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!
THE UNIVERSITY of TEXAS at EL PASO
School of Nursing Undergraduate Handbook

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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 (3 Phases)
Phase 1: University Core Curriculum, Pre-professional Courses
Phase 2: NURS 2303 Introduction to Nursing Practice, NURS 2402 Pathophysiology, NURS 2407 Pharmacology for Nursing

Phase 3 (4 semesters)
Fifth Semester
NURS 3205 Nursing Informatics & Technology
NURS 3401 Health Assessment
NURS 3604 Fundamentals of Nursing Practice

Sixth Semester
NURS 3709 Adult Health Nursing I
NURS 3300 Mental Behavioral Health Nursing
NURS 3314 Evidence-Based Research

Seventh Semester
NURS 4714 Adult Health Nursing II
NURS 4608 Nursing Care of Childbearing & Childbearing Families

Eighth Semester
NURS 4407 Transition to Professional Nursing Practice
NURS 4511 Population-Focused Care
NURS 4412 Senior Practicum

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**

**Phase 1**
0-29 credit hours
Advised at the Academic Advising Center

**Phase 2/Phase 3**
30+ credit hours
Advised at the School of Nursing, room 200
Application Process (Phase 2 and Phase 3)

Phase 2 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 3.00
- 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 test with a minimum composite score of 62%

Phase 2 Nursing Courses Selection Process:
- Selection to the UTEP School of Nursing phase 2 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 test

Phase 3 Nursing Professional 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 3.00
- 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 Phase 2 Nursing Courses (NURS 2303, NURS 2402, NURS 2407)
- Completion of TEAS test with a minimum composite score of 62%
- Cleared criminal background check (CBC) from the Texas Board of Nursing

Phase 3 Nursing Professional Courses Ranking Process:
- Admission to the Phase 3 Professional Nursing Courses is highly competitive
- Students are ranked for admission based on:
  1. Phase 2 Nursing Courses GPA (NURS 2303, NURS 2407, NURS 2402)
  2. Pre-Professional Courses GPA
  3. Cumulative GPA
  4. Successful completion of the TEAS 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)**
The Test of Essential Academic Skills (TEAS) is an admission requirement for Phase 2 and Phase 3 of the Traditional BSN Option of the Nursing program.

- The TEAS 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.
  - Students may take the test a total of 3 times in a 12-month period to achieve the minimum required composite score.
  - The minimum time frame between a first attempt and a repeat attempts is 30 days.
  - The minimum composite score needed for admission into Phase 2 is 62%.
  - If the minimum composite score is not achieved by the third attempt, the student must wait 12 months from the second attempt date to retest. A fourth set of scores taken within the 12-month “wait” period will not be accepted.
  - Test scores that are at or above the minimum required score are valid for 2 years.
• The School of Nursing strongly recommends for students to prepare for the TEAS test. Students can purchase the TEAS study manual and online practice assessments through http://www.atitesting.com.
• Testing fees are determined by ATI. Testing fees for the TEAS tend to change every July 1. Please check the ATI Testing website for current TEAS prices.
• Students can register for the TEAS by logging into 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 Center for Accommodations and Support Services 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.

**Student Conduct Process Appendix**

**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.

c. The School of Nursing grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</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 Director of Undergraduate Education
- Third, Assistant Dean of Undergraduate Education
- 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/).

**Grade 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.

**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.**

**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:**

**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.

• 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 course work,
- Family illness or injury that precludes the student’s completing the required course work,
- 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 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.
Assessment Technologies Institute (ATI) Policy and Procedures

Purpose: To establish congruent policy and procedures related to ATI assessment in both the Accelerated and Traditional 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 the Accelerated 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 4714).

1. Level 2 is the UTEP SON Benchmark for passing all Proctored Content Mastery Series Examinations.
2. Pharmacology ATI Policy:
   a. Students must pass the ATI Pharmacology exam at or above Level 2 in order to continue in N-4511 and N4412. There is no point value attached to the Pharmacology ATI.
   b. Students will be given a total of three attempts to achieve a level 2 in the Pharmacology ATI exam. The first two attempts will occur in N-4714 and the final attempt in N-4511. Students unable to achieve a level 2 on the third attempt will be administratively dropped from N-4511 and N-4412 prior to census day.
   c. Students are responsible for payment of any additional testing fees for the third and subsequent ATI Pharmacology exam(s).

