbook serves as a guide and resource for you and is also available on the School of Nursing web page. We are proud to have you as our student. We know that you will apply everything that you learn in the classroom to the clinical setting. Your patients deserve nothing less.

Regards,

Elias Provencio-Vasquez, PhD, RN, FAAN, FAANP
Dean and Professor
Go UTEP Nursing!
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SCHOOL OF NURSING PHILOSOPHY

The School of Nursing at the University of Texas at El Paso (UTEP), views nursing as an innovative, professional service discipline grounded in the arts, sciences, humanities, nursing theories, patient care technologies, and the application of knowledge obtained through scientifically based inquiry. Nursing faculty promote and adhere to a paradigm of compassionate, patient-centered care that addresses holistic human responses throughout the age continuum. This paradigm includes education, evidence-based practice and research that encompasses provision of care, coordination of care, and professionalism. The School of Nursing Philosophy supports UTEP’s mission, embracing its role as an intellectual cultural and socioeconomic asset to the region with a nursing program that meets human resource needs and contributes to the quality of life and social mobility. While the faculty subscribe to a variety of theoretical frameworks reflecting adaptation, self-care, transcultural, and humanistic aspects, we believe that the essence of nursing is compassionate patient-centered care.

Nursing Faculty view compassionate patient-centered care as the basis of nursing. Compassionate patient-centered care involves recognizing patient diversity, potential, autonomy, and universal needs. Further, compassionate care involves understanding and acceptance, promotes egalitarian relationships and has as its ultimate goal the empowerment of all individuals, families, groups, aggregates, and communities. Faculty believe the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing. The concept of compassionate patient-centered care permeates nursing education, research, and evidence-based practice. All of these entities are intertwined in the delivery of health care. Nursing Faculty draw upon their collective cognitive, clinical, and creative abilities to prepare nurses for the delivery of safe and effective nursing care that is in compliance with established Standards of Practice. We believe that both faculty and students have a responsibility to each other to create a learning environment that is conducive to learning, freedom of thought, scholarly inquiry, affirmation of beliefs and skills, critical thinking, clinical reasoning, clinical judgment, ethical practice, facilitative communication, and leadership.

Graduates assume roles as care providers, care coordinators, and professional leaders. They promote the health of individuals, families, and populations, the enhancement of society, and the nursing profession in the 21st century. Health care provides a dynamic environment in which there exists potential for physical, mental, emotional, social, and spiritual well-being for all individuals. Healthcare professionals practicing in this environment work in partnership with each other and the communities they serve. Both independent and collaborative nursing strategies are necessary components of practice. Faculty are committed to role-modeling an inter-professional approach to education, evidence-based practice and research while developing in students outcome-based awareness of the global healthcare environment and a commitment to lifelong learning.
VISION
The UTEP School of Nursing will be the leader in nursing education, evidence-based practice, and research in the global healthcare environment.

MISSION STATEMENT
The mission of the University of Texas at El Paso School of Nursing is to prepare professional nurses at baccalaureate, master’s, and doctoral levels to meet complex human needs in a competitive global healthcare environment. We seek to inspire evidence-based lifelong learning and utilization of advanced technologies by providing a progressive research environment where students, faculty and researchers investigate and meet global healthcare needs. We strive to improve healthcare and quality of life in our diverse multicultural underserved local communities by preparing graduates to make significant contributions to nursing, local, national, and global communities.

VALUES

Quality - We deliver the highest value in education and research

Service - Through caring, competency and efficiency we provide highest level of customer experience

Communication - By hardwiring our processes we transfer information and knowledge

Accountability - We strive for excellence in everything we do

Ethics - We demonstrate highest level of human conduct and moral principles

GUIDING PRINCIPLES

Excellence - Innovation - Diversity

UNDERGRADUATE NURSING PROGRAM OBJECTIVES

- Provide professional nursing care to individuals, families, groups and communities in various developmental stages and from different socio-cultural backgrounds.

- Use critical thinking and apply theories, principles and concepts in making clinical judgments about the health care needs of individuals, families and communities.
Intervene to minimize or alleviate stressors: to reinforce positive adaptive behavior, to promote, maintain and restore health, and to care for the ill, disabled, and the terminally ill.

Collaborate with other professionals, agency personnel and consumers in the planning, implementation and evaluation of health care.

Practice nursing within the framework of legal, ethical, moral and professional standards.

Use research findings in the care of clients/patients.

Provide leadership within the nursing profession and in health affairs.

Develop a lifetime commitment to intellectual inquiry, self-directed learning and professional growth.

Use undergraduate education as a basis for graduate study.

Nursing Program Curriculum

Traditional BSN Program

Traditional Program (4 semesters)

Fifth Semester
NURS 3401  Health Assessment
NURS 3604  Nursing Care of Individual
NURS 3314  Nursing Research & Stats

Sixth Semester
NURS 3608  Family Dev. Stressors
NURS 3609  Family Sit. Stressors

Seventh Semester
NURS 4307  Nurse Coordinator of Care
NURS 4313  Nursing Care / Psychiatric
NURS 4614  Nursing Care in Crisis

Eighth Semester
NURS 4611  Promoting Health/Border
NURS 4612  Acute Care Practicum

Elective:  3 NURS Credits _____
(Recommended to take during sixth or seventh semester)

RN to BSN Program (2 semesters)

1st Semester
NURS 4300  Contemporary Professional Nursing
NURS 4303  Nursing Informatics
NURS 4414  Nursing Research & Statistics

2nd Semester
NURS 4502  Issues/Problems in Leadership & Management
NURS 4503  Community Health Nursing

General Information for Nursing Students
Student Affairs
It is the responsibility of the student:
1. To become familiar with and comply with regulations of the School of Nursing;
2. To keep the School of Nursing Office and the Admissions Office informed of his or her current (1) local address, (2) telephone number, or where he or she may be reached, and (3) permanent address and phone number;
3. To be informed of general and special notices including examination schedules posted on the Blackboard and other official bulletin boards;
4. To be flexible in personal scheduling to accommodate course didactic and clinical assignment changes from published days and times;
5. To make arrangements for completion of all work and to meet the requirements for removal of incomplete grades; and
6. To assure that official communications, including requests for release of information to other institutions, be submitted in writing.

Required Equipment (This list is not inclusive and is subject to change)
- UTEP School of Nursing uniform
- White lab coat
- Name tag
- UTEP School of Nursing patch
- Stethoscope
- Pen light
- Nursing scissors

Other Expenses (This list is not inclusive and is subject to change)
- Ongoing assessment and testing in preparation for registered nurse licensure examination.
- Health and Clinical Clearances
- Background Checks (Declaratory Order, if applicable)
- Drug Screen (effective August 2007)
- PDA or smart device

Student Employment
The UTEP School of Nursing Undergraduate program is very rigorous and time-consuming. Students are strongly encouraged to carefully evaluate their personal and employment commitments to maximize their potential for success.

The School of Nursing assumes no responsibility for students' activities outside of the nursing curriculum. Students are personally responsible and liable for any activities conducted while employed. Student liability insurance provided by the University only covers students engaged in approved nursing curricular activities. Individuals who illegally practice nursing may jeopardize their future as licensed professionals.

Students employed in a healthcare agency have the responsibility, personally and professionally, to engage in only those activities that fall within the job description. Further, students have a responsibility to refuse to participate in activities that he or she has not been legally licensed to perform.
Nursing Student Organization
All enrolled students are eligible for membership in the Nursing Student Organization, an affiliate of the Texas Nursing Students' Association and the National Student Nurses’ Association. The UTEP Chapter has goals consistent with those of the National Student Nurses’ Association. Its purpose is to aid in the development of the individual student, the profession of Nursing and the delivery of health care.

Sigma Theta Tau
Delta Kappa Chapter of Sigma Theta Tau was chartered at The University of Texas at El Paso in 1980. The purposes of Sigma Theta Tau are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each semester invitations to membership are extended to selected students in either the undergraduate or graduate program who are within the upper one-third of their graduating class and who have a minimum 3.00 GPA.

Financial Aid
The Office of Student Financial Aid assists qualified students in meeting the costs of college education. No person is excluded from participating on the basis of race, color, national origin, sex, age, veteran status, disability, or sexual orientation.

Office of Scholarships
The Office of Scholarships is dedicated to awarding the maximum amount of scholarships available to the most deserving students while striving to be informative, responsive, resourceful, compliant, professional and sensitive to students, faculty and donor needs.

University Counseling Center
The University Counseling Center is dedicated to providing high quality mental health services that support students’ ability to benefit from their experience at the University of Texas at El Paso. To this end the center provides career counseling, psycho-educational workshops, individual and group counseling, crisis intervention, and professional training experiences that are responsive to the individual, cultural, and demographic diversity of our students.

Armed Services
The United States Armed Services view the Reserve Officers Training Corps (ROTC) as an exceptionally valuable source for officers who have an appreciation of nursing's contribution to the defense of the nation. ROTC offers programs whereby nursing students may earn a commission while they complete their nursing curriculum. Scholarships that provide for tuition, books, and supplies are available. Monthly stipends are offered to advanced students. In addition to financial assistance, ROTC offers leadership/management courses that are valuable assets in a nursing career. A six-week summer training program provides valuable experience for students in health care facilities between the academic years. Interested students should contact the Department of Military Science or the Department of Aerospace Studies on campus.

Academic Advising
Pre-Nursing
0-29 credit hours
Advised at the Academic Advising Center
30+ credit hours
Advised at the School of Nursing, room 200
**All students in the Traditional Nursing Program are advised at the School of Nursing, Room 200. RN-BSN students are advised in Room 361.
Application Process (Pre-Nursing and Traditional)

Pre-Nursing Courses Application Process:
- Completion of the University Core Curriculum (grade of “C” or better is required for each course in the University Core)
- The minimum cumulative GPA to apply is 2.50
- Completion of the Pre-Professional pre-requisites with a grade of “C” or better for each course (MATH 1320 or higher, BIOL 1305-1107, BIOL 2311-2111, BIOL 2313-2113, CHEM 1407 or CHEM 1305-1105, MICR 2330, HSCI 2302, PSYC 1301)
- Completion of TEAS-V exam with a Proficient or higher score

Pre-Nursing Courses Selection Process:
- Selection to the UTEP School of Nursing pre-nursing courses is highly competitive
- Students are ranked for admission based on:
  1. Pre-Professional Courses GPA
  2. Cumulative GPA
  3. Successful completion of the TEAS-V Test

Traditional BSN Option Application Process:
- Completion of the University Core Curriculum (grade of “C” or better is required for each course in the University Core)
- The minimum cumulative GPA to apply is 2.50
- Completion of the Pre-Professional pre-requisites with a grade of “C” or better for each course (MATH 1320 or higher, BIOL 1305-1107, BIOL 2311-2111, BIOL 2313-2113, CHEM 1407 or CHEM 1305-1105, MICR 2330, HSCI 2302, PSYC 1301)
- Completion of the Pre-Nursing Courses (NURS2303, NURS2307, NURS2402)
- Completion of TEAS exam with a Proficient or higher score

Traditional BSN Option Admissions Process:
- Admission to the UTEP School of Nursing Traditional BSN Option is highly competitive
- Students are ranked for admission based on:
  1. Completed Pre-Nursing Courses GPA (NURS 2303, NURS 2307, NURS 2402)
  2. Completed Pre-Professional Courses GPA
  3. Cumulative GPA
  4. Successful completion of the TEAS-V Test
- Students will be officially notified of admission status by the School of Nursing Office of Student Affairs
Application Process (continued)

RN-to-BSN Online Degree Option
The RN-to-BSN Option is primarily designed for Registered Nurses who desire a bachelor’s degree in nursing. The specific “RN-Only” online courses build upon the educational and professional experience of Registered Nurses with an associate degree or nursing diploma.

