THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF NURSING

Greetings,

On behalf of The University of Texas at El Paso, College 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 College 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 it is available on the College 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,

Leslie Robbins, Ph.D., APRN, PMHCNS/NP-BC, FAANP, ANEF
Dean
College of Nursing, Dean's Suite, Room 368
500 W. University
El Paso, TX 79968

T COLLEGE OF NURSING

College of Nursing Administration and Staff

Position   **Room**

Dean's Office

Dr. Leslie Robbins, Dean 368I

Ms. Margie Lopez, Assistant to the Dean 368J

Ms. Laura Aguirre, College Administrative Officer (CAO)..............368E

Mr. Jerry Castillo, Building Manager..489

Undergraduate Nursing Program

Dr. Laura Rodriguez, Associate Dean for Undergraduate Education 368D

Dr. Tracey Merworth, Director of Traditional BSN Program 308

Dr. Janise Tinsman, Director of RN to BSN Program 309

Ms. Patti Vega, UG Program Manager..360

Mr. Pete Rodriguez, Compliance Coordinator...354

Office of Student Affairs

Ms. Myrna Anchondo, Assistant Dean for Student Affairs...........................200M

Ms. Leslie Ross, UG Lead Academic Advisor...200L

Ms. Brenda Robles, Academic Advisor 200J

Ms. Leticia Luna, Academic Advisor...200K

Center for Simulation

Dr. Ronnie Stout, Director of Simulation Lab 100F

COLLEGE OF NURSING PHILOSOPHY

The College 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 College 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 student outcome-based awareness of the global healthcare environment and a commitment to lifelong learning.

VISION

The UTEP College 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 College 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

COMMISSION ON COLLEGIATE NURSING EDUCATION

The baccalaureate degree in nursing program and master's degree in nursing program at The University of Texas at El Paso are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750. Washington, DC 20001, (202) 887-6791.

PROGRAM CONCEPTS AND STUDENT OUTCOMES OF THE BSN PROGRAM

1. Patient-Centered Care: Evaluate nursing care provided to patients, families, aggregates, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, patient-centered, safe, effective and outcomes-based.

2. Teamwork and Collaboration: Collaborate with members of the inter-professional healthcare team to coordinate the provision of safe, quality care for patients, families, aggregates, and communities.

3. Evidence-Based practice: Integrate best current evidence and clinical experience with patient preferences when making clinical judgments in the management of patient-centered care.

4. Quality Improvement: Use quality improvement measures to evaluate the effect of change on the delivery of patient-centered care and patient outcomes.

5. Safety: Appraise the effectiveness of strategies used by the inter-professional healthcare team to minimize safety risks and environmental hazards to patients, self and others in healthcare, home, and community setting.

6. Informatics: Use information and patient care technology to evaluate data, manage care, and mitigate error in the provision of safe, quality patient-centered care.

7. Professionalism: Model professional, ethical, legal, and competent practice in the management of patient-centered care.

8. Leadership: Integrate leadership and management theories and principles into practice when managing a caseload of patients and making clinical judgments about their care.

9. Communication: Use verbal and nonverbal communication strategies that promote an effective exchange of information, development of therapeutic relationships and shared decision making with patients, families, aggregates, and communities from diverse backgrounds.

10. Systems-Based Practice: Participate in the development of strategies designed to resolve inefficiencies in the microsystem of the work unit that exist within the context of a macro system.

11. Health Promotion and Education: Evaluate the efficacy of health- related education by assessing acquisition of new knowledge and skills and adoption of new health promotion behaviors, by Patients, families, aggregates, and communities across the lifespan.

Nursing Program Curriculum (3 Phases)

Phase 1: University Core Curriculum, Pre-professional Courses

Phase 2 (1 semester)

12 credit hours
NURS 2303 Introduction to Nursing Practice
NURS 2502 Pathophysiology
NURS 2407 Pharmacology for Nursing

Phase 3 (4 semesters)

5th Semester (12 credit hours)	6th Semester (13 credit hours)
NURS 3205 Nursing Informatics & Technology	NURS 3300 Mental Behavioral Health Nursing
NURS 3401 Health Assessment	NURS 3314 Evidence-based Research
NURS 3604 Fundamentals of Nursing Practice	NURS 3709 Adult Health Nursing I
7th Semester (13 credit hours)	**8th Semester (13 credit hours)**
NURS 4714 Adult Health Nursing II	NURS 4306 Transition to Professional Practice
NURS 4608 Nursing Care of Childbearing & Childbearing Families	NURS 4511 Population-Focused Care
	NURS 4412 Senior Practicum
	NURS 4133 Senior Seminar

Academic Advising
Phase 1
0-29 credit hours
Advised at the Academic Advising Center
Phase 2/Phase 3
30+ credit hours
Advised at the College 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 College 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
- Cleared titers lab report

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 College of Nursing Office of Student Affairs

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 period 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 is not accepted.

     o   Test scores that are at or above the minimum required score are valid for 2 years.

- The College of Nursing strongly recommends for students to prepare for the TEAS test. Students can purchase the TEAS study manual and online practice assessments through https://www.atitesting.com/ati_store/product.aspx?zpid=1493.
- 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 https://www.atitesting.com/ati_next_gen/customecom/BrowseSessions.aspx?stf=6&ssf=43&stype=1&city=El%20Paso

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 College of Nursing.

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

- The College of Nursing Office of Student Affairs will review and forward all approved graduation applications to Registration & Records for processing.

- Registration & Records will post applicable charges to the students' accounts.

- If the student submits the graduation application after the official submission deadline, a late fee will be assessed.

Bachelor's Degree Application

Tuition Rebate
The purpose of this program is to provide a financial incentive for you to complete a bachelor's degree efficiently, taking as few courses outside your degree plan as possible. The program's goal is minimizing the number of courses you take—saving money for you, your parents, and the State of Texas.
For details on Eligibility Requirements, please access the following link:
Tuition Rebate Eligibility Requirements.
Tuition Rebate Form

Texas Board of Nursing—Licensure Examination Information
BSN graduates must complete the TX BON licensure application, which includes criminal background check information. The Dean of the College of Nursing will verify the eligibility status of applicants to the TX BON.

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 College of Nursing;
2. To keep the College 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 College of Nursing uniform, UTEP nursing polo and jacket
- White lab coat
- Sphygmomanometer Manual Blood Pressure Cuff
- Clinical badge
- UTEP College of Nursing patch
- Stethoscope
- Pen light
- Nursing scissors (bandage scissors)
- Second hand watch

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
- Fingerprints/Background Checks (Declaratory Order, if applicable)
- Drug Screen (effective August 2007)
- Smart device
- CastleBranch (record tracking account)*

Professional Attire and Uniform Guidance

In order to assist the student to represent the University of Texas at El Paso and the College 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 College 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 College of Nursing. Uniforms are purchased directly from the official distributer. 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 or black.

Jackets/Sweaters/Hoodies: The College of Nursing approved the UTEP nursing navy blue jacket to be worn with the official uniform while the student is in a clinical agency. The UTEP nursing navy blue jacket must be purchased directly from the official distributor.

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 the official clinical badge. The UTEP nursing navy blue polo must be purchased directly from the official distributor.

UTEP Nursing Student Clinical Badge: The official UTEP College of Nursing clinical badge 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 clinical badge 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 College 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 clinical badge.

Shoes: White, navy 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 will be covered.

Fingernails: Fingernails will be clean, without residue, 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.

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.

<u>Revision History</u>
Original: 12/01/2011
Revised: 07/01/2014
Revised: 10/01/2015
Revised: 01/12/2016
Revised: 05/01/2017
Revised: 10/29/2018   Approved: 11/12/2018 SONFO
Revised: 02/07/2022   Approved: 02/14/2022 SONFO
Revised: 11/07/2022   Approved: 11/2022 CONFO

Student Employment

The UTEP College 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 College 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—Global Nursing Excellence
The charter for Delta Kappa Chapter of Sigma Theta Tau of The University of Texas at El Paso was granted 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 based on 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.

