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 also 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, Phd.D., APRN, FAANP, ANEF
Dean
College of Nursing, Dean's Suite, Room 368
500 W. University
El Paso, TX 79968

UTEP SCHOOL OF NURSING

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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 in students 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

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.

RN-to-BSN Online Degree Option

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

Nursing Program Curriculum (2 Phases)
Phase 1: University Core Curriculum and free electives (if needed)
2 admission options
- Currently in ADN (Associate Degree Nursing) Program/graduated but do not have an active unencumbered RN license
- Graduated from an ADN Program and have an active unencumbered RN license

Advised online through UTEP Connect/Extended University
Email: utepconnect@utep.edu
Phone: 1-800-684-UTEP

State Authorization
Check here to make sure your state is authorized to participate in the UTEP RN to BSN Program.
**See below section regarding State Authorization and Mentorship Component

Phase 2: Nursing Professional Courses

- Completion of the University Core Curriculum and free electives as needed (grade of "C" or better is required for each course in the University Core)
- The minimum cumulative GPA to apply is 2.50
- Active unencumbered RN license from an authorized state.

Phase 2 (2.5 semesters)
RN to BSN Semester 1
NURS 4402 RN to BSN Role Transition
NURS 4303 Nursing Informatics & Technology

RN to BSN Semester 2
NURS 4414 Evidence Based Practice
NURS 4502 Nursing Leadership & Management

RN to BSN Semester 3
NURS 4503 Nursing in the Community

Advised via e-mail with the College of Nursing Office of Student Affairs
Leslie Ross lmross@utep.edu

State Authorization & Mentorship Component

UTEP Connect is here to support our students in their education. State Authorization makes it possible for students outside of Texas to participate in UTEP's online courses and programs. To remain in compliance with the law, please make note of the following:

- If you change location prior to completing the RN to BSN program, you may continue the program if and only if the program is authorized in your new location. This includes taking a traveling nurse assignment or moving out of state.
- Authorized locations can be found on the UTEP Connect Website. If you relocate to a location listed as Not Authorized or Pending, you may not be enrolled in the RN to BSN program while you are located in an unauthorized location even if the location is temporary. In this case, you may also defer your program. Please see the Undergraduate Progression Policy in the Appendix section.

RN BSN Mentorships

Per requirements set forth by CCNE (Commission on Collegiate Nursing Education) our accrediting agency-students in RN-BSN programs are required to complete direct patient care experiences while in their practicum courses. As this program is tailored to working licensed nurses- the UTEP RN-BSN program has a mentorship requirement as part of the student's practicum experience courses. Students will be selecting a mentor within their place of employment that will mentor them through the quality improvement projects. There are many steps that are required to ensure that the student is prepared and cleared for the mentorship. Please see below timeline:

N4402:

- Enroll/Complete all compliance information. Requirements will vary for each individual student and will be covered in the RN-BSN orientation the week before the first course N4402-begins.
- CastleBranch compliance account- All students will need the drug screen and background check through this platform, but may need additional items. Please wait to purchase until you have determined your facility's requirements.
- Submit an Initial Documentation Sheet located in the Affiliation and Mentorship folder in the N4402 course. Submit the first week of class.
- Students will also be required to submit proof of medical insurance.

N4414:

- Submit/Complete mentorship approval process, including mentor contracts.

Please note, failure to complete the above items will result in a delay in enrolling/completing the N4502 Nursing Leadership Management course.

General Information for Nursing Students

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.

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

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

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 practice experience 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 Expenses (This list is not inclusive and is subject to change)
- Health and Clinical Clearances
- TYPHON (online program for mentorship)

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

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

Office of Scholarships (link)

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

University Counseling Center (link)

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 (link)

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 1851 Wiggins Way, El Paso, TX 79968. Phone: 915-747-8337.

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

General Policies

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 to make arrangements for the completion of all work including make-up examinations and requirements for removal of conditional and incomplete grades.

Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Nurses are also expected to be able to assist patients in transfer, ambulation and in activities of daily living. In order to do this, nurses must be able to lift, bend and be on their feet for extended periods of time. Students seeking application to the nursing program at The University of Texas at El Paso, who may have limitations in any of the above abilities, are advised to discuss these matters with the Center for Accommodations and Support Services to determine if reasonable accommodations could be provided. This must be done prior to choosing nursing as a major.