RN-to-BSN Online Degree Option Application Process:
• Current licensure to practice as a Registered Nurse in the United States
• Graduate of an accredited associate degree, diploma, or foreign nursing program
• Application and acceptance by UTEP Office of Admissions & Recruitment
• Minimum overall grade point average (GPA) of 2.5 for full acceptance
• Completion of all core and elective courses before beginning RN-to-BSN professional courses (see RN-to-BSN Option Degree Plan)
• 10 hours of core or elective courses must be completed at UTEP

RN-to-BSN Option Admissions Process:
• Students are ranked according to completion criteria listed above and admitted on a first-come, first-served basis

Test of Essential Assessment Skills (TEAS-V)
The Test of Essential Academic Skills (TEAS-V) is an admission requirement for the Traditional and Fast Track Options of the Nursing program.

• The TEAS-V test is an internet-based, multiple-choice exam that assesses a student’s abilities in four essential subject areas: reading, math, science, English and language usage.
  o Students may take the exam twice to achieve the minimal required score.
  o The minimum time frame between a first attempt and a repeat attempt is 30 days.
  o The minimum overall score needed for admission to the program is Proficient level or above.
  o If the minimal required score is not achieved by the second attempt, the student must wait 12 months from the second attempt date to retest. A third set of scores taken within the 12-month “wait” period will not be accepted.
  o Test scores that are at or above the minimum required score are valid for 2 years.

• The School of Nursing strongly suggests that students take the TEAS-V while taking the pre-requisite Science/Math courses, but prior to the designated admission cycle to enter the pre-nursing courses.
• The School of Nursing strongly recommends for students to prepare for the TEAS-V exam. Students can purchase the TEAS-V study manual and online practice assessments through http://www.atitesting.com.
• Testing fees are determined by ATI. Testing fees for the TEAS-V tend to change every July 1. Please check the ATI Testing website for current TEAS-V prices.
• Students can register for the TEAS-V by logging on to http://www.atitesting.com
Learning Environment

The School of Nursing is located at 500 W. University, El Paso, TX 79968. Phone: 915-747-7273.

Administrative offices for the School of Nursing are on the third floor of the Health Sciences and Nursing building.

Faculty offices are located primarily on the third floor.

Bulletin Boards: There are electronic bulletin boards featuring faculty, students and staff as well as updates on activities and events within the School of Nursing /College of Health Sciences. They are located on the first and second floors. It is recommended that these monitors be checked frequently.

Classrooms: Most upper division classes are located in the Health Sciences and Nursing building. However, some classes are scheduled on the UTEP main campus.

Restrooms: Public men’s and women’s rooms are located on each floor by the elevators.

Academic Coaching (Tutoring) services are available for students. Information about tutoring is available under “Center for Simulation” electronic link. Dates academic coaching sessions (face to face) are also posted under the electronic link.

ATM machines are located at the UTEP Library or at the El Paso Natural Gas Conference Center.

The Simulation Laboratory (Office Room 100) provides an opportunity for students to practice nursing skills before patient/client contact. The Simulation Laboratory is located on the first floor.

Student Facilities located on the second floor, include lounge, study room areas, vending machines, and campus food services.

General Policies

TEXAS BOARD OF NURSING (TX BON) GUIDELINES

All students are required to read and sign the Licensure Eligibility Notification form prior to being admitted into the nursing program. Students who have a reason to believe that they may be ineligible for licensure may petition the TX BON for a Declaratory Order as to eligibility. The Declaratory Order Request form as well as current rules and regulations can be found at the TX BON web site: www.bon.texas.gov/

UNIVERSITY GUIDELINES

Regulations and procedures governing student life are outlined in the University Catalog. All students are responsible for knowledge of and compliance with these regulations.

At the time of registration and throughout enrollment in the School of Nursing, it is the student's responsibility to provide the School of Nursing with a current and correct (1) local address, (2) telephone number, and (3) email address. It is the student's responsibility to be informed of general and special notices including examination schedules and to make arrangements for the completion of all work including make-up examinations and requirements for removal of conditional and incomplete grades.

Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Nurses are also expected to be able to assist patients in transfer, ambulation and in activities of daily living. In order to do this, nurses must be able to lift, bend and be on their feet for extended periods of time. Students seeking application to the nursing program at The University of Texas at El Paso, who may have limitations in any of the above abilities, are advised to discuss these matters with the Office of Disabled Students to determine if reasonable accommodations could be provided. This must be done prior to choosing nursing as a major.
It is the responsibility of the student to inform the course manager of any limitation they may have in completing course expectations. Written guidelines r/t accommodations from the Center for Accommodations and Support Services (CASS) must be submitted to the course manager prior to implementation and the student must meet with the course manager to discuss the implementation process. It is the student’s responsibility to renew accommodations with CASS each semester and inform CASS the courses in which accommodations will be needed. Should a student sustain an injury or have a change in health that would require accommodations, it is the student’s responsibility to visit CASS and begin the process right away to avoid missing clinical practicum.

Communication
Communication is the responsibility of both students and faculty. Faculty will keep students informed of progress in both theory and clinical and students will inform faculty of any deterrent to their success. All email communication should be through UTEP email account.

Ethical and Responsible Use of Social Media Technologies
The University of Texas at El Paso staff, faculty, and students, as well as Web visitors, shall engage in social media, blogs, social networks and the only community in a manner that is respectful, professional and appropriate. Please review the following link for more on the University of Texas at El Paso Social Media Standards.

The University of Texas at El Paso Social Media Standards

The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc., violate a patient’s right to confidentiality and privacy. It may also cross the professional boundary between a student and his/her patient. Therefore the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, Live Journal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Postcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit, Instagram
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube
- Pinterest

First and foremost, any undergraduate or graduate student enrolled in the UTEP SoN must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

- Students enrolled in the UTEP SoN must not transmit or place online individually identifiable patient information.
  - Do not identify patients by name or post or publish information that may lead to the identification of a patient.
    - It is not acceptable to post any information about a patient even if their name is not identified.
Students enrolled in the UTEP SoN must observe ethically prescribed professional patient—nurse boundaries.
  - Like in-person relationships, the student nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment.
  - Use caution when having online social contact with patients or former patients.
  - Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
    - The fact that a patient may initiate contact with the student nurse does not permit the student nurse to engage in a personal relationship with the patient.

Students enrolled in the UTEP SoN should understand that patients, colleagues, institutions, and employers may view postings.

Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the student nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

Do not take photos or videos of patients on personal devices, including cell phones. Follow facility policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices (i.e. wound photos).
  - Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
  - No photos or videos of patients may be taken on a personal device, including cell phones.
  - In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
  - However, limiting access to postings through privacy settings is not sufficient to ensure privacy.

Students enrolled in the UTEP SoN should not make disparaging remarks about patients, instructors, other students enrolled in the UTEP SoN or clinical partner facilities, even if they are not expressly identified.
  - Students enrolled in the UTEP SoN should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.

Students enrolled in the UTEP SoN have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

Students enrolled in the UTEP SoN must practice and behave in a manner that protects clients by exercising reasonable judgment when using social media technologies whether in their personal life or in their professional life. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program which is contingent upon the nature of the infraction. Students enrolled in the UTEP SoN can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.
**Professional Behavior**
Students are expected to behave professionally *at all times* with faculty, peers, preceptors, and clients *and* in any setting in which the student is a representative of UTEP. Bullying, verbal abuse, insubordination, or personal attacks will not be tolerated in any form. Any behavior deemed inappropriate by faculty and/or preceptors will result in faculty conference(s), and completion of a Student Opting for Success (SOS) plan that addresses the student’s areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program.

**Policy on Scholastic Dishonesty**
Students are expected to be above reproach in all scholastic and clinical/practicum activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the School of Nursing and/or university. "Scholastic dishonesty includes but is not limited to reproducing test materials from memory, copy/paste or xerox, fabrication of clinical documentation, cheating, plagiarism, collusion, the submission for credit or any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts." Regents' *Rules and Regulations*, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22.

Scholastic dishonesty harms the individual, all students, and the integrity of the School of Nursing and the University. Policies on scholastic dishonesty will be strictly enforced. See detailed procedure in the *Handbook of Operating Procedures* (HOP) available in the Office of the Dean of Students.

**Conduct Process: Information & Flow Charts**
- [Academic Integrity Violations](#)
- [Non-Academic Violations](#)

**ACADEMIC REGULATIONS**

**Academic Standing Definitions:**
See applicable UTEP Catalog for policies related to probation and suspension.

**Student Initiated Registration Changes:**
Students may drop a course and receive a grade of W through the designated student initiated drop date identified in the class schedule each semester. Only course faculty may initiate a drop after that date. Review complete policy in applicable UTEP catalog.

**Change of Major:**
All transfers into and out of the nursing major must be made with a School of Nursing Academic Advisor, Room 200K or 200L.

**NURSING MAJOR**

*Rigorous study is required to succeed in the nursing program. Multiple hours of preparation are required beyond the classroom periods and clinical experiences. Students must be willing to accept this as a condition of succeeding in the program.*

All nursing students must perform within the limits of *safe practice*. A faculty member may drop a student from a course with an ‘F’ (regardless of grades received) if the student’s nursing practice is deemed to be unsafe as defined in the Safe Practice Policy of the School of Nursing. A copy of this policy is located in this Handbook.
Professional and Technical Standards for Nursing

Responsibilities and standards in nursing practice are determined by the Texas Board of Nursing, national accreditation guidelines, and clinical agencies. According to the Board of Nursing rules & Regulations, accepted standards of nursing practice include “behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.” Practicing nurses and nursing students are held to very high standards of integrity and competencies in order to perform responsible safe care. In addition, as clearly described in various clinical evaluation tools and course guidelines, students must be able to provide safe patient care.

Technical Standards for Nursing Practice
Clinical nursing skills are major components of our nursing program. Successful completion of the nursing program’s clinical objective requires that students demonstrate the ability to safely and effectively perform several essential skills. All students are evaluated in practice labs and clinical practicums throughout the program to confirm adherence to the technical standards, with or without accommodation.

Intellectual Requirements: Critical thinking is an important part of clinical judgement needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information in order to apply complex information in both the classroom and clinical settings.

Gross and Fine Motor Requirements: Nursing students must be able to provide general care (including preparing medications, administering treatment, and completing patient assessments). For example, students must be able to perform basic life support (CPR) and function in an emergency situation and have the ability (within reasonable limits) to assist a patient in moving; such as from the chair to the bed. Nursing students will be required to practice safe body mechanics such as but not limited to bending, stooping, lifting, pushing, pulling, and walking.

Observation Skills: Nursing students must be able to observe patients accurately to assess their condition and perceive signs of disease and responses to treatments through physical examination, including visual images, auditory information (patient voice, heart tones, bowel and lung sounds) and palpable changes in certain organs and tissues.