Counseling and Psychological Services

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.

Learning Environment

The College of Nursing is located at 500 W. University, El Paso, TX 79968. Phone: 915-747-8217.

Administrative offices for the College 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 College 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. Some nursing classes may be scheduled elsewhere.

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 of academic coaching sessions (face to face) are 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.

Guidelines: TX BON, University, Communication, Social Media, Professional Behavior

Texas Board of Nursing (TX BON) Guidelines
All students are required to read and sign the Licensure Eligibility Notification form prior to admission 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 is 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 College of Nursing, it is the student's responsibility to provide the College 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 for the completion of all work including make-up examinations and requirements for removal of conditional and incomplete grades. The student is responsible for contacting the individual faculty member concerned.

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. 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 he/she 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 College of Nursing's Social Media Standards are in alignment with the University of Texas at El Paso Social Media Standards.

The College 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 College of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.

First and foremost, any undergraduate & 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.

Revision History
Original: 06/01/2015
Revised: 08/20/2018
Reviewed: 10/29/2018   Approved: 11/12/2018 SONFO

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.

Academic Integrity and 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 College 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 College 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.

Student Conduct Process Overview
Academic Integrity Violations
Non-Academic Violations

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 College 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 College 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 component or mentorship

    a. **Students must maintain a minimum average of 75%. Achieving less than a minimum average of 75% results in course failure. There is no rounding of grades and fractional points will be dropped for final course grade. Extra credit is not permitted.**
    b. **All Phase 3 didactic course work is mandatory.**
    c. **Failure to complete an assignment will result in a failing grade at the course manager's discretion.**
    d. **Failure to complete a non-graded assignment will result in an incomplete in the course.**

2. Didactic course with a clinical component or mentorship

    a. **Students must maintain a minimum average of 75% on didactic course work. 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 for final didactic grade. Extra credit is not permitted.**
    b. Clinical component/mentorship related assignments must meet the minimum average of 75%. Grades or points given for clinical component/mentorship related assignments are factored into the overall course grade **only** if the student has passed didactic course work with the minimum of 75%.
    c. **All Phase 3 didactic & clinical component/mentorship work is mandatory.**
    d. **Failure to complete an assignment will result in a failing grade at the course manager's discretion.**
    e. **Failure to complete a non-graded assignment will result in an incomplete in the course.**
    f. 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.
    g. Clinical performance is evaluated on a *Pass/Fail basis**

    Pass = 1) Successful demonstration of competency in course designated simulated scenarios **AND**
    2) Demonstrating competency in *every* area of clinical performance in direct patient care **AND**
    3) Successful completion of all required clinical paperwork.

    Fail = 1) Non-achievement of competency in course designated simulated scenarios

OR

2) Non-achievement of competency expectations in any one or more areas of direct

patient care clinical performance

OR

3) Any serious infraction involving professionalism and/or safety related issues for assigned patients.

h. ***Students are required to take and pass the Dosage Calculation exam at a 90% level PRIOR to participating in clinical experiences.*** (See Dosage Calculation Policy).

3. The College of Nursing grading scale is:

A	100-90
B	89-80
C	79-75
D	74-60
F	<60

4. Standardized Exams:

See ATI policy for grading and remediation policy.

5. Incomplete Grades

See UTEP policy regarding incomplete grades.

6. Grievances:

Challenges to grades may be pursued only on the basis of malice, bias, arbitrary or capricious grade determination or impermissible discrimination. In no event shall a challenge be pursued only on the basis of the standards employed in setting grades, so long as those standards are employed impartially. Grievances **MUST be in WRITING** and filed through the College of Nursing chain of command. 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.

Revision History
Original: 02/18/2013
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Discrimination Complaints

Questions or complaints regarding discrimination should be addressed to the University's Equal Opportunity/Affirmative Action Office (EEO), Kelly Hall Rm. 302, (915) 747-5662. The University has various policies prohibiting discrimination that can be found in the Handbook of Operating Procedures (HOOP).

Filing a Student Complaint

In order for the College of Nursing to initiate an investigation of a student complaint, the following must be true:

1. The student must be (or have been) enrolled in Phases 2 or 3 of the undergraduate nursing program, the graduate nursing program, or the Doctor of Nursing Practice program;
2. The complaint must be in writing and submitted electronically to the appropriate Associate Dean of the College of Nursing;
3. The student must have exhausted all available grievance procedures established by the College of Nursing;
4. The student did not receive satisfactory resolution;
5. The student has submitted the complaint to the College of Nursing using the College of Nursing's Student Complaint Form;
6. The student complaint contains detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the College of Nursing to resolve the matter;
7. The student has signed the form attesting to the truth and accuracy of the complaint;
8. The student recognizes that the College of Nursing will not investigate anonymous complaints and that by signing the form, the student acknowledges that the College of Nursing may share the information provided with the University in order to help resolve the dispute. The College of Nursing does not guarantee a resolution from this submission or its investigation into the allegation.

The student complaint must be received within one calendar year of the occurrence. Upon receiving a student complaint, the College of Nursing will facilitate an investigation if the matter being disputed falls within its jurisdiction. If the complaint is outside of the College of Nursing's jurisdiction, it may be directed to another department on campus that is authorized to address the concerns, if appropriate.

The College of Nursing may contact the student to submit further details or documented evidence of the allegation(s). Student should not submit original documents as they may not be returned. Student complaints will be examined to determine factual basis.

Depending on the nature of the complaint, investigation and facilitation could require several weeks to months to complete.

See Appendix I College of Nursing Complaint/Grievance Process and Appendix J Student Complaint Form

Undergraduate Remediation Policy

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 component/mentorship or didactic course. Remediation may be recommended or required, depending on the identified need. Students scoring 74.9 and below on didactic assessments will have required remediation plans. Clinical/mentorship 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/mentorship objectives or is not demonstrating a progression in learning.
> 2. The student demonstrates unsuccessful performance on didactic or clinical/mentorship 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/Mentorship SOS plans will be initiated by the student or clinical faculty in collaboration with the course manager.

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.
> a. Assessments may include but are not limited to: Interviews, verification of documents, observation, reflection, simulation, and self-assessments.
> b. 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.
>
> **Students Opting for Success (SOS):**
> a. Students are required to discuss academic progress and/or difficulty with the immediate faculty member, then with the course manager.
> b. 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.

    c. 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.

    d. The SOS form (with all requirements completed and all signatures in place) must be submitted to course manager at due date. **Non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester**.

Process:

    a. 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 spent in open lab, online activities, or other activities at the course manager's discretion. These should include a timeline for completion and expected outcomes. This form will be placed in the student file by the course manager.

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

    c. 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 Undergraduate Student Progression Policy and the College of Nursing Handbook.

    d. For didactic SOS plans that are not completed by due date: non-compliance jeopardizes eligibility to repeat the course in the subsequent semester.

    e. For clinical/mentorship SOS plans that are not completed by due date: non-compliance will result in an incomplete for the course and the student will not be allowed to continue in the program until complete.

Addendum:
- Didactic SOS form
- Clinical/Mentorship SOS form

<u>Revision History</u>

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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 College 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 College of Nursing Assistant Dean for Student Affairs and the Associate Dean of the Undergraduate Program. The final decision lies with the Associate 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 College of Nursing Assistant Dean of Student Affairs and Associate 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**.

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 College of Nursing Assistant Dean for Student Affairs 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 student will meet with the Undergraduate Program Director and the Undergraduate Compliance Coordinator to review requirements for reinstatement. The Associate 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 College of Nursing Assistant Dean for Student Affairs and the Associate 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.
- Students are responsible for maintaining current compliance requirements.