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>

**ATI Policy for 8th Semester**

**RN Comprehensive Predictor Examination (RN-CPE):**

The proctored RN Comprehensive Predictor Examination will count as 10% total of the didactic course grade in N-4412 and be awarded points as outlined in the table below.

**Table D.**

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% or greater on RN-CPE</td>
<td>Points awarded based on predictability percentage</td>
</tr>
<tr>
<td>Below 90% on RN-CPE</td>
<td>0</td>
</tr>
</tbody>
</table>

**Table E.**

|------------------------|----------------|-----------------------------------------------|---------------------|-----------------|
| Below 90% on RN-CPE    | At least 4 hours and completion of all remediation templates | • Knowledge and Clinical Judgment  
• Nursing Concepts  
• Priority Setting Frameworks  
• Testing and Remediation | Completion of all RN-CPE practice assessments | At least 4 hours |

- Students will have two attempts during the semester to achieve at or above the 90% benchmark.

- N-4412 Course Manager will oversee ATI RN-CPE throughout the semester and the second attempt at the exam.
## Appendix A

### 5th Semester
Entry level 5th semester courses are comprised of N-3401 Health Assessment which is a prerequisite course to N-3604 Fundamentals of Nursing Practice

<table>
<thead>
<tr>
<th>Course Name: N-3401 Health Assessment</th>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Self-Assessment Inventory</td>
<td>RN Communication Test 1 and Final</td>
<td>Nurse Logic 2.0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name: N-3604 Fundamentals of Nursing Practice</th>
<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 Online Practice 2016 A &amp; B</td>
<td>RN Fundamentals Test 1, 2, and Final</td>
<td>Nurse Logic 2.0</td>
<td>Fundamentals Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nutrition Review Module</td>
</tr>
</tbody>
</table>
### Course Name: N-3709 Adult Health Nursing I

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
</table>
| *RN Adult Health Nursing* | RN Targeted Adult Medical Surgical | RN AMS  
- Cardiovascular & Hematology  
- Gastrointestinal  
- Immune & Infectious  
- Immune & Infectious  
- Endocrine  
- Musculoskeletal  
- Oncology  
- Dermatologic | RN Medical Surgical Review Module |
| | | | |
| RN Nutrition | RN Nutrition Online Practice 2016 A & B | Gerontontology Final | Nutrition Review Module |

### Course Name: N-3300 Mental Behavioral Health Nursing

<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 2016 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>
### 7th Semester

Our 7th semester courses include, and N-4608 Nursing Care of Childbearing and Childrearing Families and N-4714 Adult Health Nursing II.

#### Course Name: N-4608 Nursing Care of Childbearing and Childrearing Families

<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 Online Practice 2016 A &amp;B</td>
<td>RN Maternal Newborn Test 1, 2, and Final</td>
<td>RN Maternal Newborn Review Module</td>
</tr>
<tr>
<td>RN Nursing Care of Children</td>
<td>RN Nursing Care of Children Online Practice 2016 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: N-4714 Adult Health Nursing II

<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>• Neurosensory &amp;</td>
<td>• Neurosensory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Musculoskeletal</td>
<td>• Renal &amp; Urinary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Renal and Urinary</td>
<td>• Respiratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respiratory</td>
<td>RN Adult Medical Surgical Final</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fluid, Electrolytes, &amp; Acid Base</td>
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<tr>
<td>RN CMS Pharmacology Form B</td>
<td>RN Pharmacology Online Practice 2016 A &amp; B</td>
<td>Pharmacology Test 1 and Final</td>
<td>Pharmacology Review Module</td>
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**Course Name: N-4511 Population-Focused Care**

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<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
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<td>RN CMS Community Health</td>
<td>RN Community Health</td>
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<td>Community Health Review Module</td>
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<td>Online Practice 2016 A &amp; B</td>
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**Course Name: N-4412 Senior Practicum**

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<td>RN Comprehensive</td>
<td>RN NCLEX – Final</td>
<td>Nurse Logic 2.0</td>
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**Course Name: N-4407 Transition to Professional Nursing Practice**

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<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
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<td>RN Leadership Online Practice</td>
<td>RN Leadership Test 1 and Final</td>
<td>Leadership Review Module</td>
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<td>2016 A &amp; B</td>
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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

**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).
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.

**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.

**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 have access to confidential and sensitive information and perform in settings that require the application of sound judgment and ethical behaviors. In order to ensure patient safety, the Texas Board of Nursing (BON), the Centers for Disease Control (CDC), and affiliated El Paso clinical partners require that all nursing students complete a number of clinical requirements once they are admitted into School of Nursing Upper Division courses. This means that all new Undergraduate Traditional Nursing Program students will submit proof of their completion of compliance requirements. To maintain confidentiality, all records will remain stored within a restricted electronic records management system.