Communication Requirements: Nursing students must be able to effectively communicate with patients, staff, physicians, and family members, both verbally and in writing. Nursing students must be able to process and accurately convey information about the patient status to faculty, staff, and other health care providers in a timely manner.

Social and Behavioral Requirements: Nursing students must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining a mature, sensitive and therapeutic relationship with patients, family, and other professionals.
Professional Integrity and Ethical Standards

The School of Nursing recognizes a strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including cheating in the classroom or fabrication of reports or records of interactions with clients, is considered incompatible with ethical standards of nursing practice. Students must be able “to promptly and fully self-disclose facts, circumstances, event, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm (Board of Nursing).” See the Board of Nursing, Rule 213.27 Good professional Character (http://www.bon.texas.gov/nursinglaw/rr.html) for additional examples and details including descriptions of licensure restrictions for individuals with convictions of crime. All nursing students are required to have a clear criminal background check.

Students will have access to confidential medical records and sensitive information regarding the patients, families and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity with regard to this information and comply with all legal requirements regarding the privacy of patient records. This includes but is not limited to written, verbal and electronic social-networking transmission of information. For more information, see http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html.

Grading Policy and Structure

Rigorous study is required to succeed in the Nursing Program. Multiple hours of preparation are required beyond the classroom periods and clinical experiences. Students must be willing to accept this as a condition of succeeding in the program.

Nursing students must meet or exceed the following minimum requirements for each course in the Nursing curriculum in order to pass that course:

1. Didactic courses without a clinical lab
   a. Students must maintain a minimum average of 75% on exams and/or quizzes. This constitutes the didactic evaluation of a course. Achieving less than a minimum average of 75% in the didactic portion of the course results in course failure. There is no rounding of grades and fractional points will be dropped.
   b. Additional assignments (papers, presentations, posters, etc.) grades/points are factored into the overall course grade only if the student has passed a course's exams and/or quizzes with the minimum of 75%.

2. Didactic course with a clinical lab
   In addition to meeting the conditions stated in the section above (didactic courses without a clinical lab), the following apply to courses with a clinical or lab component:
   a. Clinical or lab related assignments must meet the minimum average of 75%. Grades or points given for clinical or lab related assignments are factored into the overall course grade only if the student has passed course’s exams and/or quizzes with the minimum of 75%.
   b. Students must pass both the didactic and the clinical or lab component of a course. Failure of either component results in failure of the entire course, i.e. failing to meet the clinical or lab requirements results in a failing grade for the entire course regardless of meeting the minimum average of 75% for exams and/or quizzes. Likewise, failing the didactic portion of the course results in failure of the entire course regardless of success in the clinical portion.
The School of Nursing grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-75</td>
</tr>
<tr>
<td>D</td>
<td>74-60</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

3. Successfully pass the standardized exams associated with courses at or above the level designated by the School of Nursing.

Grade Challenges

A student may challenge his/her grade as determined by a member of the faculty of the University during or within one year after the end of any credit course, qualifying or comprehensive examination, for which the student has been enrolled. A challenge to a grade may be pursued only on the basis of: malice, bias, arbitrary or capricious grade determination, or impermissible discrimination. A challenge will not be pursued on the basis of the standards employed in setting grades, so long as those standards are employed impartially.

Students must attempt to resolve issues relating to grades using the following chain of command:

- First, with the faculty member or Course Manager who issued the grade
- Second, with the Assistant Dean for Undergraduate Education
- Third, Executive Nursing Officer
- Fourth, with Dean of School of Nursing.

Formal grievances MUST be in WRITING and filed through the faculty member, the SON Assistant Dean for Undergraduate Education and the Dean of the SON. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee (http://sa.utep.edu/studentlife/).

Gradé Grievance—Dean of Students
Student Welfare and Grievance Committee Initial Complaint Form (PDF)
Instructions—Complaint Form (PDF)

Incomplete Grades:
When a grade of Incomplete is assigned, the faculty member may specify the time the student has to complete the work of the course. In any case, at the end of one year the Registrar's Office will change the grade of ‘I’ to ‘F’ if the course work is not completed.
Undergraduate Remediation Policy

I. Purpose: Remediation will be available to students currently enrolled in the Undergraduate Nursing Program with identified challenges that may impede their success in a clinical or didactic course. Remediation may be recommended or required, depending on the identified need. Students that score 70-74.9 on didactic exams will have remediation recommendations made. Students scoring 69.9 and below on didactic exams will have required remediation plans that may include counseling by the course manager, tutoring, academic coaching, or referral to the Student Success Coordinator. Clinical remediation plans will have mandatory remediation or counseling. Requests for remediation may be made by the course manager, clinical instructor, or the student before the course or clinical rotation is completed and a grade assigned.

Examples of circumstances which may require remediation include, but are not limited to the following:
1. The student is not meeting the expected course or clinical objectives or is not demonstrating a progression in learning.
2. The student demonstrates unsuccessful performance on didactic or clinical assessments.
3. The student is observed to be unsuccessful at performing clinical skills such as poor psychomotor performance, lack of communication, persistent asking of basic questions, or unprofessional behavior. (See the student handbook under Unprofessional Behavior).

Remediation will require that a Student Opting for Success (SOS) plan be initiated and completed when there is an identified risk. Didactic SOS plans will be initiated by the student or course manager. Clinical SOS plans will be initiated by the student or clinical faculty in collaboration with the course manager.

II. Definitions:

Competence: The ability to integrate and apply the knowledge, skill, and judgment required to practice nursing safely and ethically in the student role and practice setting for any given course. Competence will be assessed on the student’s application of specific knowledge, skills, and judgment required for a designated course.

Assessment: The process by which competency is assessed using various methods and tools appropriate for the course. Competency establishes that students in the undergraduate nursing have the ability and capability to safely and ethically practice within the parameters established for the course.

- Assessments may include but are not limited to: Interviews, verification of documents, observation, reflection, simulation, and self-assessments.
- Tools such as on-line videos, self-assessments or evaluations, written exams or quizzes, and demonstration of skills through live or videotaped performance assessments may be used.

III. Process:

- An SOS plan will be completed in collaboration with the course manager, clinical faculty and student that identifies areas of concern or issues of competency to be addressed by remediation. Remediation may include Academic Coaching, Tutoring, time in open lab, or online activities. These should include a timeline for completion and expected outcomes. This form will be placed in the student file by the course manager with a copy given to the student.
Upon completion of the SOS plan, a competency assessment should be documented by the Course Manager, Clinical Faculty, or Academic Coach. This assessment should be placed in the student’s file.

Clinical hours will not be used for remediation, so the student will attend all required clinical hours.

When the student at risk elects to drop out of the nursing course, the student will be required to follow the criteria outlined in the Student Progression Policy and the School of Nursing Handbook.

For clinical SOS plans that are not completed prior to withdrawal, the plan of remediation must be completed prior to the application for re-entry into the nursing program.

Please refer to Appendix G for the SOS form.

Student Progression Policy

All students are expected to progress in the Bachelor of Science in Nursing (BSN) program; which includes Traditional and RN to BSN options; in accordance with the approved plan of study as posted on the School of Nursing website and/or developed upon admission. The following policy address instances when progression through the plan of study is interrupted.

Students should be aware that placement in the desired classes after experiencing an interruption in their plan of study is not guaranteed and is at the discretion of the Assistant Dean for Student Affairs and the Assistant Dean of the Undergraduate Program. The final decision lies with the Assistant Dean of the Undergraduate Program.

I. Lapse in Enrollment

In order to remain in active academic status, undergraduate nursing students in the Traditional track must be continuously enrolled in full-time undergraduate nursing courses. RN-BSN students will adhere to the degree plan and course of study timeline projected for each student. Summer enrollment is considered optional. Any lapse in enrollment will result in a hold being placed on the student’s ability to register for future coursework. The hold may be removed if the student provides written documentation of a satisfactory reason for the enrollment lapse to the Assistant Dean of Student Affairs and Assistant Dean of Undergraduate Education. Accompanying this documentation shall be the student’s plan for reenrolling full-time for the upcoming semester. Satisfactory reasons for experiencing a lapse in enrollment may include, but are not limited to:

- Personal illness or injury resulting in the student’s inability to complete the required coursework,
- Family illness or injury that precludes the student’s completing the required coursework,
- Military activation or deployment,
• Changes in the student’s employment status or setting that precludes the student from completing the required course work, and
• Personal issues of such magnitude that completion of required course work is not possible.

Nursing courses are offered in a lock-step sequence and students must be enrolled in all scheduled nursing courses each semester. **Nursing courses may be attempted only twice.** A withdrawal from a nursing course after Census Day, which results in a documented "W" on the student’s transcript, **counts as an attempt.** Withdrawals are thus not recommended, as they impede a student’s progress in completing the degree plan.

**A. Complete Withdrawal Due to Medical Reasons**

A student who must withdraw completely due to medical reasons affecting him/herself or an immediate family should follow the procedures outlined in the Undergraduate Catalog.

**B. Complete Withdrawal Due to Active Military Service**

Students who have to withdraw because they have been called to active military service must follow the procedures outlined in the UTEP Undergraduate Catalog.

**II. Reinstatement following a Medical Withdrawal**

Students who have taken a medical withdrawal and wish to be reinstated must submit to the Undergraduate Program Director and the Assistant Dean for Undergraduate Education a letter of medical clearance from their attending physician, clinical psychologist, or other licensed clinical practitioner on official letterhead with an original signature, clearance date, and statement that the student may resume full activities. The Assistant Dean for Undergraduate Education will make the final decision on Reinstatement. Students needing accommodation must contact the Center for Academic Support Services (CASS).

**III. Reinstatement after Experiencing a Lapse in Enrollment for More than One Semester**

Students who have experienced a lapse of enrollment of **less than 12 months** but more than **one semester** should be aware that securing a seat in the desired classes is not guaranteed and is at the discretion of the Assistant Dean for Student Affairs and the Assistant Dean for Undergraduate Education. Students requesting to resume their studies must complete the Request to Repeat Course Form and include the following:

- The reason for the absence and/or course failure/withdrawal that resulted in the absence.
- A detailed account of the personal and/or professional measures that have been put in place to avoid a repetition of the absence.
- A plan for successful and uninterrupted completion of the BSN degree.
The form will be reviewed by both the Assistant Dean of Student Affairs and Assistant Dean of Undergraduate Education, who will then meet with the student to revise the student’s degree plan. The Assistant Dean of Undergraduate Education will work collaboratively with the Assistant Dean of Student Affairs to determine the appropriateness of reinstatement. In the event that the Assistant Dean of Student Affairs and the Assistant Dean of Undergraduate Education do not agree, the Assistant Dean of Undergraduate Education will make the final decision on Reinstatement.

Absences or lapses in enrollment of more than 12 consecutive months will be reviewed on a case-by-case basis to determine a course of action.

Students enrolled in the undergraduate traditional nursing program who experience a lapse in enrollment for more than two years must reapply to the School of Nursing as new students and meet all admissions criteria. If admitted, they will start the program at the beginning. This option is not available for students who have been dismissed from the School of Nursing. Students enrolled in the RN-BSN track will be required to start with Nursing Program Courses outlined in the degree plan and course catalog.