The form will be reviewed by both the College of Nursing Assistant Dean of Student Affairs and the Undergraduate Program Director, who will then meet with the student to revise the student's degree plan. The student will meet with the Undergraduate Program Director and the Undergraduate Compliance Coordinator to review requirements for reinstatement. The Undergraduate Program Director will work collaboratively with the College of Nursing Assistant Dean of Student Affairs to determine the appropriateness of reinstatement. In the event that the College of Nursing Assistant Dean of Student Affairs and the Undergraduate Program Director do not agree, the Associate 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 College of Nursing as new students and meet all admissions criteria. If admitted, they will start the program in Phase 2. This option *is not available* for students who have been dismissed from the College 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

Phase 2 students only: After two unsuccessful attempts of the Phase 2 courses, students may reapply to Phase 2 after two academic years. This only applies to Phase 2 students who have not progressed to Phase 3.

Phase 3 students only: Academic dismissal from the undergraduate nursing program occurs after any **two nursing course failures within Phase 3 or two unsuccessful attempts of the same course within Phase 3**. **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 Associate Dean for Undergraduate Education. **Dismissal from the program only occurs in Phase 3.**

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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 College 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.

Cell Phone Policy during Testing

Students' phone, watch, or any other electronic device ringing/alarming/vibrating during the exam is a disruption to the class and/or considered as cheating (distracting the proctor).

All cell phones are required **to be turned off** and placed in the student's book bag, purse, etc. **Simply placing the phone on vibrate mode is not acceptable.**

If a cell phone, watch, or electronic device placed in the student's book bag, purse, etc. ring/alarm/vibrate during an exam, faculty will attempt to identify the device and have the student claim their belongings in order to turn the device off. The faculty member will permit the student to complete the exam and will refer the student to Office of Student Conduct and Conflict Resolution (OSCCR) for violating policy.

If a student elects not to claim their "ringing/alarming/vibrating" belongings, the faculty member will turn over the belongings to the UTEP Police Department. Students are to retrieve their belongings from the UTEP Police Department. The faculty member will contact the UTEP Police Department to obtain the student's name associated with the belongings and the student will be reported to the OSCCR.

The grade will remain "blank" in the gradebook until OSCCR has reviewed the incident. Note that a grade of "I" (Incomplete) will be recorded for a course grade should there be a delay in OSCCR

conclusion of the investigation. That may delay ranking and/or progression.

The following actions will be reported to the OSCCR for implementation:

1. First infraction will have a deduction equal to 10% of total possible exam points.
   a. Example 1: Exam is 100 points (10% =10 points). Student gets 94% on the exam. After deduction, exam grade is 84 points.
   b. Example 2: Exam is 100 points (10%=10 points). Student earns a 96% on the exam. After deduction, exam grade is 86%.
   c. Example 3: Exam is 5 points. (10%=0.5 points). Student earns 4.5 out of 5 points. After deduction, exam grade is 4.0 out of 5 points.
2. The second infraction **will result in an exam grade of "0".**

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Dosage Calculation Policy

The following policy relates to dosage calculation exams given in applicable clinical courses and will include the following policy within those course syllabi:

Policy Statement for Syllabus:
Dosage Calculation Exam: Students are required to take and pass the dosage calculation exam given in this course. The exam must be passed at a minimum of 90% prior to the start of clinical. If the exam is not passed at or above 90%, students will have the opportunity to remediate and retest twice before census day (a maximum of 3 attempts). Students unable to pass the dosage calculation exam after the 3 attempts will be administratively dropped from all clinical courses. The dosage calculation exam is not factored into the course grade.

Additional policy guidelines
1. A practice dosage calculation exam will be provided for students within the first week of classes & prior to the first attempt of the actual dosage calculation exam. The practice exam may be posted on the course Blackboard site.
2. The practice exam will be reviewed with students and the correct answers and solution techniques provided prior to the administration of the dosage calculation exam (first attempt).
3. There must be a minimum of 24 hours in between retakes of the dosage calculation exam.
4. One hour will be provided for each dosage calculation exam that consists of a minimum of 20 problems (3 minutes per question).
5. Dosage calculation exams will require inclusion of the appropriate system of measurement along with fill-in-the blank answers.
6. The dosage calculation exam will follow The Joint Commission guidelines for wording and abbreviations.
7. The third attempt of the dosage calculation exam must be completed prior to census day.

8. A student who is late or absent to any dosage calculation attempt will forfeit that attempt.
9. Dosage calculation exams will build upon the dosage calculation content of prior semesters.
10. Course Managers will upload their course practice exam in the faculty SONFO BB shell under the UG Studies folder.
11. Course Managers are to consult on dosage calculation examinations with the course manager from the preceding semester (in course sequence) to ensure that there is an increasing level of complexity.

Rounding Rules for Dosage Calculation:

- Volume/concentration (mg, mcg, mL) - any result less than 1: round to the nearest hundredth
- Volume/concentration (mg, mcg, mL) - any result greater than 1: round to the nearest tenth
- Drops are rounded to the nearest whole number
- When programming an IV pump, IV fluid (non-medication) rates will be rounded to the nearest whole number for adults or to the nearest tenth for pediatrics
- Weight calculations are to be used in their totality or to the minimum of ten thousandth (four decimals)

Variations to the above rounding rules may alter for special populations (pediatrics, critical care etc.) See the separate dosage calculation content mapping document for each semester topics.

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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.

Assessment Technologies Institute (ATI) Policy and Procedures

Purpose: To establish congruent policy and procedures related to ATI assessment in the Traditional Undergraduate Baccalaureate Nursing track within the University of Texas at El Paso (UTEP) College 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 Traditional Undergraduate Baccalaureate Nursing Program at the UTEP College 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 College 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.

Practice Assessments:

1. Recommended procedure for utilizing ATI Practice A and B exams in the course will be as follows: Student will take the first attempt of the practice exam without rationales enabled. Students that do not receive a 75 or higher on the first attempt of the practice exam will be required to complete remediation on the content (ie: Focused Review). A minimum of 24 hours will be required before opening the practice exams with rationales for additional practice. In addition, there will be a minimum of one week time between the ATI Practice A and B exams and the Proctored ATI exam.
2. It is recommended that faculty proctor the ATI Practice A and B exams face-to-face and follow the ATI proctored guidelines of 1 minute/question.
3. 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).
4. Focused reviews following practice examinations are strongly encouraged for additional preparation for Proctored ATI examinations.

Proctored Assessments:

The proctored ATI Content Mastery Series exams will be a minimum of 10% (total) of the overall course grade. In the event that the course has two ATI Content Mastery Series exams—each exam will count as 5%-10% (at the course manager's discretion) total of the didactic course grade and be awarded points as outlined in Table A. Medical Surgical I Exam leveling will be based on cumulative score trends from previous semesters.

1. Level 2 is the UTEP SON Benchmark for passing all Proctored Content Mastery Series Examinations.

Table A.

Below Level 1	Level 1	Level 2	Level 3
64 Points	70 Points	88 Points	100 Points

Pharmacology ATI Policy:

1. In addition to the ATI Content Mastery Series for the course 4714: Adult Health Nursing II, students will also take the ATI Pharmacology exam.
2. Remediation as outlined below, will be required of **both** exams.
   a. In addition, students will be given two opportunities in the N4714: Adult Health Nursing II course to make a Level 2 or above on the ATI Pharmacology Exam. These opportunities will be at the beginning and end of the semester. Students who do not make a level 2 or above by the 2nd attempt of the ATI Pharmacology Exam will be required to complete all modules in Pharmacology Made Easy and score at least an 80% on all practice tests within the modules prior to the RN Predictor in the 8th semester. If this is not completed by the time the predictor takes place, they will forfeit the eligibility to take the predictor twice and will have to wait until Predictor two is scheduled.
   b. If the remediation is not completed by the time predictor 2 is scheduled, student will be given an "I" for the course and will have to wait until the next cohort and take the predictor at that time.