Students must provide and periodically update records for the following categories:

**Immunization Records:**

1. Hepatitis B (HBV)
   a. HBV Titer (Immunity Blood Test). “Positive” Titer result is required.
   b. If HBV Titer presents a “Negative” result, you will require 3-HBV vaccines. Vaccines are administered as prescribed by current CDC guidelines. Vaccine #1 is received (Day “0”), Vaccine #2 is received 4-weeks later, Vaccine #3 is received 5-months after vaccine #2.
   c. A second HBV Titer will follow HBV Vaccine #3. This Titer is obtained 4-weeks after HBV Vaccine #3. A “Positive” Titer result is required.
   d. If test presents another “Negative” Titer result, you will meet with the Compliance Coordinator for further instruction.
2. Measles-Mumps-Rubella (MMR)
   a. MMR Titer (Immunity Blood Test). A “Positive” Titer results are required.
   b. If you present a “Negative” Titer result for any of the 3-MMR Titers, you will require 2-MMR vaccines. MMR vaccines are received 4-weeks apart (28 days).
   c. A second MMR Titer is not required.
   d. Once a student receives a “Positive” Titer or 2-MMR vaccines, no further action is required.

3. Varicella (Chickenpox)
   a. Varicella Titer (Immunity Blood Test). A “Positive” Titer result is required.
   b. If you present a “Negative” Titer result, you will require 2-Varicella vaccines. Vaccines are received 4-weeks apart (28 days).
   c. A second Varicella Titer is not required.
   d. Once a student receives a “Positive” Titer or 2-Varicella vaccines, no further action is required.

4. Tetanus/Diphtheria/Pertussis (TDap / Td)
   a. Latest vaccine record for initial TDap or booster dose received within the last 10 years.
   b. If a booster is required, 1-Td dose will suffice.

5. Influenza
   a. Required annually, between September 1 and March 31, or before established clinical compliance deadline.
   b. If unable to receive the influenza vaccine, student must meet with Clinical Compliance Coordinator to receive further instructions.

6. Tuberculosis
   a. All new students must receive an initial 2-Step TB Skin Test (TST).
   b. Student will receive their first TST, and will return to the TST provider 48 to 72 hours later for results.
   c. If first TST presents “Negative” result, the student will receive their second TST no sooner than 7-days and no later than 21 days after the first TST. The student will return to the test provider 48 to 72 hours later for test result.
   d. If TST #1 or TST #2 produce “Positive” results, meet with the Clinical Compliance Coordinator for additional instructions, as further TB assessment steps will now become necessary. For recipients of a “Positive” TST result, a Chest X-Ray with a qualified interpretation summary and an Absence of TB Symptoms Questionnaire will become a new requirement.
e. The TB Test is renewed annually. This renewal involves a single TST, unless clinical partners request otherwise.
f. It is highly recommended that students complete all TST events prior to receiving the MMR and/or Varicella vaccines. Both vaccines may cause a “False Negative” TST result.

**Miscellaneous Records:**

1. Community Wide Orientation (CWO)
   a. Students complete this requirement and submit certificate annually.
   b. Online presentation via EPCC host site: [http://www.epcc.edu/cwo/Pages/default.aspx](http://www.epcc.edu/cwo/Pages/default.aspx)

2. Ebola Attestation
   a. Completed and submitted once, unless student travels to specified world regions of concern anytime during their nursing program participation.
   b. Compliance Coordinator will provide the form.

3. Physical
   a. Student must provide record of a recent physical exam.
   b. Compliance Coordinator will provide the physical form. A healthcare provider’s physical form equivalent may suffice.
   c. Only one physical form submission is necessary during nursing program participation, unless a student experiences any illness or injury that requires the need for an additional physical (non-restrictive clearance).