IV. Academic Dismissals Impacting Student Progression

Academic dismissal from the undergraduate nursing program occurs after any two nursing course failures or two unsuccessful attempts at the same course. A withdrawal after census day counts as an attempt.

Students may also be dismissed from the undergraduate nursing program as a result of unprofessional conduct. Acts that violate standards of professional conduct include, but are not limited to, academic dishonesty, felonious criminal activity, falsification of patient information, HIPAA violations, bullying, acts of verbal, written, or physical violence or threats, insubordination, and harassment toward other students, faculty, or peers while in any setting as a UTEP student. In addition, students may be dismissed for unsafe practice in the clinical setting.

If a student does not meet the academic criteria for progression in the program, he/she will be dismissed from the program and will no longer be eligible to continue in the major. In addition, there is no appeal process for dismissals. A formal letter of academic dismissal will be sent to the student by the Assistant Dean for Undergraduate Education.

ACADEMIC POLICIES

Review Academic Regulations in UT El Paso Undergraduate Studies Catalog and the School of Nursing Undergraduate Nursing Student Handbook for the following policies: Statement on Disability, Student Injury, Class Attendance, Religious Observance, Clinical Compliance and Policy on Academic Integrity

Attendance

- Students are expected to attend all classes and to arrive on time. Late comers are asked to enter quietly and unobtrusively. Students are responsible for content and announcements presented in class or clinical sessions whether present or not.
Technology in the Classroom
- While the School of Nursing recognizes that laptops can be a resource for note taking, faculty are responsible for the learning environment and have the right to determine which devices may or may not be utilized in the classroom. Students are encouraged to refer to course syllabi for guidelines regarding the use of laptops, PDAs, cell phones, recording devices, MP3 players, etc.

Blackboard Access
- Students are required to subscribe to and access the course Blackboard site. This site is the main source of communication between faculty and students. Students are encouraged to access this site on a daily basis. The course syllabus, calendar, topical outline of scheduled lectures with objectives and assigned readings, and clinical assignment criteria are posted on this site. Test grades and final course grades will be made available ONLY through this site.

Students Opting for Success (SOS)
- Students are encouraged to discuss academic progress and/or difficulty with the immediate faculty member, then with the course manager.
- Success and retention in the nursing major are taken very seriously. Faculty are available to confer with students outside of class according to posted office hours and academic coaches are available according to posted schedules.
- When a student is not progressing in the course as expected or is not successful on an examination or is not meeting clinical expectations, they will be required to meet with the instructor to discuss strategies for success as outlined on the SOS form (See attached). The Students Opting for Success Plan form will identify recommendations for improving the student’s success potential and will specify time lines for completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to course manager at due date. Students who are not successful in the course should be aware that non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester.

Assessment Technologies Institute (ATI) Policy and Procedures

Purpose: To establish congruent policy and procedures related to ATI assessment in both the traditional and Fast Track Undergraduate Baccalaureate Nursing tracks within the University of Texas at El Paso (UTEP) School of Nursing (SON).

Policy: The following documentation provides specific instructions, guidance and policy regarding ATI practice, content mastery and RN comprehensive predictor examinations within Fast Track and Traditional Undergraduate Baccalaureate Nursing Program at the UTEP School of Nursing in order to facilitate and promote nursing faculty’s academic advisement of students. The utilization of ATI provides a vehicle for ongoing evaluation of the School of Nursing curriculum. Students are expected to participate in testing and evaluation programs in addition to course exams. National standardized exams such as ATI help students to better prepare for the RN licensure exam (NCLEX-RN) and helps faculty to identify curricular gaps.

1. Prior to taking the first proctored examination, students are required to complete all ATI practice examinations, Learning System RN, and Review Modules for their specified proctored examination (Refer to Appendix A for specifics by semester).
2. Students are encouraged to use their required course textbooks, lectures, and ATI materials in order to remediate following the completion of practice examinations.
3. Focused reviews following practice examinations are strongly encouraged for additional preparation for Proctored ATI examinations.

**Practice Assessments:**

1. ATI Content Mastery Series (CMS) practice assessments may count as a quiz or assignment grade (at the course manager’s discretion). Students may take both versions of the practice exams. The highest score achieved may be used as the quiz or assignment grade (first attempt only).

**Proctored Assessments:**

The proctored ATI Content Mastery Series exams and RN Comprehensive Predictor Examination will count as 10% total of the didactic course grade and be awarded points as outlined in the table below (RN CMS Adult Medical Surgical B for 4614).

1. Level 2 is the UTEP SON Benchmark for passing all Proctored Content Mastery Series Examinations.
2. Progression from 7th to 8th semester:
   a. Students must pass the ATI Pharmacology exam at or above Level 2 in order to progress to 8th semester and will receive an incomplete (I) in N-4614 until level 2 is achieved. There is no point value attached to ATI Pharmacology exam.
   b. Students will be given a total of three attempts to achieve a level 2 in the Pharmacology ATI exam. Students who receive an incomplete related to the Pharmacology ATI will retake the exam the following semester when it is regularly scheduled.
   c. Students are responsible for payment of any additional testing fees for the third and subsequent ATI Pharmacology exam(s).
   d. According to UTEP policy, a course Incomplete (“I”) must not exceed one calendar year. If the Incomplete has not been resolved within that year the “I” will be changed to an “F” (UTEP Academic Catalogue). This means that students unable to achieve level 2 on the ATI Pharmacology exam within one calendar year will receive an “F” for N4614.

**Table A.**

<table>
<thead>
<tr>
<th>Below Level 1</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 Points</td>
<td>70 Points</td>
<td>88 Points</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

**Remediation**

Students who do not pass any ATI Content Mastery Series exams and RN Comprehensive Predictor Examination at or above (level 2) will be required to remediate and to submit documentation of this remediation in accordance with Course Manager’s protocol. Students will receive an incomplete (I) in the respective course until the required remediation is accomplished and documentation is submitted (see Table B).
Table B.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Focused Review</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Level 1</td>
<td>At least 4 hours and completion of all remediation templates</td>
<td>Completion of at least two practice assessments</td>
<td>Completion of at least two practice and the final assessment</td>
<td>At least 4 hours</td>
</tr>
<tr>
<td>Level 1</td>
<td>At least 3 hours and completion of all remediation templates</td>
<td>Completion of at least two practice assessments</td>
<td>Completion of at least two practice and the final assessment</td>
<td>At least 4 hours</td>
</tr>
</tbody>
</table>

Optional Remediation:

Students who achieve a level 2 or 3 may also be required to complete remediation at the discretion of the course manager (see Table C.)

Table C.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Focused Review</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>At least 2 hours and completion of all remediation templates</td>
<td>Completion of at least one practice assessment</td>
<td>Completion of at least one practice and the final assessment</td>
<td>At least 2 hours</td>
</tr>
<tr>
<td>Level 3</td>
<td>At least 1 hour and completion of all remediation templates</td>
<td>Completion of at least one practice assessment</td>
<td>Completion of at least one practice and the final assessment</td>
<td>At least 1 hour</td>
</tr>
</tbody>
</table>

RN Comprehensive Predictor Examination (RN-CPE):

- The Texas Board of Nursing (BON) requires an Affidavit of Graduation (AOG) from each student’s School of Nursing (SON) as part of the application for State licensure. The UTEP SON requires students achieve at or above the benchmark 90% predicted probability on the RN-CPE as one of the criteria for submitting the student’s AOG to the BON.

- Students will have two attempts to achieve at or above the 90% benchmark. If unable to achieve the 90% benchmark after the two attempts, students:
  
  a. Will receive an Incomplete (I) in N4612. The student will receive this incomplete (I) until the student successfully retakes the ATI RN Comprehensive Predictor.

  b. Are required to remediate by attending the entire ATI Live Review that semester. After the Live Review students will be provided a third attempt to pass the RN CPE. If 90% is achieved on the third attempt, the “Incomplete” will be removed and replaced with the student’s earned course grade.

- Students not achieving at or above 90% on the RN-CPE on the third attempt will be required to meet with the N4612 course manager to determine another remediation plan and
subsequent attempt to retake the RN-CPE the following semester when it is regularly scheduled.

- Students are responsible for payment of any additional testing/remediation fees for the third and subsequent RN-CPE.

- According to UTEP policy, a course Incomplete (“I”) must not exceed one calendar year. If the Incomplete has not been resolved within that year the “I” will be changed to an “F” (UTEP Academic Catalogue). This means that students unable to achieve $\geq 90\%$ on the RN-CPE within one calendar year will receive an “F” for N4612.

Appendix A

**5th Semester** Entry level 5th semester courses are comprised of N3401 Health Assessment, which is a prerequisite course to N-3604 Fundamentals in Nursing Practice;

**Course Name: NURS 3401 Introductory Health Assessment**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Assessment Invent</td>
<td>RN Communication</td>
<td>Nurse Logic 2.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test 1 and Final</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Name: NURS 3604 Nursing Care of the Individual**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Fundamentals</td>
<td>RN Fundamentals</td>
<td>Fundamentals Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online Practice 2013</td>
<td>Module</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A &amp; B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test 1, 2, and Final</td>
<td></td>
<td>Nutrition</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review Module</td>
</tr>
</tbody>
</table>
6th Semester 6th semester includes N-3608 Family Development Stressors (our OB course) and N-3609 Family Situational Stressors (Medical Surgical Nursing)

### Course Name: NURS 3608 Family Development Stressors (maternal child/peds)

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn Test 1, 2, and Final</td>
<td>RN Maternal Newborn Review Module</td>
</tr>
<tr>
<td></td>
<td>Online Practice 2013 A &amp; B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN Nursing Care of Children</td>
<td>RN Nursing Care of Children Online Practice 2013 A &amp; B</td>
<td>RN Nursing Care of Children Test 1, 2, and Final</td>
<td>RN Nursing Care of Children Review Module</td>
</tr>
</tbody>
</table>

### Course Name: NURS 3609 Family Situational Stressors

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Adult Medical Surgical A</td>
<td>RN Targeted Adult Medical Surgical • Perioperative • Immune</td>
<td>RN AMS • Cardiovascular &amp; Hematology • Gastrointestinal • Immune and Infectious • Endocrine • Neurosensory • Musculoskeletal • Renal &amp; Urinary • Respiratory • Oncology • Dermatologic</td>
<td>RN Medical Surgical Review Module</td>
</tr>
<tr>
<td>RN Adult Medical Surgical Online Practice 2013 A &amp; B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN Nutrition</td>
<td>RN Nutrition Online Practice 2013 A &amp; B</td>
<td></td>
<td>Nutrition Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gerontology Test 1 and Final</td>
<td>Pharmacology Review Module</td>
</tr>
</tbody>
</table>
**7th Semester** Our 7th semester courses include N-4313 Nursing/Persons with Psychiatric Illness, N-4614 Nurse as Provider of Care in Crisis, and NURS 4307 Nurse as Coordinator of Care

## Course Name: NURS 4313 Nursing Care of Persons with Psychiatric Illness

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Mental Health</td>
<td>RN Mental Health Online Practice 2013 A &amp; B</td>
<td>RN Mental Health Test 1, 2, and Final</td>
<td>RN Mental Health Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Communication Final</td>
</tr>
</tbody>
</table>