RN Comprehensive Predictor Examination (RN-CPE):

The proctored RN Comprehensive Predictor Examination will count as 20% total of the didactic course grade in N-4412 and be awarded points as outlined in Table B.

1. Students will have two attempts during the semester to achieve at or above the 90% benchmark.
2. N-4412 Course Manager will oversee ATI RN-CPE throughout the semester and the second attempt at the exam.

Table B.

Benchmark	Points Awarded
90% or greater on RN-CPE	Points awarded based on predictability percentage
Below 90% on RN-CPE	0

Remediation for Proctored ATI Content Mastery Series exams & Pharmacology ATI exam
Students who do not pass any ATI Content Mastery Series exams 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 C).

Table C.

Benchmark	Focused Review	Practice Assessments	Learning System RN	Review Material
Below Level 1	At least 4 hours and completion of all remediation templates	Completion of at least two practice assessments	Completion of at least two practice and the final assessment	At least 4 hours
Level 1	At least 3 hours and completion of all remediation templates	Completion of at least two practice assessments	Completion of at least two practice and the final assessment	At least 4 hours

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 D.)

Table D.

Benchmark	Focused Review	Practice Assessments	Learning System RN	Review Material
Level 2	At least 2 hours and completion of all remediation templates	Completion of at least one practice ass	Completion of at least one practice and the final assessment	At least 2 hours
Level 3	At least 1 hour and completion of all remediation templates	Completion of at least one practice ass	Completion of at least one practice and the final assessment	At least 1 hour

RN Comprehensive Predictor Examination (RN-CPE):

Students who do not achieve a 90% or higher on the first attempt of the RN Comprehensive Predictor Examination (RN-CPE) will be required to meet with the ATI Champion. Remediation Plan will be discussed and reviewed. Students will receive an incomplete (I) in the respective course until the required remediation is accomplished and documentation is submitted (see Table E).

Table E.

Benchmark	Focused Review	Nurse Logic: Lessons, Beginning & Advanced Tests	Practice Assessments	Review Material
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

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

Course Name: N-3401 Health Assessment

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
	Self-Assessment Inventory	RN Communication Test 1 and Final	Nurse Logic 2.0

Course Name: N-3604 Fundamentals of Nursing Practice

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
			Nurse Logic 2.0 "Beginning Test"
RN CMS Fundamentals	RN Fundamentals Online Practice A & B	RN Fundamentals Test 1, 2, and Final	Fundamentals Review Module
			Nutrition Review Module

6th Semester N-3709 Adult Health Nursing I; and N-3300 Mental Behavioral Health Nursing

Course Name: N-3709 Adult Health Nursing 1
*Customized Exam

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
*RN Adult Health Nursing I	RN Targeted Adult Medical Surgical • Perioperative • Immune & Infectious • Hematology • Gastrointestinal • Endocrine • Neurosensory & Musculoskeletal • Oncology • Fluid & Electrolyte • Dermatological RN Adult Medical Surgical Online Practice A & B	RN AMS • Cardiovascular & Hematology • Gastrointestinal • Immune & Infectious • Endocrine • Musculoskeletal • Oncology • Dermatologic	RN Medical Surgical Review Module
RN Nutrition	RN Nutrition Online Practice A & B		Nutrition Review Module
		Gerontology Final	RN Medical Surgical Review Module and Pharmacology Review Module

Course Name: N-3300 Mental Behavioral Health Nursing

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN CMS Mental Health	RN Mental Health Online Practice A & B	RN Mental Health Test 1, 2, and Final	RN Mental Health Review Module
		Communication Final	

7th Semester Our 7th semester courses include, and N-4608 Nursing Care of 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

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN Maternal Newborn	RN Maternal Newborn Online Practice A &B	RN Maternal Newborn Test 1, 2, and Final	RN Maternal Newborn Review Module
RN Nursing Care of Children	RN Nursing Care of Children Online Practice A & B	RN Nursing Care of Children Test 1, 2, and Final	RN Nursing Care of Children Review Module

Course Name: N-4714 Adult Health Nursing II

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN CMS Adult Medical Surgical	RN Targeted Adult Medical Surgical • Cardiovascular • Neurosensory & Musculoskeletal • Renal and Urinary • Respiratory • Fluid, Electrolytes, & Ac[...] RN Adult Medical Surgical Online Practice A & B	RN AMS • Cardiovascular & Hemato[...] • Neurosensory • Renal & Urinary • Respiratory RN Adult Medical Surgical Final	RN Medical Surg Review Module
RN CMS Pharmacology	RN Pharmacology Online Practice A & B	Pharmacology Test 1 and Final	Pharmacology Review Module

8th Semester finally our 8th semester courses include N-4511 Population-Focused Care; N-4412 Senior Practicum; and N-4407 Transition to Professional Nursing Practice

Course Name: N-4511 Population-Focused Care

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN CMS Community Health	RN Community Health Online Practice A & B	RN Community Health Test 1 and Final	Community Health Review Module

Course Name: N-4412 Senior Practicum

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN Comprehensive Predictor	RN Comprehensive Online Practice A & B	RN NCLEX – Final	Nurse Logic 2.0

Course Name: N-4407 Transition to Professional Nursing Practice

Proctored Assessments	Practice Assessments	Learning System RN	Review Material
RN CMS Leadership	RN Leadership Online Practice A & B	RN Leadership Test 1 and Final	Leadership Review Module

Revision History

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Compliance Policy/Clinical Requirements

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 College 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

> RN-BSN Program Only: RN to BSN students (starting Spring 2019 cohort) will submit the below records for compliance. The NURSYS documentation for RN status will be collected and stored by the Clinical Compliance Officer.
> **Any additional hospital/facility requirements for the student mentorship will be at the student's cost.

management system.

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

Immunization Records:

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.

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.

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.

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.

Influenza

a. Required annually, and/or at facilities request.

b. If unable to receive the influenza vaccine, student must meet with Clinical Compliance Coordinator to receive further instructions.

a. Compliance Coordinator will provide the form.

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.

g. Compliance Coordinator will provide the form.

Miscellaneous Records:

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

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.

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:

Cardio Pulmonary Resuscitation (CPR)
      a. <u>Only</u> Healthcare Providers (BLS) training is accepted.
      b. CPR Card will originate from the <u>American Heart Association</u> (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 Phase 3 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 administration 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 (excludes summer enrollment) or, as the College 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 College 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.

Any student experiencing an interruption in their plan of study must schedule an appointment to meet with the Undergraduate Nursing Program Director and the Clinical Compliance Coordinator before continuing program studies. During these meetings, the returning student will receive an assessment of his or her program needs. The student will resume adherence to all program, academic, and compliance policies. The student will ensure that their compliance account is up to date.

Notification Method:
The Undergraduate Clinical Compliance Office initially informs nursing students about their clinical compliance requirements during the College 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:

1. Electronic Records Management / Tracking System Account.
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 College of Nursing.
10. Required Student Clinical Photo ID Badge. *This is not the same as the white ID name badge purchased at the UTEP Bookstore. Students will receive ordering instructions from the Compliance Officer.*

All College 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.

Addendum 1: UTEP College of Nursing Insurance Policy
Addendum 2: SoN Clinical Compliance Attestation

Revision History
Original: 06/19/2016
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Revised: 12/6/2021   Approved: 1/1/2022 SONFO

Health Insurance Coverage Policy

All Undergraduate and Graduate nursing students are required to provide proof of current health insurance before enrolling in nursing courses. Undergraduate nursing students must provide proof of current health insurance before being ranked into Phase 2 or Phase 3 of the BSN program and before being assigned to clinical rotations each semester.   This health insurance requirement is being mandated by our clinical partners, and the effective date will be May 20, 2019.