**Certifications:**

1. Cardio Pulmonary Resuscitation (CPR)
   a. Only Healthcare Providers (BLS) training is accepted.
   b. CPR Card will originate from the American Heart Association (AHA).
   c. CPR Cards must have appropriate issue date, renewal date, and signatures.
   d. Military Training Network (AHA recognized) CPR cards accepted.
   e. Renewal every 2-years.

**Drug Screening:**

1. All new nursing students must submit to a 10-Panel Drug Screen. The Clinical Compliance Office will assist with drug screen scheduling. This process does not allow students to schedule their own independent drug screening appointments.
Students receive detailed drug screening instructions during their program orientation. The designated drug-screening lab will directly transmit the screening results to the current records management system.

2. Nursing faculty will assess a student’s nursing program eligibility if a student receives a “Positive” drug screening report.

3. If a student receives a “Positive” drug screening result, a second screening may become necessary. The student will pay for the second drug screening.

4. Students will resubmit another drug screening record upon an interruption in enrollment for 2-consecutive nursing program semesters or, as the School of Nursing deems necessary. The student will pay for the additional drug screening.

**Criminal Background Check (CBC):**

1. During the Phase-2 segment of the nursing program, students comply with The Texas Board of Nursing (TX BoN) CBC requirement. The results of this particular CBC will not satisfy all clinical partner requirements.

2. All new nursing program students must submit to a CBC once they are admitted into the nursing program Phase-3 segment. The Compliance Coordinator will provide CBC information during student orientation sessions.

3. The Texas Board of Nursing currently examines the following elements when considering Nursing Licensure:
   a. A misdemeanor conviction.
   b. A felony conviction.
   c. Have you pled nolo contendere, no contest, or guilty?
   d. Have you received deferred adjudication?
   e. Ever subjected to community supervision or court-ordered probation, whether or not adjudicated guilty?
   f. Ever sentenced to serve jail or prison time or court-ordered confinement?
   g. Granted pre-trial diversion?
   h. Ever arrested or have any pending criminal charges?
   i. Ever cited or charged with any violation of the law?
   j. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

(Source: Texas BoN Website, 11-2017)

4. Students will require another CBC record update if an interruption in enrollment occurs for 2-consecutive nursing program semesters or, as the School of Nursing deems necessary. The student will pay for the additional CBC.
Compliance Deadline:

During each semester, the Undergraduate Studies Committee (UGSC) and Clinical Compliance Coordinator set all compliance requirement deadlines for new and existing nursing students. Students must observe the compliance deadline that is set for their particular course and nursing cohort. A compliance requirement that expires during any given program semester must be renewed prior to the pre-determined deadline. The Clinical Compliance Coordinator will notify all students about their compliance requirement deadlines via an e-mail message addressed to their UTEP e-mail accounts.

Student Responsibility:

Nursing students must understand that scheduled clinical experiences are important segments of the Traditional Nursing Program Curriculum. To achieve program success, all students must obtain “clinical eligibility” status and maintain this eligibility throughout their nursing program participation. Clinical eligibility means that a student is able to participate in scheduled clinical experiences. Students must become familiar with all clinical compliance elements, and have to remain aware of their compliance requirement deadlines. This is important as compliance records must not expire during any nursing program semester. Certain semester schedules will require advanced record update events to satisfy a particular clinical start date deadline. If a student experiences any matter that will affect their clinical eligibility, he or she will communicate their concerns to the Clinical Compliance Coordinator to obtain the appropriate guidance. Any student who does not become or remain “clinically eligible” will meet with nursing program faculty to review their clinical eligibility situation. A student may be ‘Administratively Dropped” from their nursing courses or dismissed from the nursing program for single or repeated noncompliance episodes.

Notification Method:

The Undergraduate Clinical Compliance Office initially informs nursing students about their clinical compliance requirements during the School of Nursing’s “Red Carpet” orientation event. New program students are provided an overview of all clinical requirements and how to activate their electronic records management system account. Each student receives an electronic and hardcopy of the clinical compliance guidelines. Electronic files are sent via e-mail to each student’s password protected UTEP e-mail account (Student Username@miners.utep.edu).

Record Confidentiality:
All submitted student records will remain stored within a restricted electronic records management system, in observance of the Family Educational Rights and Privacy Act (FERPA).