## Course Name: NURS 4614 Nurse as Provider of Care in Crisis Events

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Adult Medical Surgical B</td>
<td>RN Targeted Adult Medical Surgical</td>
<td>RN AMS</td>
<td>RN Medical Surgical Review Module</td>
</tr>
<tr>
<td></td>
<td>• Cardiovascular</td>
<td>• Cardiovascular &amp; Hematology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gastrointestinal</td>
<td>• Endocrine</td>
<td></td>
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<tr>
<td></td>
<td>• Endocrine</td>
<td>• Gastrointestinal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Neurosensory &amp; Musculoskeletal</td>
<td>• Neurosensory</td>
<td></td>
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<tr>
<td></td>
<td>• Renal and Urinary</td>
<td>• Renal &amp; Urinary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respiratory</td>
<td>• Respiratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fluid, Electrolytes, and Acid Base</td>
<td>• Fluid, Electrolytes, and Acid Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RN Adult Medical Surgical Online Practice 2013 A &amp; B</td>
<td>RN Adult Medical Surgical Final</td>
<td></td>
</tr>
<tr>
<td>RN CMS Pharmacology Form B</td>
<td>RN Pharmacology Online Practice 2013 A &amp; B</td>
<td>Pharmacology Test 1 and Final</td>
<td>Pharmacology Review Module</td>
</tr>
</tbody>
</table>

## Course Name: NURS 4307 Nurse as Coordinator of Care

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Leadership</td>
<td>RN Leadership Online Practice 2013 A &amp; B</td>
<td>RN Leadership Test 1 and Final</td>
<td>Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review Module</td>
</tr>
</tbody>
</table>
**8th Semester** finally our 8th semester courses include N4611 Promoting Health along the Border (Community Nursing) and N-4612 Acute Care Practicum (Capstone Course)

---

**Course Name: NURS 4611 Promoting Health Along the Border**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Community Health</td>
<td>RN Community Health</td>
<td>RN Community Health</td>
<td>Community Health Review Module</td>
</tr>
<tr>
<td></td>
<td>Online Practice 2013 A &amp; B</td>
<td>Test 1 and Final</td>
<td></td>
</tr>
</tbody>
</table>

**Course Name: NURS 4612 Acute Care Practicum**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Comprehensive Predictor</td>
<td>RN Comprehensive</td>
<td>RN NCLEX – Final</td>
<td>Nurse Logic 2.0</td>
</tr>
<tr>
<td></td>
<td>Online Practice 2013 A &amp; B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**SIMULATION LEARNING CENTER**

Simulation teaching/learning is a mandatory component of upper division clinical courses. Videotaping in the Simulation Learning Center is for teaching/learning purposes only. Instructors, team members, and individuals will have access to these tapes for the purpose of critiquing and improving the clinical performance of students. These tapes will be erased when students have completed all requirements of the BSN program. All students need to be aware of and willing to participate in this process. In addition, successful completion of assignments, quizzes and performance evaluations in the Simulation Learning Center are required to obtain a passing grade in clinical courses.

- Academic Coaching
- ACE

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**NON-ACADEMIC GRIEVANCE PROCEDURE**

Non-academic grievances of policies and procedures of university departments related to matters other than discrimination, such as the application or interpretation of student policies, must be initiated by making an effort to resolve the matter with the individual involved in the interpretation or decision. If the matter is not resolved, it must be submitted in writing to the Assistant Dean for Student Affairs within 10 working days of the questioned decision or interpretation. Grievances not satisfactorily resolved within 10 working days of that appeal may then be submitted to the University Student Welfare Committee and/or Student Affairs.

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**DISCRIMINATION COMPLAINTS**

Questions or complaints regarding discrimination should be addressed to the University’s Equal Opportunity/Affirmative Action Office (EEO), Kelly Hall Rm. 302, 747-5662. The University has various policies prohibiting discrimination that can be found in the Handbook of Operating Procedures (HOOP).

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**GRADUATION**

**Graduation Requirements:**

- To be eligible for graduation, a student must have attained a minimum 2.0 Cumulative Grade Point Average (CGPA) in the baccalaureate degree plan and a minimum Grade Point Average (GPA) of 2.0 in the Nursing Major.
- A candidate must successfully complete the prescribed curriculum and must meet all other requirements of the University and the School of Nursing.
During the final semester, candidates for graduation must achieve a minimum score of 90% Predicted Probability of Passing the NCLEX-RN on the Comprehensive Predictor Exam offered by Assessment Technologies Institute (ATI). This is a course requirement in NURS 4612.

Eligible undergraduate degree candidates must submit a graduation application to the School of Nursing Office of Student Affairs.

The School of Nursing Office of Student Affairs will review and process the graduation application and assess a graduation fee to the student’s Goldmine account.

Graduation fees may be paid through Goldmine or Student Business Services in the Academic Services Building.

A late fee will be assessed if the student submits the graduation application after the official submission deadline.

**Graduation Application:**
Students who plan to graduate at the end of any semester must apply for graduation and pay the graduation fee before a deadline that falls toward the beginning of the semester. Without timely application, a student may not graduate. Application deadlines are published each semester on the Registration & Records website (Academic Calendar).

**Summer Graduates Walking in May:**
Students must submit an application during the Spring semester to ensure they receive all notifications regarding the ceremony. Their name will not appear in the May Commencement Program. All Summer graduates will be listed in the December Commencement Program. A copy of the December Commencement Program will be given to all Summer graduates who did not participate in the December Commencement.

**NCLEX-RN Licensure Process:**
BSN graduates must complete the TX BON licensure application, which includes criminal background check information. The Dean of the School of Nursing will verify the eligibility status of applicants to the TX BON.

**Compliance Policy/Clinical Requirements For Undergraduate Nursing Programs**

**Purpose:** Nurses are entrusted with and responsible for the health, safety and welfare of themselves and their patients. Nurses also have access to confidential and sensitive information and operate in settings that require the exercise of sound judgment and ethical behaviors. In order to ensure patient safety, the Texas Board of Nursing (BON), and the Centers for Disease Control (CDC), require the following items be completed for all nursing students prior to acceptance into upper division courses in the School of Nursing.

**Requirements:** All students applying to the Undergraduate Traditional Nursing program will need to submit proof of the following once they are officially accepted into Pre-nursing courses.

**Single submission (does not expire):**
Measles Mumps Rubella (MMR) positive titers or evidence of boosters. Negative titer requires revaccination.
Varicella positive titer or evidence of boosters. Negative titer requires revaccination.
Hepatitis B vaccine (series of 3) and a positive titer. Negative titer requires revaccination.

**Urine Drug Screen.**
**Criminal Background Check (CBC) through the Texas Board of Nursing.**

Ebola travel statement. This is on the Verified Credentials website.

**The drug screen and Criminal Background Check (CBC) must be repeated upon a lapse in enrollment for two consecutive semesters in the traditional nursing program and must be repeated prior to re-enrollment. The School of Nursing will provide information for meeting these requirements.** Immunizations and titers should be completed with the student’s primary care provider.

<table>
<thead>
<tr>
<th>Every 10 years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, Diphtheria, Acellular Pertussis (TDap).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Every 2 years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support Cardio Pulmonary Resuscitation Course (BLS CPR) for healthcare providers from the American Heart Association. Military issued CPR cards will also be accepted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annually:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis (TB) skin test with negative results. Students with a positive TB test must receive an initial chest x-ray and clearance from their Health Care Provider.</td>
</tr>
<tr>
<td>Community Wide Orientation (CWO) with a minimum score of 90%.</td>
</tr>
<tr>
<td>Seasonal Influenza vaccine required every fall semester. Waivers are not accepted unless documentation is received from the student’s primary care provider.</td>
</tr>
</tbody>
</table>

**Student responsibility:**

Students are responsible for actively maintaining all compliance requirements and deadlines to ensure there are no lapses in compliance throughout each semester. **All compliances must not expire during a semester.**

**Compliances that expire during a semester must be renewed prior to the start of the semester. Failure to maintain compliance documentation or deadlines will result in the student being administratively dropped from their courses.** Students are responsible for all costs incurred in meeting the above requirements.

**Criminal Background Check (CBC):**

The Texas Board of Nursing (BON) requires Traditional nursing students applying to schools of nursing to complete a CBC prior to official acceptance into a program. The BON conducts the CBC. The School of Nursing at UTEP will initiate this process once the application deadline ends. The Assistant Dean for Student Affairs will submit a list of applicants to the BON. The BON will notify each student when and where to submit fingerprints and begin the CBC process. Both the Assistant Dean for Student Affairs and the Clinical Compliance Coordinator will receive a list of students that have completed the CBC. Students who successfully pass the CBC (and meet ranking requirements) will receive an offer of admission, if all other
compliance requirements have been met. Students with an unsatisfactory CBC will receive instructions for submitting a petition for Declaratory Order with the BON.

Verified Credentials:
Verified Credentials in an online compliance management system used by the UTEP SON for storing and maintaining all compliance documents. Upon enrollment, students are issued a packet with information on setting up an account. The authorization for drug screening is issued through Verified Credentials. Students are responsible for uploading their documentation into this website. (2 weeks prior to the deadline).

**Significant Findings in Background Check Report and/or Drug Screen:** a positive CBC will need to be resolved through the Texas Board of Nursing prior to admission to the Nursing Program. A positive drug screen finding will be reviewed by the Clinical Compliance Coordinator (on an individual basis) and submitted to the Undergraduate Program Director and Assistant Dean for the Undergraduate Nursing Program for their review and determination. Student progression in the program will be determined by the Undergraduate Studies Committee.

Confidentiality: All records pertaining to the results are considered confidential with restricted access and subject to the Family Educational Rights and Privacy Act (FERPA).

The following timeline will assist you in meeting all compliance requirements prior to applying to the nursing program.