1. Since nursing students are not employees of the individual clinical facilities, these facilities are not obligated to provide health or workers' compensation insurance coverage to nursing students. If a nursing student becomes injured or ill during his/her clinical experience at a particular clinical facility, the student is responsible for payment of all medical costs incurred as a result of such injury or illness. Each nursing student must utilize his/her personal health insurance coverage to pay for any medical costs incurred.

2. Students must provide proof of personal medical insurance via a formal insurance coverage verification letter (composed on insurance company letterhead stationery), or a legitimate medical insurance card every semester while enrolled in the BSN program.

3. Each undergraduate student's health insurance policy must remain active throughout the course of his or her nursing program participation, beginning with the Phase-2 stage.

4. Traditional undergraduate students ranking for admission to Phase 2 or 3 of the BSN program who fail to present proof of current health insurance will not be eligible for ranking.

5. Traditional undergraduate students enrolled in Phase 3 of the BSN program who fail to present proof of current health insurance will be dropped administratively from all courses they are enrolled in during that semester.

6. Medical discount insurance plans do not qualify as health insurance because they do not pay health care costs and only provide discounts for specific services or products.

7. Undergraduate RN to BSN Program students that are starting Phase 2 courses and completing their mentorship at their place of employment must provide proof of insurance in order to complete the two mentorship experience courses.   Proof of insurance must be provided prior to the start of the mentorship courses. Failure to provide proof will result in delay of completing mentorship courses.

8. Graduate students must present proof of health insurance prior to placement in clinical courses in their area of concentration.

Draft: 3/28/2019
Approved by SoNFO: 04/08/2019

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 became a part of the University of Texas System (1973). This policy must be adhered to in order for a student to succeed in clinical nursing courses. All overt and covert acts which compromise the nursing process must be directed toward quality care for the patient/client/family, which promotes health.

Safe and Effective Nursing Practice is Defined as:

- Ability to demonstrate knowledge about patient/client status.
- Ability to observe, report and record signs and symptoms.
- Ability to accurately interpret, report and record changes in patient's condition.
- Demonstrates through overt and covert acts assurance of the delivery of quality nursing care.
- Ability to set priorities and carry through with appropriate nursing interventions.
- Ability to evaluate and make substantive judgments relative to the quality of nursing care.
- Ability to 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 that may affect judgment, or if the student imbibes in/or is under the influence of alcohol or illicit drugs. Further progression in the nursing major will be evaluated.

Since the faculty to 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. Please refer to the clinical practicum policy for further information.

Revision History

Original:	02/13/1985	
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Reviewed:	12/6/2021	Approved: 1/1/2022 SONFO

Clinical Practicum Policy

Safe Practice

- Any student who is not adequately prepared for clinical will not be allowed to care for patients if doing so would violate the SON Safe & Effective Nursing Practice Policy (see SoN Handbook for the Safe and Effective Nursing Practice Policy). Daily preparation is a major component on the clinical evaluation.
- 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, video, photo/scanning with any electronic device, or remove from the agency premises, any component of the patient, the patient's medical record, and/or environment. Failure to comply with HIPAA policies **will** result in disciplinary action that may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.

Clinical Preparation

- Students who come unprepared for simulation/clinical will be removed from simulation area/patient care areas and will be required to complete their simulation/clinical preparation in a non-patient care area of the facility.
  - Students will be given up to 2 hours to complete their clinical preparation at the simulation/clinical site.
- There will be a 20% grade deduction for the clinical preparation assignment that is completed in the simulation/clinical site. In addition, the student will receive a Clinical SOS.
- In the event that the student has not completed their simulation/clinical preparation within the 2-hour time frame, the student will be sent home with an unexcused clinical absence and will be required to meet with the course manager.
- Any subsequent occurrence of simulation/clinical unpreparedness will result in a clinical failure.

Missed Clinical Day/Hours

- **Punctual attendance for all clinical activities is required and tardiness and/or absenteeism will not be tolerated. Tardiness is defined as past the scheduled start time of clinical.** The days and times for clinical experiences are clearly posted on the class/clinical schedule and students are expected to be where assigned and to be on time.
- A clinical absence **will be made up with alternative assignment** per Course Manager Discretion. The Course Manager must document through the UGSC prior to the semester that it will be utilized.
- A clinical absence in any Traditional Pre-Licensure course-- make-up will be accomplished with clinical hours commensurate with the missed hours by course completion date (will need approval from the facility).
- If a student anticipates absence or tardiness for <u>any</u> clinical experience, the clinical instructor or Course Manager must be notified <u>prior</u> to the absence or tardiness and this will only be tolerated for a single occurrence.
  - **Illness**
    - A release from a health care provider will be required to return to clinical with documentation that is signed and on an official letterhead.

- o **Death in Family (defined as husband, wife, parent, brother, sister, son, daughter, legal guardian, or grandparent)**
  - ▪ Verification from the funeral home or clergy will be required with documentation that is signed and on an official letterhead.
- o **Court Appearances**
  - ▪ Verification from the court (summons, etc.) will be required with documentation that is signed and on an official letterhead.
- o **Military Service**
  - ▪ Verification in the form of official orders, or a letter from the supervisor or commander will be required with documentation that is signed and on an official letterhead.

- **A second occurrence clinical tardiness and/or absence from clinical activities will result in failure of clinical, and thus, failure of the course.**
- **If the facility notifies the College of Nursing that a student is not permitted to return to the facility indefinitely, this would result in failure of clinical, and thus, failure of the course.**
- **Students must remain in their assigned area at all times, unless approved by the clinical instructor. Failure to comply will result in failure of clinical, and thus, failure of the course.**
- Required clinical experiences include hospital orientation, clinical orientation, and computer orientation as required by the agency, lab demonstrations, practice sessions, simulation hospital days, pre/post conferences and direct patient care.

Clinical Days that coincide on a UTEP Approved Holiday

- If a clinical day falls on a UTEP Approved Holiday, students are not required to make up hours.

Clinical Days that coincide with Religious Observance
- **UTEP Handbook of Operating Procedures 1.3.1.2- Students should refer to the undergraduate and/or graduate University Catalogue for the policy on absence from class on religious holidays.**

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HSSN Emergency Evacuation Plan

<u>Emergency Procedures:</u> 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.

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

<u>Designated Essential Faculty and Staff Member:</u> 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.
  - <u>Pu</u>ll the pin
  - <u>Ai</u>m at the base of fire
  - <u>S</u>queeze the handle
  - <u>Sw</u>eep 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.
  - o 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."
  - o 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.
  - o 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.
  - o Ensure disabled individuals are assisted in getting to the staging or secured areas.
  - o *For a full guide please refer to, UTEP's Emergency Management Plan, Appendix W: Emergency Preparedness Guide, found at the University Police and EH&S website*.

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

1. 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:

2. 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.

3. If on an upper floor use the stairs to get out. **<u>DO NOT USE THE ELEVATORS</u>**! 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.

4. 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.

5. 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.

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

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

If fire starts in your area
Remember to close the door to the fire area, activate the fire alarm by pulling down on the fire alarm pull station lever, evacuate the building, do not use elevators, and if caught in smoke, get down low. The clearest air is closer to the floor. Finally, call 911 from a safe telephone.
If you become trapped, go to a window if possible and wave something that will catch the attention of those below. If a telephone is available, call 911 and be prepared to give a detailed description of your area. Remember, the rescuers are not as familiar with campus buildings as you are.