It is the responsibility of the student to inform the course manager of any limitation they may have in completing course expectations. Written guidelines r/t accommodations from the Center for Accommodations and Support Services (CASS) must be submitted to the course manager prior to implementation and the student must meet with the course manager to discuss the implementation process. It is the student's responsibility to renew accommodations with CASS each semester and inform CASS the courses in which accommodations will be needed. Should a student sustain an injury or have a change in health that would require accommodations, it is the student's responsibility to visit CASS and begin the process right away to avoid missing clinical practicum.

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

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

Professional Behavior (link)
Students are expected to behave professionally ***at all times*** with faculty, peers, preceptors, and clients ***and*** in any setting in which the student is a representative of UTEP. Bullying, verbal abuse, insubordination, or personal attacks will not be tolerated in any form. Any behavior deemed inappropriate by faculty and/or preceptors will result in faculty conference(s), and completion of a Student Opting for Success (SOS) plan that addresses the student's areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program.

Student Conduct Process Overview
Academic Integrity Violations
Non-Academic Violations

Policy on Scholastic Dishonesty
Students are expected to be above reproach in all scholastic and clinical/practicum activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the 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 (HOOP) available in the Office of the Dean of Students.

Academic Regulations

Academic Standing Definitions (link)
See applicable UTEP Catalog for policies related to probation and suspension.

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

Change of Major
All transfers into and out of the nursing major must be made with Phase 1 or Phase 2 advisor, dependent on which phase student is currently in.

Nursing Major
Rigorous study is required to succeed in the nursing program. Multiple hours of preparation are required beyond the classroom periods and practice experience 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 the Appendix section of 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 practice experience 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 practice experience evaluation tools and course guidelines, students must be able to provide safe patient care.

> **Technical Standards for Nursing Practice**
> Practice experience nursing skills are major components of our nursing program. Successful completion of the nursing program's practice experience objective requires that students demonstrate the ability to safely and effectively perform several essential skills. All students are evaluated in practice labs and practice experience 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 practice experience 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 practice experience 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 practice experience lab

    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. Failure to complete an assignment will result in an incomplete in the course until assignment is submitted.

2. Didactic course with a practice experience lab

    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. Mentorship component/mentorship related assignments must meet the minimum average of 75%. Grades or points given for mentorship 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 2 Nursing Program didactic & mentorship component/mentorship work is mandatory. Failure to complete an assignment will result in an incomplete in the course until assignment is submitted.
    d. Students must pass **both** the didactic and the mentorship component of a course. Failure of either component results in failure of the entire course.
    e. Mentorship performance is evaluated on a *Pass/Fail basis***

    Pass = 1) Demonstrating competency in *every* area of mentorship performance in direct patient care **AND**
    2) Successful completion of all required mentorship paperwork.

    Fail = 1) Non-achievement of competency expectations in any one or more areas of direct patient care mentorship performance
    OR
    2) Any serious infraction involving professionalism and/or safety related issues for assigned patients.

The College of Nursing grading scale is:

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

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

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 faculty member, the SON Associate Dean for Undergraduate Education and the Dean of the SON. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

Grade Grievance—Dean of Students Office
Complaint Form
Instructions-Complaint Form (PDF)

Revision History
Original: 02/18/2013
Revised: 10/29/2018   Approved: 11/12/2018 SONFO

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;
   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 College of Nursing Complaint/Grievance Process and Student Complaint Form in the Appendix section of the Handbook.

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. **Students who are not successful in the course should be aware that non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester**.

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

e. See attached SOS forms.

Revision History
Original: 08/03/2015
Revised: 10/01/2018
Revised: 10/29/2018   Approved: 11/28/18

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 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 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**. Withdrawals are thus not recommended, as they impede a student's progress in completing the degree plan.