*Deadline for compliance requirements will be determined by the Undergraduate Studies Committee.*

**Compliance deadline will be the last day of classes based on the academic calendar. This includes the uploading of documents to Verified Credentials.**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completion Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an account with Verified Credentials</td>
<td>Upon acceptance into the Pre-Nursing Courses</td>
<td>Enrollment information will be emailed to the student. Students must set up their online account.</td>
</tr>
<tr>
<td>Complete Criminal Background Check</td>
<td>Upon acceptance into the Pre-Nursing Courses</td>
<td>The office of Student Affairs will submit your information to the BON. The BON will contact the student with instructions for completing the CBC. The BON will submit results to the compliance office. <strong>RN-BSN students will complete the CBC through Verified Credentials.</strong></td>
</tr>
<tr>
<td>Complete a Urine Drug Screen</td>
<td>Upon receiving drug screen authorization from Verified Credentials</td>
<td>Verified Credentials will submit results to the individual students’ accounts.</td>
</tr>
<tr>
<td>Ebola Statement</td>
<td>Upon creation of a Verified Credentials account</td>
<td>This is an online statement on the Verified Credentials website.</td>
</tr>
</tbody>
</table>
| Positive Measles, Mumps, Rubella, Varicella titers | Upon creation of Verified Credentials account and is due | Students must contact their primary care provider or the UTEP Student Health Center to have titers drawn. If any titer is
### THE UNIVERSITY OF TEXAS AT EL PASO
School of Nursing Undergraduate Handbook

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, Diphtheria, Acellular Pertussis vaccine (Tdap), required every 10 years.</td>
<td>Results due by the compliance deadline.</td>
<td>Students must show proof of receiving this vaccine within the last 10 years, and must upload vaccine information into Verified Credentials.</td>
</tr>
<tr>
<td>Hepatitis B vaccine (3 doses). Second dose to be taken 30 days after the first dose. The third dose must be taken at 6 months from the first dose. The third dose will be due after enrollment in the Nursing Program. A titer must be drawn following the last vaccine.</td>
<td>Results due by the compliance deadline.</td>
<td>Students are responsible for meeting the Hepatitis B vaccination schedule. Students are responsible for uploading vaccine and titer information into Verified Credentials. Students with a negative titer following completion of the Hepatitis B vaccine series, must repeat the series.</td>
</tr>
<tr>
<td>Basic Life Support Cardio-Pulmonary Resuscitation Course for Healthcare providers (BLS-CPR) from the American Heart Association or the United States Military</td>
<td>Results due by the compliance deadline, and every two years thereafter.</td>
<td>Students must meet this requirement prior to applying to the School of Nursing. Students must upload the documentation into Verified Credentials.</td>
</tr>
<tr>
<td>Negative Tuberculosis (TB) skin test or clearance from a Health Care Provider</td>
<td>Results due by the compliance deadline, and annually thereafter.</td>
<td>Students must meet this requirement prior to applying to the School of Nursing. Students must upload documentation into Verified Credentials.</td>
</tr>
<tr>
<td>Community –Wide Orientation with a score &gt; 90%</td>
<td>Results due by the compliance deadline, and annually thereafter.</td>
<td>Students will receive information on how to locate and complete this online course. Students must print their certificate of completion and upload into Verified Credentials.</td>
</tr>
<tr>
<td>Seasonal Influenza Vaccine or waiver from a Health Care Provider</td>
<td>In September annually</td>
<td>Students must upload verification of vaccination into Verified Credentials.</td>
</tr>
<tr>
<td>Physical exam must be completed by the student’s Health Care Provider</td>
<td>Results due by the compliance deadline.</td>
<td>Students must upload verification of completion of physical exam into Verified Credentials.</td>
</tr>
</tbody>
</table>

- There is a delay between uploading documentation into Verified Credentials and approval of documentation by approximately 1-2 weeks. Students must submit all their required documentation into Verified Credentials a minimum of 2 weeks prior to the compliance deadline. Documentation that has not been timely uploaded and approved by Verified Credentials, will be rendered as non-compliant.
- Non-compliance will automatically results in removal from consideration for admission into the School of Nursing.
- Completion of the above referenced compliance requirements is part of the application process to the School of Nursing and in no way guarantees automatic admission.
**Professionalism/Patient Confidentiality**

**HIPAA:** HIPAA (Health Insurance Portability and Accountability Act of 1996) is a mandatory federal law that protects patient health information. In keeping with HIPAA guidelines, nursing students shall not, under any circumstance, photocopy, fax, or remove from the agency premises, any component of the patient’s medical record. Failure to comply with HIPAA policies will result in disciplinary action which may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.

**Safe and Effective Nursing Practice**

The following Safe Nursing Practice Policy is a revision of a similar policy that has been in effect since the nursing program was a part of the University of Texas System (1972).

This policy must be adhered to in order for a student to succeed in clinical nursing courses. The nursing process must be directed toward quality care for the patient/client/family/community/population to promote health, prevent illness, advocate, and treat human responses.

Safe and Effective Nursing Practice is defined as the ability to:

- Demonstrate knowledge about patient/client health status
- Observe, report and record signs and symptoms
- Accurately interpret, report and record changes in patient’s condition
- Demonstrate actions that assure the delivery of quality nursing care
- Set priorities and carry through with appropriate nursing interventions
- Evaluate and make substantive judgments relative to the quality of nursing care
- Calculate and administer drugs safely, including documentation of administration

As professional nurses with a commitment to the welfare of clients/patients, the nursing faculty reserves the right to refuse the opportunity to a student to care for patients if the student's health interferes with performance or if the student gives evidence of unsafe and/or ineffective nursing practice. A student may not render care when under the influence of prescribed or over-the-counter medication, which may affect judgment, or if the student imbibes in/or is under the influence of alcohol or illicit drugs. A student who is deemed to demonstrate unsafe practice will fail the course and be dropped from all clinical courses enrolled in at that time. Further progression in the nursing major will be evaluated.

Since the faculty student ratio in the clinical area is 1:10, it is impossible for a faculty member to be present continually with each student to observe every situation. It is therefore imperative that each student assumes personal responsibility to be prepared for each clinical practice experience. Each student is expected to check immediately with the instructor or agency staff if in doubt about patient care or a patient’s condition, and to report to the instructor or staff when leaving the clinical area to assure continuity of care for patients. Students who come unprepared for clinical may be dismissed from the clinical site upon the discretion of the clinical faculty.

Adopted by School of Nursing Faculty Organization Committee Meeting

**PROFESSIONAL ATTIRE AND UNIFORM GUIDANCE**

In order to assist the student to represent the University of Texas at El Paso and the School of Nursing appropriately, the following dress code has been established. These policies do not preempt additional requirements of the clinical agencies.

**Uniform:** The uniform is a unique design made specifically for the UTEP School of Nursing. Uniforms are purchased directly from the official distributor. Uniforms must be clean and neat at the beginning of each
clinical day. The uniform must be worn in its entirety. No individual pieces may be worn alone. Undershirts worn with the uniform must be white.

Name Badge: The official UTEP School of Nursing picture ID will be clearly visible and worn at all times.

Lab Coat: Plain white laboratory coats must be worn when students enter community agencies for assignments or for purposes other than providing direct patient/client care. The official nametag will be worn on the left side of the lab coat, and the official patch will be worn on the left shoulder.

Shoulder Patch: The official UTEP School of Nursing patch will be worn on the left shoulder of the lab coat. Patches must be purchased at the UTEP bookstore.

Professional attire is required when the lab coat is worn. Professional attire excludes denim, sweatshirts, shirts of undergarment type, see-through clothing, and any clothing that exposes a bare midriff, back, chest or undergarments.

Professional Appearance and Demeanor demands personal hygiene and excludes perfume, gum chewing and excessive make-up. Students are to refrain from public places, such as restaurants, bars, etc., while wearing the uniform with its identifying patch and name tag.

Shoes: Neutral solid colored (white, blue, or black) close-toed/heelied shoes with matching shoelaces are to be worn with the uniform and should be well-fitted, comfortable and free of decoration. They must be clean at the beginning of each clinical day. Canvas shoes, flip flops, or non-enclosed shoes are unacceptable.

Hosiery: Neutral (white, blue, or black) solid color socks should be worn with the uniform.

Jewelry: Jewelry should be kept to a minimum when wearing the uniform. Exposed chains and/or dangling earrings are not acceptable. One stud earring per ear is acceptable.

Piercing/Tattoos: No other piercing jewelry is permitted (including the nose and tongue). Visible tattoos should be covered.

Fingernails: Fingernails will be clean and evenly trimmed to the tip of the finger. No artificial fingernails, fingernail adornment or jewelry, or polish are permitted.

Hair: The hair will be neatly arranged off the face and the collar. Beards and moustaches must be neatly trimmed. Facial hair must be covered while students are working in sterile areas or in the presence of open wounds. Hair must be of a natural color.

Smoking: Students will refrain from smoking in clinical attire since smoke clings to fabric and may be irritating to patients and family members.

Jackets/Sweaters/Hoodies: Outer garments worn while the student is in a clinical agency must be in matching color to the uniform and with the UTEP logo.

Alternate clinical settings: In clinical settings that the uniform is not worn, a blue UTEP Nursing polo and tan slacks (khakis) are required along with official picture ID badge.

Uniforms Accessories, such as lab coats and shoes may be purchased at any uniform shop.

Mobile Phones must be turned off in the clinical setting and may only be used during breaks away from the patient care setting. Phones with cameras are never allowed in patient areas and the use of mobile phones for talking or texting is also prohibited in patient care settings. Mobile phones are only permitted in the clinical setting as a PDA to look up information or to contact clinical instructor.
College of Health Sciences and School of Nursing (HSSN)
Study Room Policies and Guidelines

1. Reservations for use of the HSSN Study Rooms can be made at the reception desk in the CHS/SON Office of Student Affairs, room 200 from 8:00 am - 7:30 pm Monday through Thursday and 8:00 – 4:45 pm on Friday. Rooms may be reserved a week in advance. (Coming soon: On-line Reservations).

2. Study rooms can only be used for academic purposes.

3. HSSN Study Rooms are available to UTEP students, faculty and staff with a current UTEP ID.
   a. UTEP ID card must be presented upon entry to the study room.
   b. A minimum of 2 users with a maximum of 4 may use rooms 202, 204, 207.
   c. A minimum of 2 users with a maximum of 6 may use rooms 201, 203, 208, 209.
   d. Dry Erase Markers and Erasers are available upon request.

4. Reservations are based upon availability.
   a. HSSN Study rooms are only available Monday – Thursday 8:00 am – 7:45 pm and 8:00 am – 4:45 pm on Friday.
   b. Rooms may be checked out for a maximum of 2 hours.
   c. Users are responsible for checking out on time.
   d. Users must sign in and out with the CHS/SON Office of Student Affairs personnel.

5. Plasma Screen Displays are available in each room.
   a. Consoles located on the walls of the study rooms can control displays.
   b. Users of Apple computers must provide their own monitor cable adapter.
   c. Students that wish to use video capabilities of the displays must provide their own audio-visual equipment.

6. Office of Student Affairs personnel will monitor use of the rooms.
   a. No food or beverages (except bottled water) are allowed in the rooms.
   b. Please do not place your feet on the chairs.
   c. Do not tamper with or remove any equipment or furniture from the rooms.
   d. Keep noise to a minimum to avoid disrupting other study room users.
   e. Problems with equipment or software should be reported to HSSN personnel.
   f. Do not leave personal items unattended. UTEP is not responsible for lost or stolen items.
   g. Rooms should be left clean and neat.
   h. Rooms cannot exceed maximum capacity (check 3b and 3c for information).

Please be courteous to the staff. They are assisting individuals in following the above regulations.

Refusal to comply with any of the HSSN policies or HSSN personnel may result in the UTEP Campus Police being asked to intervene. A report may be sent to the Dean of Students for disciplinary action.
HSSN Emergency Evacuation Plan

Emergency Procedures: As part of the UTEP Emergency Management Plan

Every member of the Faculty, Staff, and Student Body should read and be familiar with the emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess the situation quickly but thoroughly, and use commonsense in determining a course of action.

Role of Faculty and Staff: Faculty members are seen as leaders by students and should be prepared to direct their students in the event of an emergency.

Designated Essential Faculty and Staff Member: The designated essential faculty and staff members are heads of their departments. It is your role to ensure all your faculty and staff members are accounted for when an emergency arises. A head count should be taken before and after evacuation if possible.

Fire

If the fire is small and can be easily extinguished with a handheld extinguisher the person should follow the instructions below only if he/she is trained to do so.

- Portable Fire Extinguishers are located in corridors, laboratories, the parking garage and mechanical rooms.
- Remember the following instructions as P.A.S.S.
  - Pull the pin
  - Aim at the base of fire
  - Squeeze the handle
  - Sweep across the base of the flames

Only attempt this if you have had fire extinguisher training.