**Costs:**

Nursing students are responsible for their individual clinical compliance costs. This includes the following:

2. Criminal Background Check
3. Drug Screening
4. Titers
5. Tuberculosis Screening
6. Necessary Vaccines
7. Physical
8. CPR Certification
9. Additional tests, screening, or vaccines requested by clinical partners or the School of Nursing.
10. **Required Student Clinical ID Badge. Is not the same as the white ID badge purchased at the UTEP Bookstore. Students will receive ordering instructions.**

All School of Nursing students are greatly encouraged to seek the appropriate guidance from Clinical Compliance Office staff when any questions or concerns arise. The Clinical Compliance Coordinator is your only source for genuine clinical requirement information.

**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 Policy**

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. Students must adhere to the
dress code, regardless of setting, when wearing the UTEP School of Nursing uniform. Faculty reserve the right to counsel students observed violating policy.

**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, *leggings* and any clothing that exposes a bare midriff, back, chest or undergarments.

**Professional Appearance and Demeanor** demands personal hygiene and excludes perfume, lotion/make-up with glitter, 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:** White, dark blue, or black close-toed/heeled 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:** White, dark 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 (pony-tails with hair exceeding the collar is not allowed). Hair must be of a natural color. No decorative hair ornaments (ribbons, bows, glitter etc) are permitted. No false eyelashes are permitted.
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.

**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.

Students that fail to follow the dress code will be removed from the clinical setting to correct the violation and will be required to complete an SOS per the clinical instructor and/or course manager.

*Revised: December 2011, July 2014, October 2015, May 2017*

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**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
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 safety.

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.**
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.

(Revised Apr. 2005, July 2010)
Appendix A

SCHOOL of NURSING INCIDENT REPORT

Student Name: ___________________________ UTEP ID #: ___________________________
Home Address: __________________________ Phone: ____________________________
Time Accident Occurred: ______ a.m./ ______ p.m. Date: ___________________________
Place of Accident: __________________________ Number of People Involved: ____________

PART OF BODY INJURED

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

DESCRIPTION OF THE ACCIDENT

How did the accident happen?
What was student doing?

<table>
<thead>
<tr>
<th>Description</th>
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</table>

NATURE OF INJURY

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

<table>
<thead>
<tr>
<th>Degree of Injury</th>
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</thead>
<tbody>
<tr>
<td>Non-disability</td>
</tr>
<tr>
<td>Temporary Disability</td>
</tr>
<tr>
<td>Permanent Impairment</td>
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<tr>
<td>Death</td>
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</table>

Student’s signature: __________________________

IMMEDIATE ACTION TAKEN

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

REMARKS

What recommendations do you have for preventing accidents of this type? __________________________

Signature: Student __________________________ Signature: Faculty __________________________
Signature: Director of Graduate or Undergraduate Program __________________________
Appendix B:

The University of Texas at El Paso
School of Nursing
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
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>Last</th>
<th>First</th>
<th>M.I.</th>
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<th>Name</th>
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<th>Term:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<th>Year</th>
<th>Level</th>
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<tr>
<th>POT</th>
<th>Major</th>
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<th>College</th>
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<th>Date</th>
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<thead>
<tr>
<th>CRN (ex. 12345)</th>
<th>Subject (ex. HIST)</th>
<th>Course # (ex. 1302)</th>
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</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:

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)

Consult with your advisor.

- 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)

<table>
<thead>
<tr>
<th>Academic Advisor’s Name (printed)</th>
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Signature __________________________ Date ______________

Academic Dean (for appeal purposes only)

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

<table>
<thead>
<tr>
<th>Academic Dean’s Signature</th>
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</table>

Date ______________

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

R&R (REV. 6/12)

<table>
<thead>
<tr>
<th>UTEPUC (all)</th>
<th>Office of International Programs</th>
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Date _________

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<tr>
<th>UTEPGC (all)</th>
<th>Miner Athlete Academic Center</th>
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</tbody>
</table>

Date _________

Original—Registration & Records

Copy—Student
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
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

UTEP School 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):  UTEP ID Number:

___________________________________________  ______________________
Student Signature:  Date Signed:

60
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

Faculty description of identified need:

Student description of identified need:

Student Profile:
A. Schedule an appointment with _____________________________ on or before ________________ Course Manager/Instructor Date