A. Complete Withdrawal Due to Medical Reasons

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

B. Complete Withdrawal Due to Active Military Service

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

II. Reinstatement following a Medical Withdrawal

Students who have taken a medical withdrawal and wish to be reinstated must submit to the Undergraduate Program Director and the Associate Dean for Undergraduate Education a letter of medical clearance from their attending physician, clinical psychologist, or other licensed clinical practitioner on official letterhead with an original signature, clearance date, and statement that the student may resume full activities. The 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 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 Assistant Dean of Student Affairs and Associate Dean of Undergraduate Education, who will then meet with the student to revise the student's degree plan. The Associate Dean of Undergraduate Education will work collaboratively with the Assistant Dean of Student Affairs to determine the appropriateness of reinstatement. In the event that the Assistant Dean of Student Affairs and the Associate Dean of Undergraduate Education 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 at the beginning. 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
Academic dismissal from the undergraduate nursing program occurs after any **two nursing course failures or two unsuccessful attempts at the same course**. **A withdrawal after census day counts as an attempt.**

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

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

Revision History
Original: 08/13/2015
Revised: 06/06/2016
Revised: 01/10/2018
Revised: 10/29/2018   Approved: 11/12/18

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, Practice experience 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 practice experience 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 practice experience assignment criteria are posted on this site. Test grades and final course grades will be made available ONLY through this site.

Compliance Policy/Clinical Requirements for Undergraduate Nursing Programs

Purpose:

Nurses are entrusted with and responsible for the health, safety, and welfare of themselves and their patients. Nurses have access to confidential and sensitive information and perform in settings that require the application of sound judgment and ethical behaviors. In order to ensure patient safety, the Texas Board of Nursing (BON), the Centers for Disease Control (CDC), and affiliated El Paso clinical partners require that all nursing students complete a number of clinical requirements once they are admitted into 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 management system.

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.

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

Drug Screening:
1. All 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.

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.

Revision History
Original: 06/19/2016
Revised: 12/01/2017
Revised: 10/29/2018   Approved: 11/12/2018 SONFO

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

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
Revised: 12/14/1994
Revised: 09/17/2012
Revised: 09/24/2018
Revised: 10/29/2018   Approved: 11/12/18

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.

Professional attire is required when completing practice experience assignments. 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.

Appendices

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 from falls.

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 Risk Management Office.
3. Life Threatening Emergency treatments will be implemented at the clinical facility if emergency treatment is available. If emergency treatment is not available on site, 911 will be activated.
4. If the clinical facility does not provide care indicated for the injury/incident or it is a non-emergent type situation, the student may select a health care provider of his/her choice for treatment. Students may be evaluated at the UTEP Student Health Center for non-emergency care.
5. The student will be responsible for completing and signing the Incident Report and submitting it to faculty. Faculty will assure completeness of the report and sign it. Faculty will then send the original to the office of SON Assistant Dean for Student Affairs for placement in student's file, and notify the SON Dean about the incident.
6. Students may refuse treatment. Signed documentation of refusal (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: 11/12/18

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

Course Drop Form (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)
☐ Family Medical (E2)
☐ Death of Family Member (E3)
☐ Military Leave (E4)

☐ Work Schedule (E5)
☐ Other good cause as determined by UTEP (E6)
  (Consult with your advisor.)
☐ Other reason (E7)

Explanation: _____

Academic Advisor (If you don't have an academic advisor, see the Department Chair of your major)
TO CHECK SIX-COURSE DROP STATUS ON UNDERGRADUATES GO TO GOLDMINE OR SZASDLM IN BANNER

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

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

Original—Registration & Records   Copy—Student

Policy on Americans with Disabilities Act

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

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:
  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

		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

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

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

To avoid these consequences, all nursing students must remain attentive to their clinical compliance account, requirements, and deadlines during each program semester. **The UGCCO is the _only_ source for current compliance information and guidance.** UGCCO staff will send students a **maximum** of two-compliance reminder email messages each semester—via your UTEP Email Account. These UGCCO messages, along with automated CastleBranch system alerts, will remind students about their 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 hard copy and electronic copy of your clinical compliance requirements.
- You are aware of your clinical compliance deadline. Deadline information will be sent via email reminders and CastleBranch system alerts.
- You are aware that you may become "Administratively Dropped" from nursing courses or dismissed from the nursing program, due to a failure to meet compliance requirements and deadlines.
- You understand that the Undergraduate Clinical Compliance Office is your _only_ source for clinical compliance information.