Otherwise, isolate the fire by closing the door (do not lock the door), initiate the alarm, and evacuate the building following the procedures for evacuation.

- Initiate the alarm by activating the fire alarm pull station and call 911 before attempting to extinguish a small fire (trash can size). The alarm pull station will alert the campus police. The pull stations are located within four feet of designated fire exits.

Chemical

Refer to Evacuations or Shelter in Place procedures.

Bio Hazard

Blood or other bodily fluids should be treated as a bio hazard. Isolate the area and call Campus Police who will in turn notify EH&S bio hazard response and Facilities Services for remediation. This condition can occur when someone is injured or is ill (vomit, e.g.)

Explosion

Refer to Evacuations or Shelter in Place procedures.

Emergency Lockdown

The University’s Incident Commander (Highest Authority responsible for the safety of University Students) will instruct students/staff to “lockdown” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel.

- A lockdown procedure is used when there is an immediate and imminent threat to the building and its
population from the outside environment.

- There are a number of incidents when an evacuation of a building or classroom is not advisable - hostile intruder, active shooter, Haz-Mat release, and weather related causes shall use “Shelter in Place” or “Evacuation.”
- Faculty, staff, and students will stay in the rooms they are currently in and will not be encouraged to leave until the incident has been cleared.
- Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty and staff when police and first responders can safely move through the building.
- Ensure disabled individuals are assisted in getting to the staging or secured areas.

Shelter in Place

The Incident Commander will instruct students/staff to “shelter in place” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel. Shelter-in-place can be used when there is little time to react to an incident and it would be more dangerous to be outside the building environment by trying to evacuate than it would be to stay where you are. In the event of an incident that requires shelter in place, faculty, students, staff, or building leader will prepare to shelter in-place at designated location(s) or move to a staging area within the campus when directed. Shelter in Place will be utilized during incidents involving hazardous materials which produce toxic vapors or smoke from fires outside of buildings or facility.

Evacuation

Persons assigned to assist in evacuating persons in need should proceed to their assigned positions. All other persons should follow the Building Alarm Evacuation Procedures as follows:

Building Alarm Evacuation Procedure

THERE ARE NO FALSE ALARMS! Never ignore a building alarm signal, even if you have reason to believe that it may be a drill or in error.

Prepare Yourself

The University’s building alarm systems are tested and maintained to afford building occupants the best possible warning in case of an emergency. Before an alarm sounds, take note of the following:

1. **Have an Exit Strategy!** Always identify at least two evacuation routes and exits in case of an emergency. **EXIT Signs in the corridors clearly indicate the way. You do not need a diagram on the wall to find a way out. Follow the EXIT signs.** The route you normally take may not be accessible in an emergency so be prepared with an alternate.
2. Identify the locations of the fire alarm pull stations so that you may sound an alarm in case of fire or other emergency. These are usually located by exits and entry into stairways.
3. Observe how to operate the pull station. They are quite simple. Some have plastic covers that have an alarm that sounds when it is opened. These alarms operate only at the pull station and are designed to reduce nuisance alarms. Ignore this alarm and pull down on the fire alarm handle inside.
4. Whenever the alarms are activated, observe the sound. Learn to recognize it as an indication of an emergency requiring evacuation.
5. Never prop open the stairwell doors. They must be fully closed in order to keep smoke and heat out and to maintain a safe passageway out of the building for building occupants. Report stairwell doors that do not self-close and latch so these may be repaired. Your department will not be charged for repairs to promote
6. If there are sensitive items within your space, keep them locked away when not in use. You may not have time to store them in an emergency.

7. **When exiting in an emergency faculty, staff, and students should assemble in the parking lot on the corner of Wiggins and Rim Roads if exiting from stairwell #1 (North) or #2 (South). The backup location in case of blocked exits is the parking lot across the Sun Bowl Drive walking bridge. Avoid areas where first responder vehicles would park.**

**When an alarm sounds**

In the event that an alarm sounds in the building, it’s time to get out. You don’t have to see or smell smoke to know this. The following steps should be taken as you prepare to leave your area:

1. Close the door to your office or room when leaving. This will help slow a fire by reducing the oxygen that feeds a fire. Also, closing your door will reduce the probability of smoke ruining the contents of your room. Don’t lock the door. Firefighters must gain entry to all rooms when fire occurs to verify that everyone has escaped. If the door is locked it may be damaged in an effort to open it.

2. If on an upper floor use the stairs to get out. **DO NOT USE THE ELEVATORS!** In a fire situation an elevator shaft can act like a chimney flue, filling with hot smoke, gases and flames. Also, the elevator control panel or the building electrical system may become disabled due to the emergency. This could trap you in the elevator and place you at risk of fire, heat, or smoke inhalation.

3. Exit the building and proceed and move away from the building to the designated assembly areas. Do not block driveways or parking lots. Emergency vehicles will need access.

4. Report to your supervisor or the designee that you are safely out of the building. Do not wander off until you have been accounted for. Emergency crews may lose precious minutes if they must search the building for you so don’t forget to report that you’ve safely exited.

5. Do not re-enter the building until it has been declared safe by Campus Police or the city fire department. No other person is empowered to make the all clear call. If you hear an alarm remember, just because you can’t see or smell smoke doesn’t mean that there isn’t an emergency. There may still be a fire or some other emergency requiring exit from the building. Often fire alarm pull stations may be activated to evacuate the building for other emergencies, such as a chemical emergency, gas leak, medical emergency, or even to draw attention to a crime in progress.

**DO NOT IGNORE AN ALARM SIGNAL, EVEN IF YOU HAVE REASON TO BELIEVE IT MAY BE FALSE.**

**If fire starts in your area**

Remember to close the door to the fire area, activate the fire alarm by pulling down on the fire alarm pull station lever, evacuate the building, do not use elevators, and if caught in smoke, get down low. The clearest air is closer to the floor. Finally, call 911 from a safe telephone.

If you become trapped, go to a window if possible and wave something that will catch the attention of those below. If a telephone is available, call 911 and be prepared to give a detailed description of your area. Remember, the rescuers are not as familiar with campus buildings as you are.

**Persons with disabilities**

We all have an obligation to look out for each other. Students, staff, or faculty who has disabilities will be helped from the building. Faculty and staff having this responsibility should proceed to their assigned locations only when safe to do so. Persons with hearing impairment should be alerted when an alarm sounds and those with visual impairments will need our help in exiting a building. Notify emergency personnel when a person with disabilities remains behind in a designated Area of Refuge at an elevator landing or a stairwell. Stairwells are the preferred Area of Refuge since they provide a safe area enclosure from smoke and heat. **Both Stairs also have “Stair Chairs” to assist injured or non-mobile individuals in going down the stairs with the assistance of trained building personnel or emergency responders.**

If you have a disability that could impair your options in an emergency you should make every effort to plan your exit ahead of time. Make a point to become familiar with the building. Stairwells should be checked out, taking note of landings and whether they may be used as an area of refuge. Locations of exits, telephones, signs and fire
alarm pull stations should be noted. Remind your co-workers and others you encounter in an emergency that you may need their assistance in case of an emergency. **When an emergency does occur, request help. Don’t wait for someone to offer it.**
SSN/SON Building Fire Evacuation Routes
Appendix A: The University of Texas at El Paso School of Nursing

POLICY FOR STUDENT INJURY IN THE CLINICAL SETTING

The following policy will apply to students injured while currently registered in the nursing program and participating in School of Nursing (SON) related courses. Injuries/incidents include but are not limited to needle sticks, exposure to communicable diseases and physical injuries from falls.

1. The School of Nursing is at no time responsible for student health care costs. Students will maintain responsibility for their own health care insurance and/or costs related to health care treatment, whether the injury occurred on/off UTEP campus or in the clinical setting.

2. Students who incur injuries and/or exposures at a clinical facility must comply with that facility’s policy and procedure pertinent to the injury/exposure sustained. This includes completing all required documentation and reporting to the facility Risk Management Office.

3. Life Threatening Emergency treatments will be implemented at the clinical facility if emergency treatment is available. If emergency treatment is not available on site, 911 will be activated.

4. If the clinical facility does not provide care indicated for the injury/incident or it is a non-emergent type situation, the student may select a health care provider of his/her choice for treatment. Students may be evaluated at the UTEP Student Health Center for non-emergency care.

5. The student will be responsible for completing and signing the Incident Report and submitting it to faculty. Faculty will assure completeness of the report and sign it. Faculty will then send a copy of the report to the SHC, send the original to the office of SON Assistant Dean for Student Affairs for placement in student’s file, and notify the SON Dean about the incident.

6. Students may refuse treatment. Signed documentation of refusal will be maintained in the student’s file in the office of SON Assistant Dean for Student Affairs.

7. Students will be required to submit to course manager a physician’s statement or statement from the Student Health Center indicating: a) clearance to continue clinical experience, b) resolution of the injury or plan of follow-up as warranted. This statement will be placed in student’s record at the office of SON Assistant Dean for Student Affairs and a copy will be maintained at the SHC.
### Appendix A

**SCHOOL of NURSING INCIDENT REPORT**

| Student Name: ___________________________ | UTEP ID #: ___________________________
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Home Address: ___________________________</td>
<td>Phone: ______________________________</td>
</tr>
<tr>
<td>Time Accident Occurred: ___________ a.m./ ___________ p.m.</td>
<td>Date: ________________________________</td>
</tr>
<tr>
<td>Place of Accident: ___________________________</td>
<td>Number of People Involved: ___________</td>
</tr>
</tbody>
</table>

#### PART OF BODY INJURED

<table>
<thead>
<tr>
<th>Abdomen</th>
<th>Foot</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankle</td>
<td>Hand</td>
<td></td>
</tr>
<tr>
<td>Arm</td>
<td>Head</td>
<td></td>
</tr>
<tr>
<td>Chest</td>
<td>Knee</td>
<td></td>
</tr>
<tr>
<td>Ear</td>
<td>Leg</td>
<td></td>
</tr>
<tr>
<td>Elbow</td>
<td>Mouth</td>
<td></td>
</tr>
<tr>
<td>Eye</td>
<td>Nose</td>
<td></td>
</tr>
<tr>
<td>Face</td>
<td>Tooth</td>
<td></td>
</tr>
<tr>
<td>Finger</td>
<td>Wrist</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DESCRIPTION OF THE ACCIDENT

**How did the accident happen?**

**What was student doing?**

---

#### NATURE OF INJURY

<table>
<thead>
<tr>
<th>Abrasion</th>
<th>Laceration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bite</td>
<td>Needle Stick</td>
<td></td>
</tr>
<tr>
<td>Bruise</td>
<td>Poisoning</td>
<td></td>
</tr>
<tr>
<td>Concussion</td>
<td>Puncture</td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td>Scratches</td>
<td></td>
</tr>
<tr>
<td>Dislocation</td>
<td>Shock (el.)</td>
<td></td>
</tr>
<tr>
<td>Fracture</td>
<td>Sprain</td>
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<tr>
<td>Other (specify)</td>
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</tbody>
</table>