Persons with disabilities
We all have an obligation to look out for each other. Students, staff, or faculty who has disabilities will be helped from the building. Faculty and staff having this responsibility should proceed to their assigned locations only when safe to do so. Persons with hearing impairment should be alerted when an alarm sounds and those with visual impairments will need our help in exiting a building. Notify emergency personnel when a person with disabilities remains behind in a designated Area of Refuge at an elevator landing or a stairwell. Stairwells are the preferred Area of Refuge since they provide a safe area enclosure from smoke and heat. Both Stairs also have "Stair Chairs" to assist injured or non-mobile individuals in going down the stairs with the assistance of trained building personnel or emergency responders.
If you have a disability that could impair your options in an emergency you should make every effort to plan your exit ahead of time. Make a point to become familiar with the building. Stairwells should be checked out, taking note of landings and whether they may be used as an area of refuge. Locations of exits, telephones, signs and fire alarm pull stations should be noted. Remind your co-workers and others you encounter in an emergency that you may need their assistance in case of an emergency. **When an emergency does occur, request help. Don't wait for someone to offer it.**

SSN/SON Building Fire Evacuation Routes

EVACUATION ROUTES / RUTAS DE ESCAPE

SECOND LEVEL
FLOOR PLAN

College of Health Sciences/School of Nursing
The University of Texas at El Paso
OFPC Project No. 201-343
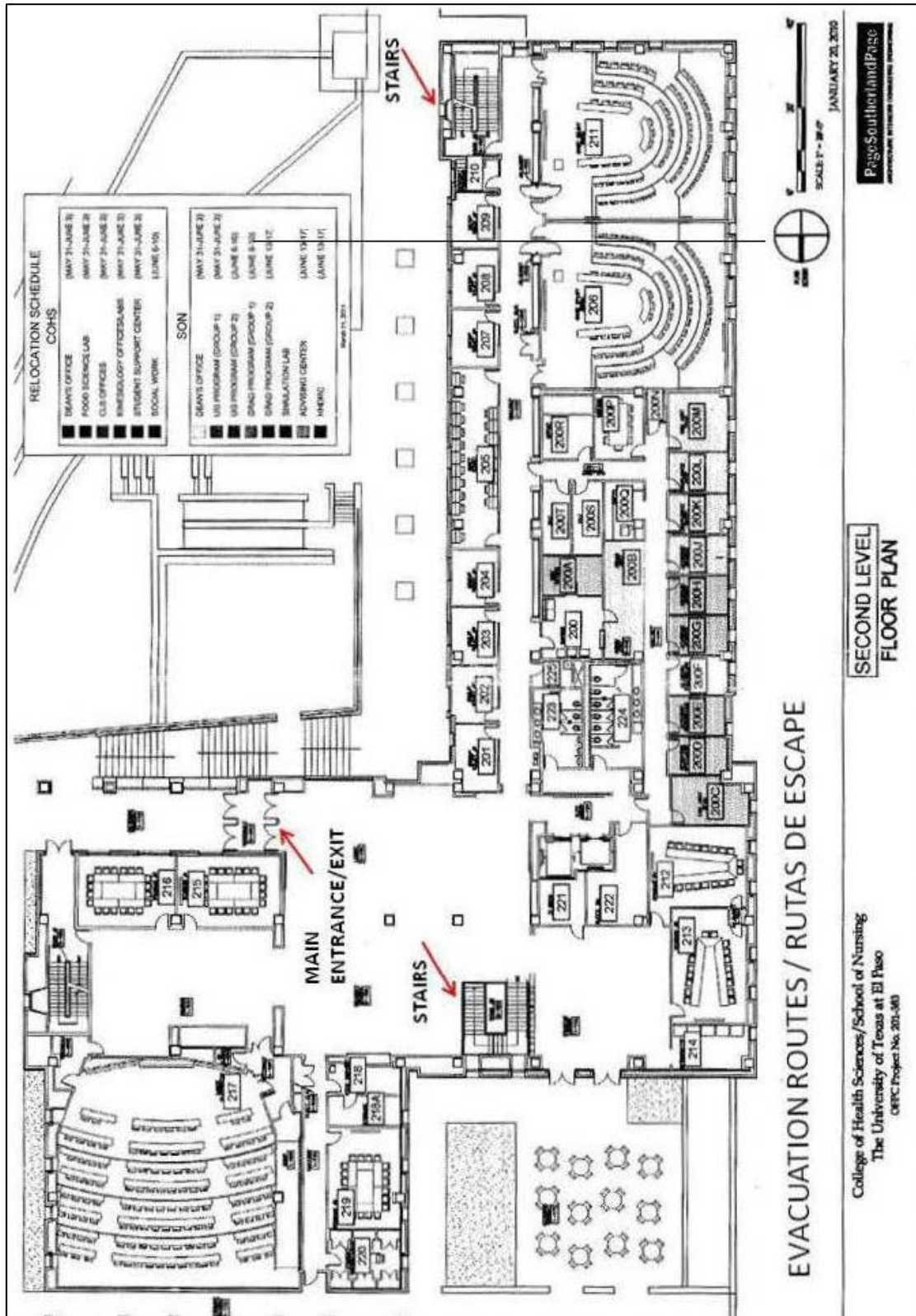
Appendices

Appendix A: 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 College of Nursing (SON) related courses. Injuries/incidents include but are not limited to needle sticks, exposure to communicable diseases and physical injuries.

1. The College 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 Employee Health or Occupational Health Department.
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 the original to the office of SON Assistant Dean for Student Affairs for placement in student's file, and notify the SON Associate Dean about the incident.
6. Students may refuse treatment. Signed documentation of refusal (student will fill in student information at top of form and draw a line through assessment with the words refused) 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.

Revision History
Original: 09/26/2006
Revised: 05/13/2009
Revised: 10/29/2018   Approved: 11/12/2018 SONFO
Revised: 02/07/2022   Approved: 02/14/2022 SONFO

Appendix A₁　　　　　　　**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　　　　　　　　　　　　　**DESCRIPTION OF THE ACCIDENT**
　　　　　　　　　　　　　　　　　　　　　　　　　How did the accident happen?
　　　　　　　　　　　　　　　　　　　　　　　　　What was student doing?

Abdomen	_____	Foot	_____
Ankle	_____	Hand	_____
Arm	_____	Head	_____
Chest	_____	Knee	_____
Ear	_____	Leg	_____
Elbow	_____	Mouth	_____
Eye	_____	Nose	_____
Face	_____	Tooth	_____
Finger	_____	Wrist	_____

Other (specify)_____
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

NATURE OF INJURY

_____
Student's signature

Abrasion	_____	Laceration	_____
Bite	_____	Needle Stick	_____
Bruise	_____	Poisoning	_____
Concussion	_____	Puncture	_____
Cut	_____	Scratches	_____
Dislocation	_____	Shock (el.)	_____
Fracture	_____	Sprain	_____

DEGREE OF INJURY

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

Other (specify)_____
_____

Faculty/Preceptor in charge when accident occurred [Enter NAME(S)]_____
Present at scene of accident: YES_____　　NO_____

IMMEDIATE ACTION TAKEN
　　　　　　　　　　　　　　　　　　　　　　　　　NAME
First-Aid Treatment　　　　　　　　　_____　　By: _____
Campus Police Notified (747-5611)　　_____　　By: _____
EMS notified (911)　　　　　　　　　_____　　By: _____
Sent to STUDENT HEALTH CTR.　　　_____　　By: _____
Sent Home　　　　　　　　　　　　_____　　By: _____
Sent to Physician　　　　　　　　　　_____　　By: _____
　　　　PHYSICIAN'S NAME:_____ PHONE: _____
Sent to Hospital　　　　　　　　　　_____　　By: _____
　　　　HOSPITAL NAME:_____PHONE: _____

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: Request for Course Repeat (Phase 3)

To: Assistant Dean for Student Affairs

From: _____   _____

       Name   UTEP ID#

       _____   _____

       Phone Number   e-mail

       What semester are you? Circle one   5th   6th   7th   8th

I am requesting permission to take the following course(s) for the second time: circle course(s)

5th Semester	6th Semester	7th Semester	8th Semester
NURS 3205	NURS 3709	NURS 4714	NURS 4407
NURS 3401	NURS 3300	NURS 4608	NURS 4511
NURS 3604	NURS 3314		NURS 4412

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 Associate 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."