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

_____   _____
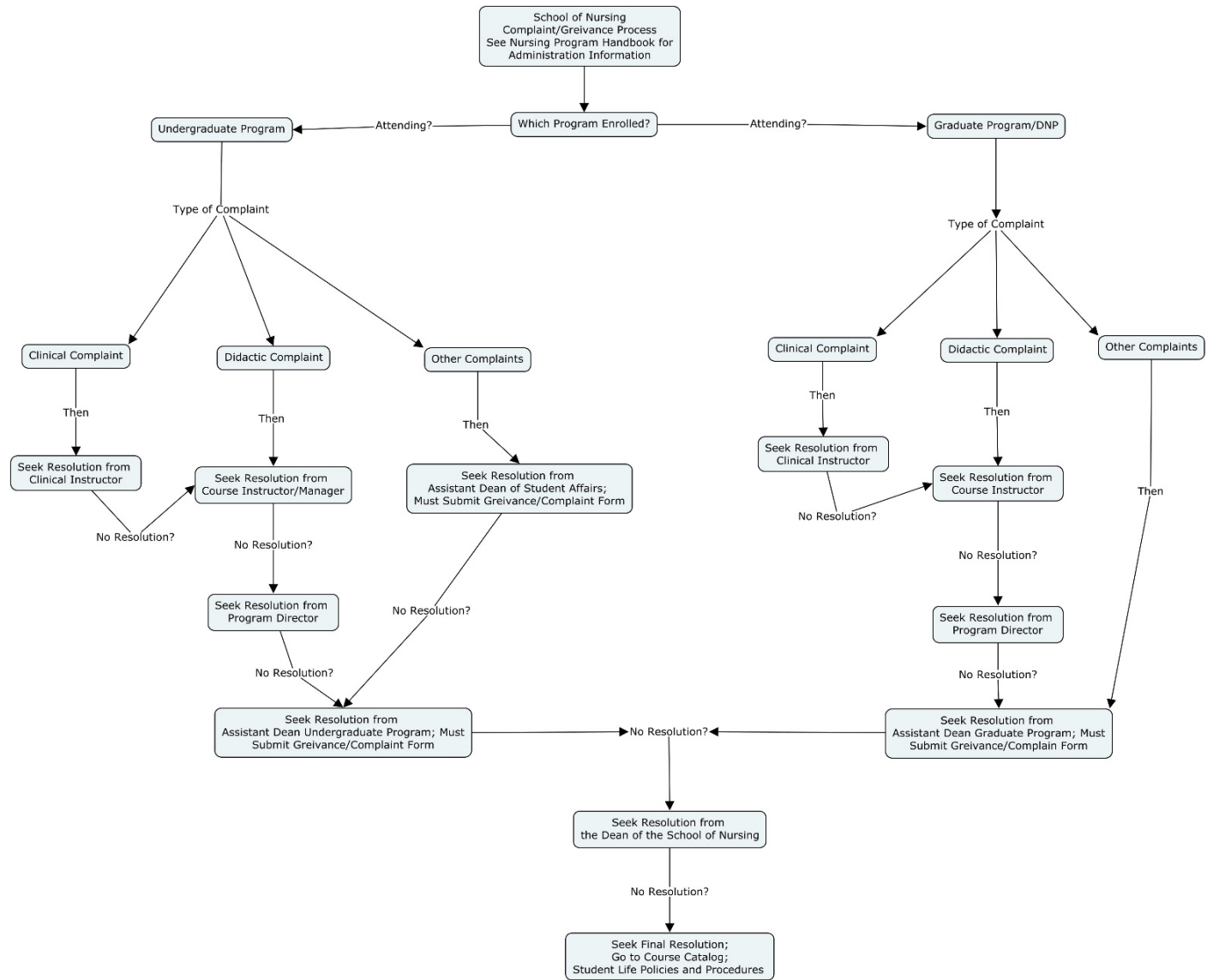Printed Student Name   UTEP I/D Number

_____   _____
Student Signature   Date

Revised: 12/2017

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

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?

No Resolution? → Seek Resolution from Program Director

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

Type of Complaint

Clinical Complaint — Then → Seek Resolution from Clinical Instructor

No Resolution?

Didactic Complaint — Then → Seek Resolution from Course Instructor

No Resolution? → Seek Resolution from Program Director

Other Complaints — Then

No Resolution? → 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

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: _____

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
Revised: 12/14/1994
Revised: 09/17/2012
Revised: 09/24/2018
Revised: 10/29/2018   Approved: 11/12/18

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 University of Texas at El Paso Social Media Standards can be accessed at:
https://admin.utep.edu/Portals/1805/PDF/UTEP%20Social%20Media%20Standards.pdf

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
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