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>
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<td></td>
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<td>Attend exam reviews</td>
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<td></td>
<td>Attend study sessions/Join a study group</td>
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<td></td>
<td>Complete ________ online/ATI tutorials</td>
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<tr>
<td></td>
<td></td>
<td>Complete Academic Coaching Videos/Tutorials</td>
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<td></td>
<td>Attend test taking strategies at UTEP Testing Center</td>
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<td>Referral to the Center for Academic Support Services</td>
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<td>Referral to the UTEP Student Counseling Center</td>
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<td>Attend all lectures</td>
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<td>Referral to the Student Success Coordinator</td>
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<td>Other:</td>
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Simulation/Skills Remediation Activities:
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<th>REQ</th>
<th>REC</th>
<th>Activity</th>
<th>Due Date</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Complete _______ hours of open lab to remediate on ___________________</td>
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<td>skills</td>
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<td></td>
<td>Attend Academic Coaching for dosage calculation remediation</td>
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<td>Complete ATI tutorials on Critical Thinking strategies</td>
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<td>Complete ATI tutorials on Prioritization</td>
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<td>Complete ATI tutorials on communication</td>
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<td>Other:</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Counseled on Tardiness: Student was ____________(min/hrs) late to clinical</td>
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<td>_________________(date)</td>
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<td></td>
<td>Counseled on Absenteeism. Required to attend open lab, make up clinical,</td>
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<td></td>
<td>or clinical failure.</td>
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<td>Counseled for lack of clinical preparation.</td>
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<td>Student to come to Clinical with all assigned paperwork, effective</td>
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<td>___________________________</td>
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<td></td>
<td>Counseled for unsafe clinical practice (specify):</td>
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<td></td>
<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></td>
<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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Counseled for not following faculty instructions (specify):

Other:

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Appendix H

Undergraduate Nursing Student Clinical Compliance Attestation

Welcome to The University of Texas at El Paso – School of Nursing Undergraduate Program. As an undergraduate nursing student, you are now a member of a unique student population that must satisfy some special requirements during each program semester. A percentage of your nursing education will involve clinical experiences. The Undergraduate Clinical Compliance Office (UGCCO) functions in collaboration with nursing students and faculty. The UGCCO provides each student with the essential information to become aware of all clinical compliance requirements. The UGCCO also sets requirement deadlines to achieve “clinical eligibility” status. Clinical eligibility status means that you have met all requirements and you are cleared to start clinical rotations. Your compliance with these requirements is essential to fulfill the affiliation agreements the UTEP SoN has with their clinical partners.

The clinical compliance information presented to you during the Red Carpet UGCCO orientation forum is of utmost importance to completing your nursing education. It is essential that you understand that if you fail to comply with these requirements, this will prevent your progression in the nursing program. Students who do not meet compliance requirements, by established deadlines, will be “Administratively Dropped” from their nursing courses, or may be dismissed from the nursing program for repeated occurrences of noncompliance.

To avoid these consequences, all nursing students must remain attentive to their clinical compliance account, requirements, and deadlines during each program semester. The UGCCO is the only source for current compliance information and guidance. UGCCO staff will send students a maximum of two compliance reminder e-mail messages to their UTEP email account each semester. These UGCCO messages, along with automated CastleBranch system alerts, will remind students about their pending compliance deadlines. Students must review their CastleBranch and UTEP e-mail accounts for these compliance alerts throughout each semester. If you have any questions or concerns, please communicate such issues to the UGCCO immediately.

This document formally records your attendance at today’s UGCCO orientation session. This document also serves as a confirmation for the following:

- You have received a hard copy and electronic copy of your clinical compliance requirements.
- You are aware of your clinical compliance deadline. Deadline information will be sent via email reminders and CastleBranch system alerts.
You are aware that you may become “Administratively Dropped” from nursing courses or dismissed from the nursing program, due to a failure to meet compliance requirements and deadlines.

You understand that the Undergraduate Clinical Compliance Office is your only source for clinical compliance information.

I have read this Undergraduate Nursing Student Clinical Compliance document and I fully understand the document’s information. If I have any questions or concerns, I will communicate with the Nursing Clinical Compliance Coordinator via email, phone call, or office visit.

Printed Student Name

UTEP I/D Number

Student Signature

Date

Approved: 12/ 2017