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#### DEGREE OF INJURY

- Non-disability
- Temporary Disability
- Permanent Impairment
- Death

---

**Student’s signature**

---

### IMMEDIATE ACTION TAKEN

**NAME**

<table>
<thead>
<tr>
<th>First-Aid Treatment</th>
<th></th>
<th>By: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police Notified (747-5611)</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>EMS notified (911)</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>Sent to STUDENT HEALTH CTR.</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>Sent Home</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>Sent to Physician</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>PHYSICIAN’S NAME: ___________________________</td>
<td>PHONE: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Sent to Hospital</td>
<td></td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>HOSPITAL NAME: ___________________________</td>
<td>PHONE: ___________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Was a Parent or other individual notified?**

- YES ____ NO ____

**When** ___________________________  **How** ___________________________

**Name of Individual(s) Notified:** ___________________________

**By whom? (Enter NAME):** ___________________________

**WITNESSES:**

1. **NAME:** ___________________________  **ADDRESS/PHONE:** ___________________________

2. **NAME:** ___________________________  **ADDRESS/PHONE:** ___________________________

---

### Appendix B

**The University of Texas at El Paso**  
**School of Nursing**

---

**Signature: Student**  
**Signature: Faculty**  
**Signature: Director of Graduate or Undergraduate Program**
Request for Course Repeat

To: Assistant Dean

From: ______________________________________

Name __________________________

UTEP ID# ________________________

Phone Number ____________________

E-Mail __________________________

I am requesting permission to take the following course for the second time:

NURS ____________________ ____________________ _________

Course Number Course Title Semester

I failed or withdrew from this course (state in which semester) for the following reason(s):

In order to be successful in the course this time, I am planning to [be specific]:

Read the following and sign:

► “A student may repeat a nursing course only once...the student’s written request, and approval by the Assistant Dean for Undergraduate Education are needed to retake the course. The decision to give permission to retake is based on: space availability, Nursing GPA, previous failures, previous withdrawals and faculty recommendation. Repeating a course is not automatic.” (Excerpts from UTEP-SON Undergraduate Student Handbook, section on Nursing Course Repeat Policy and Withdrawal, pp. 15).

I am fully aware of the policies regarding repeating a nursing course as attested by my signature below:

_______________________________________          _______________

Student Signature Date

------------------------------------------------------------------------------------------------------------------

Approved / Not approved __________________________

Asst. Dean for UG Education Date

Appendix C: Course Drop Form (After Census Day and Prior to Course Drop Deadline)
**Course Drop Form**  
(AFTER CENSUS DAY AND PRIOR TO COURSE DROP DEADLINE)

**Registration & Records Office**

DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM THE SEMESTER!
You will be assessed a course drop fee of $5.00 for each course dropped.

**Student Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>UTID</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Term: Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Year</th>
<th>Level: UG</th>
<th>GR</th>
<th>DR</th>
</tr>
</thead>
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</tbody>
</table>

**POT Major**  
**Student’s Signature**

<table>
<thead>
<tr>
<th>CRN (ex. 12345)</th>
<th>Subject (ex. HIST)</th>
<th>Course # (ex. 1302)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If you are asking to drop a course that is linked to a lecture or lab or is a "co-requisite" to another, you must get authorization from the Department Chair:

Department Chair: [Signature]

A grade of W will be recorded for the course on this form if the drop is done on or before the Course Drop deadline. After this date, we recommend that you talk with your instructor regarding your reason for dropping. The instructor will contact the Registration & Records Office with your final grade.

Reason for dropping:

**First Time First-year Students (admitted Fall 2007 and thereafter) – read the information on the reverse.**

Before dropping a course, you must consult with your academic advisor. If you don’t have an advisor, see the department chair of your major. Select your reason for dropping the course and provide a brief explanation below:

- Medical (E1)
- Family Medical (E2)
- Death of Family Member (E3)
- Military Leave (E4)
- Other good cause as determined by UTEP (E6)
- Other reason (E7)

Explanation:

Academic Advisor (If you don’t have an academic advisor, see the Department Chair of your major)

to check six-course drop status on undergraduates go to goldmine or szasdlm in banner

- Approved – exempt from the 6-drop policy
- Not approved – course will count (WC)

Academic Advisor’s Name (printed)

Signature ____________________________ Date __________

Academic Dean (for appeal purposes only)

- Approved – exempt from the 6-drop policy
- Not approved – course will count (WC)

Academic Dean’s Signature ____________________________ Date __________

Return completed form to the Registration and Records Office by the part-of-term’s Course Drop Deadline.
Appendix D

Policy on Americans with Disabilities Act

Students with disabilities have been and continue to be an integral part of The University of Texas at El Paso's commitment to serving a diverse student population. The Center for Accommodations and Support Services (CASS) was established for the purpose of providing appropriate and reasonable accommodations as mandated in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). For more information concerning services for students with disabilities, please contact the Center for Accommodations and Support Services at www.sa.utep.edu/cass
THE UNIVERSITY OF TEXAS AT EL PASO
School of Nursing Undergraduate Handbook

Appendix E

THE UNIVERSITY OF TEXAS AT EL PASO
SCHOOL OF NURSING

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Printed Student’s Name _______________________________ UTEP ID # ____________________________

Signed Student’s Name ___________________________ Student’s Miners e-mail ___________________________

Student Telephone ___________________________

FERPA Notice
The Family Education Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including but not limited to any information recorded in any way, such as handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Without a student’s written consent, The University of Texas at El Paso may not disclose information from a student’s education records to outside third parties. However, student can also provide a standing release allowing UTEP to disclose information to others. To do so, the following declaration must be completed:

I, the above-named student, hereby authorize The University of Texas at El Paso, and those acting pursuant to its authority to record my participation in the Simulation Center of The University of Texas at El Paso School of Nursing on video tape, audio tape, film, photograph or any other medium as part of:

Class: _______________ CRN: _______________ Term: _______________

Course Title
under the instruction of Professor: ____________________________________________

First Middle Last

I, hereby declare that The University of Texas at El Paso, and those acting pursuant to its authority, may release to the students enrolled in the above identified class, said recording of my participation in the Simulation Center for the purpose of analyzing, critiquing and improving my clinical performance.

I understand that this release is in effect only until the end of the above identified Class term, or until revoked in writing by me, whichever occurs first.

Student’s signature: ___________________________________________ Date: _______________

Collection of Personal Information Notice (House Bill 1922)
With few exceptions, you are entitled on request to be informed about the information the University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Please return this form to the School of Nursing (SON) Office.
Appendix F

UTEPSchool of Nursing
Information and Disclosure Agreement

Please read, sign and submit this form to Academic Advisor before leaving today.

I have been made aware of the academic and clinical professional resources available to me. In addition, I have been made fully aware of the requirements and expectations that I need to fulfill in order to be successful in this program. I fully understand my role and agree to abide by all accountability standards that have been stated.

In particular, I understand the importance of the following:

Videotaping in the Simulation Learning Center is for teaching/learning purposes only. Instructors, team members and individuals will have access to these tapes for the purpose of critiquing and improving the clinical performance of students. These tapes will be erased when students have completed all requirements of the BSN program. All students need to be aware of and willing to participate in this process.

HIPAA: HIPAA (Health Insurance Portability and Accountability Act of 1996) is a mandatory federal law that protects patient health information. In keeping with HIPAA guidelines, nursing students shall not, under any circumstance; photocopy, fax, or remove from the agency premises, any component of the patient’s medical record. Failure to comply with HIPAA policies will result in disciplinary action which may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.

I hereby verify that I have received a copy of the current Undergraduate Student Handbook. It is my responsibility to read the information within the handbook and to seek clarification for any material that may be unclear. I also understand that it is my responsibility to read the student handbook on the School of Nursing web page each semester to stay current with any policy changes that may occur.

___________________________________________
Student Name (Print):

___________________________________________
Student Signature:

___________________________________________
UTEP ID Number:

___________________________________________
Date Signed:
Appendix G

University of Texas at El Paso
Students Opting for Success (SOS) form

Name: ___________________________ ID: ___________________________ Date: ____________

Course: ___________________________ Faculty: ____________________________

Remediation/Counseling initiated by: ___________________________ for ___didactic ___lab ___clinical

<table>
<thead>
<tr>
<th>Faculty description of identified need:</th>
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<table>
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<tr>
<th>Student description of identified need:</th>
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Student Profile:

A. Schedule an appointment with ___________________________ on or before Course Manager/Instructor _________

B. Prior to the appointment with the Course Manager/Instructor, please respond to the following questions:

1. Are you currently employed? [ ] Yes [ ] No If so, how many hours per week? ______

2. Are you currently in a study group? [ ] Yes [ ] No If so, how many hours per week? ______

3. How many hours per week do you study by yourself? ______

4. Describe how you prepared for ___________________________ (area of difficulty):

5. What adjustments do you think you need in order to be successful in this course?
Didactic remediation activities:

<table>
<thead>
<tr>
<th>REQ</th>
<th>REC</th>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Attend _____ Academic Coaching sessions for course____________________</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Attend exam reviews</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend study sessions/Join a study group</td>
<td></td>
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<td></td>
<td></td>
<td>Complete ________ online/ATI tutorials</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Complete Academic Coaching Videos/Tutorials</td>
<td></td>
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<td></td>
<td></td>
<td>Attend test taking strategies at UTEP Testing Center</td>
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<td></td>
<td></td>
<td>Referral to the Center for Academic Support Services</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Referral to the UTEP Student Counseling Center</td>
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<td>Attend all lectures</td>
<td></td>
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<td>Referral to the Student Success Coordinator</td>
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<td>Other:</td>
<td></td>
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</tbody>
</table>

Simulation/Skills Remediation Activities:

<table>
<thead>
<tr>
<th>REQ</th>
<th>REC</th>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Complete ______ hours of open lab to remediate on ____________________ skills</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Attend Academic Coaching for dosage calculation remediation</td>
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<tr>
<td></td>
<td></td>
<td>Complete ATI tutorials on Critical Thinking strategies</td>
<td></td>
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<td></td>
<td></td>
<td>Complete ATI tutorials on Prioritization</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Complete ATI tutorials on communication</td>
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<td></td>
<td></td>
<td>Other:</td>
<td></td>
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</tbody>
</table>


Clinical Site Remediation/Counseling Activities:

<table>
<thead>
<tr>
<th>REQ</th>
<th>Sent Home</th>
<th>Clinical Failure</th>
<th>Activity</th>
<th>Date of Occurrence</th>
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<tr>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Counseled on Tardiness: Student was _________(min hrs) late to clinical _____________________________(date)</td>
<td></td>
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<td></td>
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<td>Counseled on Absenteeism. Required to attend open lab, make up clinical, or clinical failure.</td>
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<td>Counseled for lack of clinical preparation. Student to come to Clinical with all assigned paperwork, effective __________________</td>
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<td>Counseled for unsafe clinical practice (specify):</td>
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<td>Counseled for noncompliance with dress code (specify):</td>
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<td>Student to uphold dress code.</td>
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<td>Counseled for violating client confidentiality (HIPAA) (specify).</td>
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<td>Counseled for not communicating honestly with faculty/staff (specify).</td>
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<td>Counseled for not following faculty instructions (specify):</td>
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<td>Other:</td>
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<table>
<thead>
<tr>
<th>Faculty Comments</th>
<th>Student Comments</th>
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Signature/Date: ________________________________________________________________
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