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

_____   _____

Student Signature   Date
Approved / Not approved _____

              _____
                       Assistant Dean for Student Affairs   Date

Appendix C: <u>Course Drop Form</u> (After Census Day and Prior to Course Drop Deadline)

UTEP **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

UTEP ID
8 [ ] [ ] [ ] [ ] [ ] [ ]

Name _____
Last   First   M.I.

Term: ☐ Fall   ☐ Spring   ☐ Summer   **Year** _____   **Level** ☐ UG   ☐ GR   ☐ DR
POT [ ]   **Major** _____   **College** _____
Student's Signature _____   **Date** _____

CRN (ex. 12345)	Subject (ex. HIST)	Course # (ex. 1302)	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:** ⊗
			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)   ☐ Work Schedule (E5)
☐ Family Medical (E2)   ☐ Other good cause as determined by UTEP (E6)
☐ Death of Family Member (E3)   (Consult with your advisor.)
☐ Military Leave (E4)   ☐ 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)
                                                  If not approved, you may appeal to your academic dean.

Academic Advisor's Name (printed) _____

Signature _____   **Date** _____

Academic Dean (for appeal purposes only)
☐ Approved – exempt from the 6-drop policy   ☐ Not approved – course will count (WC)

Academic Dean's Signature _____   **Date** _____

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

	Office of International Programs	Miner Athlete Academic Center	Registration and Records
R&R (REV. 6/12) **UTEPUC (all)** **UTEPGC (all)**	_____ Date _____	_____ Date _____	_____ Date _____

Original—Registration & Records   Copy—Student

Appendix D: <u>Policy on Americans with Disabilities Act</u>

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 cass@utep.edu.

Appendix E: Student Authorization to Release Education Records

_____   _____

Printed Student's Name   UTEP ID #

_____   _____   _____

Student signature   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 College 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 College of Nursing (SON) Office.

Appendix F: 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 College 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:

Appendix G: Students Opting for Success (SOS) Didactic Form

Name: _____

Semester/YR: _____ **Date:** _____

Course: _____ **Faculty:** _____

Remediation/Counseling initiated by: _____ for ___didactic

Faculty description of identified need AND/OR Professionalism/Netiquette concern:
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:

REQ	REC	Activity	Due Date
		Attend _____ Academic Coaching sessions for course_____	
		Attend exam reviews	
		Attend study sessions/Join a study group	
		Complete _____ online/ATI tutorials	
		Complete Academic Coaching Videos/Tutorials	
		Attend test taking strategies at UTEP Testing Center	
		Referral to the Campus Academic Support Services	

		Referral to the UTEP Student Counseling Center	
		Attend all lectures	
		Referral to Office of Student Conduct and Conflict Resolution (OSCCR)	
		Other:	

Faculty Comments	**Student Comments**

Signature/Date: _____
Signature/Date: _____
Signature/Date: _____
Signature/Date: _____

Revision History

Original: 08/03/2015
Revised: 10/29/2018   Approved: 11/12/2018 SONFO
Revised: 03/07/2022   Approved: 4/11/2022 SONFO

Students Opting for Success (SOS) CLINICAL/MENTORSHIP form

Name: _____

Semester/YR: _____ **Date:** _____

Course: _____ **Faculty:** _____

Remediation/Counseling initiated by: _____ for ___lab ___clinical _____ mentorship

Faculty description of identified need AND/OR Professionalism/Netiquette concern:
Student description of identified need:

Student Profile:

    C. **Schedule an appointment with** _____ **on or before** _____
        Course Manager/Instructor   **Date**

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

        6. **Are you currently employed? [ ] Yes [ ] No If so, how many hours per week?** _____

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

        8. **How many hours per week do you study by yourself?** _____

        9. **Describe how you prepared for** _____ **(area of difficulty):**

        10. **What adjustments do you think you need in order to be successful in this course?**

Simulation/Skills Remediation Activities:

REQ	REC	Activity	Due Date
		Complete _____ hours of open lab to remediate on _____ skills	
		Attend Academic Coaching for dosage calculation remediation	
		Complete ATI Nurse Logic on Critical Thinking strategies	
		Complete ATI Nurse Logic on Prioritization	
		Complete ATI Nurse Logic on communication	
		Other:	

Clinical Site Remediation/Counseling Activities:

REQ	Sent Home	Activity

		Counseled on Tardiness: Student was _____(min/hrs) late to clinical _____(date)
		Counseled on Absenteeism. ☐ Required to complete alternative assignment
		Counseled for lack of clinical preparation. Student to come to Clinical with all assigned paperwork, effective _____
		Counseled for unsafe clinical practice (specify):
		Counseled for noncompliance with dress code (specify): ☐ Student to uphold dress code.
		Counseled for violating client confidentiality (HIPAA) (specify).
		Counseled for not communicating honestly with faculty/staff (specify).
		Counseled for not following faculty instructions (specify):
		Counseled for unprofessional behavior (specify):
		Referral to Office of Student Conduct and Conflict Resolution (OSCCR)
		Other:

Faculty Comments	Student Comments

Signature/Date: _____

Signature/Date: _____

Signature/Date: _____

Signature/Date: _____

Revision History

Original: 08/03/2015
Revised: 10/29/2018 Approved: 11/12/2018 SONFO
Revised: 03/07/2022 Approved: 4/11/2022 SONFO

Students Opting for Success (SOS) form-Online Courses

Name: _____**ID:** _____ **Date:** _____

Course: _____ **Faculty:** _____

Remediation/Counseling initiated by: _____ for
___Didactic
___Mentorship
__Netiquette/Professionalism

Faculty description of identified need:
Student description of identified need:
Netiquette/Professionalism Concern:

Student Profile:
  E. **Schedule an appointment with** _____ **on or before** _____
      Course Manager/Instructor   **Date**

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

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

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

  13. How many hours per week do you study by yourself?   _____

  14. Describe how you prepared for _____ (area of difficulty):

  15. What adjustments do you think you need in order to be successful in this course?

Didactic remediation activities:

REQ	REC	Activity	Due Date
		Referral to the Center for Academic Support Services	
		Referral to the UTEP Student Counseling Center	
		Attend all lectures	
		Other:	

Signature/Date: _____
Signature/Date: _____
Signature/Date: _____
Signature/Date: _____

Revision History

Original: 08/03/2015
Revised: 10/29/2018   Approved: 11/12/18

Appendix H: Undergraduate Nursing Student Clinical Compliance Attestation

Welcome to the University of Texas at El Paso – College of Nursing Undergraduate Program. As an undergraduate nursing student, you are a member of a unique student population that must satisfy some special requirements during each program semester. A percentage of your nursing education involves clinical instruction. The Undergraduate Clinical Compliance Office (UGCCO) works closely with nursing students to provide them the essential information about all clinical compliance requirements. The UGCCO will set requirement deadlines to achieve "clinical eligibility" status. Obtaining clinical eligibility permits students to begin clinical rotation events. Your requirement awareness and conformity is essential to fulfilling UTEP College of Nursing and clinical partners' affiliation agreements.

The clinical compliance information presented to you during Phase III orientation is of utmost importance to completing your nursing education. It is crucial to understand that if you fail to comply with these requirements, this will prevent your nursing program progression. Students failing to meet compliance requirements, **by established deadlines**, will experience an "Administrative Course Drop", or a nursing program dismissal for repeated noncompliance incidents.

To avoid these consequences, all nursing students must remain mindful of 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 email messages each semester—via your UTEP Email Account. These messages, along with automated CastleBranch system alerts, will remind students about pending compliance deadlines. Students must review their CastleBranch and UTEP Email 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 copy of your clinical compliance requirements.
- You are aware of your clinical compliance deadlines.
- You will receive notices via UTEP email and CastleBranch system alerts.
- You will experience an "Administrative Course Drop" due to a noncompliance event.
- You will experience a nursing program dismissal for repeated noncompliance incidents.
- You understand that the UGCCO is your only clinical compliance information source.
- Any student experiencing an interruption in their plan of study must schedule an appointment to meet with the Undergraduate Nursing Program Director and the Clinical Compliance Coordinator before continuing program studies. The returning student will receive an assessment of his or her program needs. The student will resume adherence to all program, academic, and compliance policies. The student will ensure that their compliance account is up to date.

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.

_____   _____
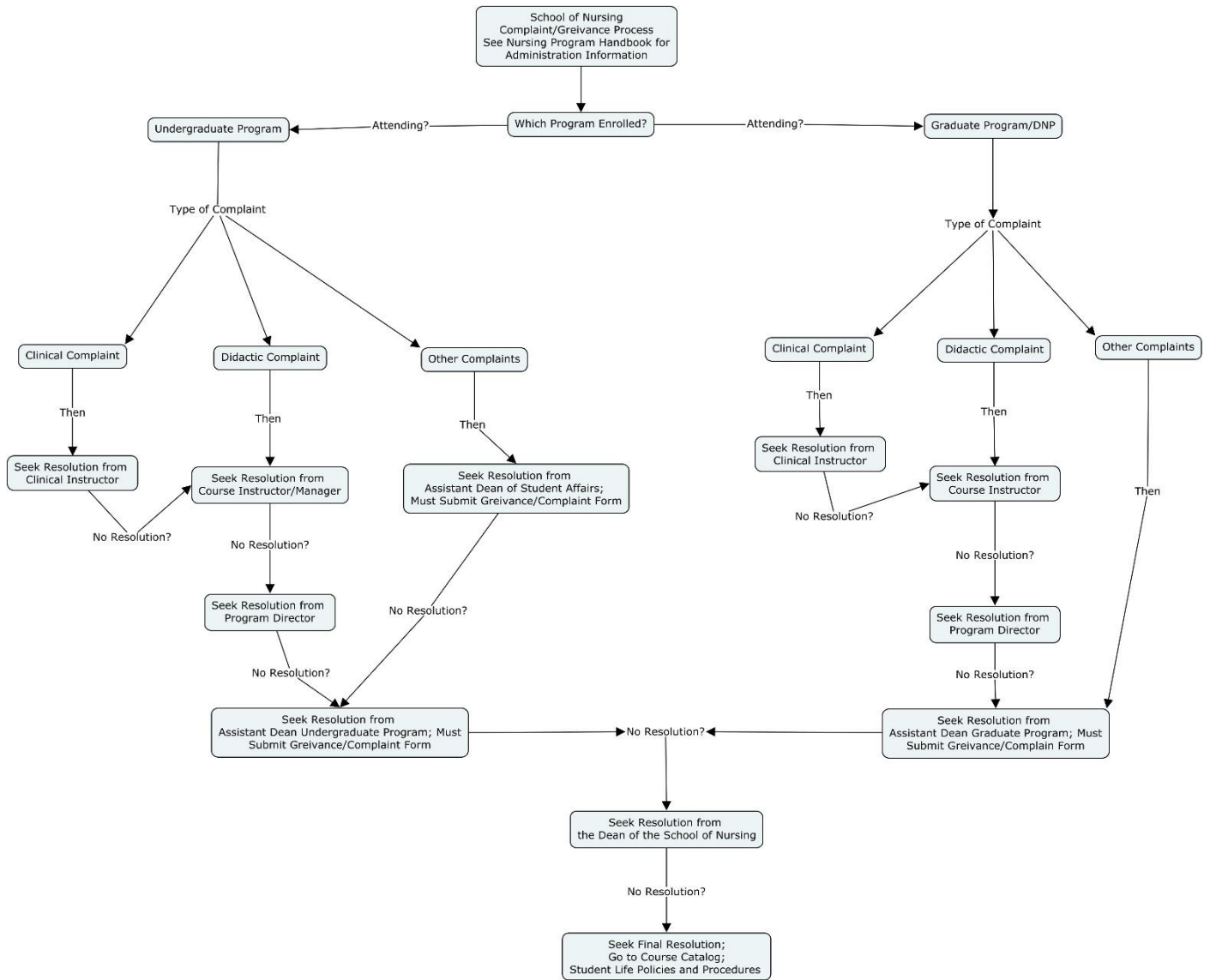Printed Student Name   UTEP I/D Number

_____   _____
Student Signature   Date

Revised: 11/2021

Appendix I: College of Nursing Complaint/Grievance Process

School of Nursing
Complaint/Greivance Process
See Nursing Program Handbook for
Administration Information

Which Program Enrolled?

Attending? → Undergraduate Program

Attending? → Graduate Program/DNP

Undergraduate Program

Type of Complaint

Clinical Complaint — Then → Seek Resolution from Clinical Instructor

Didactic Complaint — Then → Seek Resolution from Course Instructor/Manager

Other Complaints — Then → Seek Resolution from Assistant Dean of Student Affairs; Must Submit Greivance/Complaint Form

No Resolution? (Clinical Instructor → Course Instructor/Manager)

Seek Resolution from Course Instructor/Manager — No Resolution? → Seek Resolution from Program Director

Seek Resolution from Program Director — No Resolution? → Seek Resolution from Assistant Dean Undergraduate Program; Must Submit Greivance/Complaint Form

No Resolution? (Other Complaints → Assistant Dean Undergraduate Program)

Seek Resolution from Assistant Dean Undergraduate Program; Must Submit Greivance/Complaint Form

Graduate Program/DNP

Type of Complaint

Clinical Complaint — Then → Seek Resolution from Clinical Instructor

Didactic Complaint — Then → Seek Resolution from Course Instructor

Other Complaints — Then

No Resolution? (Clinical Instructor → Course Instructor)

Seek Resolution from Course Instructor — No Resolution? → Seek Resolution from Program Director

Seek Resolution from Program Director — No Resolution? → Seek Resolution from Assistant Dean Graduate Program; Must Submit Greivance/Complain Form

Seek Resolution from Assistant Dean Graduate Program; Must Submit Greivance/Complain Form

No Resolution? →

Seek Resolution from the Dean of the School of Nursing

No Resolution?

Seek Final Resolution; Go to Course Catalog; Student Life Policies and Procedures

Appendix J: Student Complaint Form

Student Information

Full name _____ Student ID# _____

Daytime Telephone Number _____ Date _____

School Information

Name of Program _____

Program Start Date _____ Program End Date _____

Degree level (check) _____ Baccalaureate _____ Master _____ DNP

Current Status (check) _____ Attending _____ Graduated _____ Dismissed _____ Withdrawn

Last Date of Attendance: _____

Complaint Information

Date(s) of occurrence: _____

Did you follow the College of Nursing's grievance procedure to resolve complaint? _____Yes _____No

Whom did you contact? _____ Date of contact: _____
Provide a detailed explanation of your complaint and what steps, if any, you have taken to resolve the complaint. Specify any pertinent dates, staff/faculty you dealt with. Attached additional pages, if necessary, along with legible copies of all relevant documentation. Indicate how you would like to see your complaint resolved.

_____

_____

_____

_____

_____

By submitting this complaint, you are giving the College of Nursing permission to contact school officials about your complaint.

The information given in this complaint is true and accurate to the best of my knowledge.

Signature: _____ Date: _____