



**Student Nursing Handbook**  
**2023 - 2025**

**SAN JUAN COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
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## TABLE OF CONTENTS

ADN FACULTY AND STAFF .....	1
ADJUNCT FACULTY.....	2
ABOUT SAN JUAN COLLEGE .....	3
SAN JUAN COLLEGE MISSION .....	3
SAN JUAN COLLEGE VISION .....	3
SAN JUAN COLLEGE VALUES .....	3
ABOUT THE NURSING PROGRAM.....	4
DEPARTMENT OF NURSING MISSION .....	4
SAN JUAN COLLEGE DEPARTMENT OF NURSING PHILOSOPHY .....	4
SAN JUAN COLLEGE DEPARTMENT OF NURSING EDUCATIONAL PHILOSOPHY.....	4
NEW MEXICO NURSING EDUCATION CONSORTIUM (NMNEC).....	7
NMNEC GOALS .....	7
VISION.....	7
WELCOME TO THE NURSING PROGRAM.....	8
MESSAGES FOR STUDENTS .....	8
CONTACTING INSTRUCTORS.....	8
CHANGE OF ADDRESS OR OTHER INFORMATION .....	8
SNOW DAYS .....	8
NMNEC PROGRAMS OF STUDY BY TERM .....	9
ADN PROGRAM OF STUDY BY TERM.....	9
NMNEC PROGRAMS OF STUDY BY TERM .....	10
BSN PROGRAM OF STUDY BY TERM .....	10
NMNEC ADMISSION POLICIES.....	13
NMNEC PROGRESSION POLICIES.....	14
NMNEC GRADING POLICY .....	16
SAN JUAN COLLEGE NURSING GRADING POLICY .....	16
SAN JUAN COLLEGE NURSING PROGRESSION POLICIES.....	17
NMNEC & NMHED GENERAL EDUCATION ESSENTIAL SKILLS.....	19
SAN JUAN COLLEGE NURSING CONCEPTUAL MODEL .....	20
STUDENT LEARNING RESOURCES.....	21
LIBRARY AND ONLINE INDEXES: .....	21
SJC COMPUTER LAB HOURS.....	21
READMISSION AND REENTRY .....	23
REPETITION OF COURSES.....	23
READMISSION AND RE-ENTRY GENERAL GUIDELINES.....	23
PROFESSIONAL EXPECTATIONS.....	24
CONSEQUENCES OF VIOLATIONS AND PROGRAM DISMISSAL .....	25
OVERRIDING STATEMENTS.....	25
STUDENT BEHAVIORAL GRADE APPEAL PROCESSES .....	28

POLICY FOR STUDENT IMPAIRMENT.....	28
STUDENT ATTENDANCE AT DEPARTMENT MEETINGS .....	30
GRADUATION .....	30
PINNING CEREMONY.....	31
APPLICATION FOR NCLEX-RN (REGISTERED NURSE LICENSURE EXAM) .....	31
LEGAL LIMITATIONS FOR LICENSURE .....	31
COMPLAINT POLICY.....	31
PERSONAL TECHNOLOGY DEVICE USE .....	33
CLINICAL CALCULATION EXAM REQUIREMENTS .....	33
STANDARDIZED EXAMINATIONS .....	33
EXAMINATIONS AND TESTING FEES.....	33
LATE ASSIGNMENTS .....	35
INCOMPLETE ASSIGNMENTS AND COURSE REQUIREMENTS .....	35
ATTENDANCE .....	35
HONORS .....	35
PREPARATION FOR CLINICAL .....	37
FINGERPRINTING/CRIMINAL BACKGROUND CHECK .....	37
TUBERCULOSIS, IMMUNIZATIONS AND DRUG SCREENING.....	37
CARDIO PULMONARY RESUSCITATION (CPR) .....	38
NEEDLE STICK AND OTHER INJURIES/ACCIDENTS .....	38
CLINICAL ATTENDANCE.....	38
CLINICAL GUIDELINES .....	39
CLINICAL EVALUATION .....	39
NMNEC CLINICAL EVALUATION SCORING .....	40
GUIDELINES FOR CLINICAL EXPERIENCE.....	40
UNSAFE CLINICAL BEHAVIOR.....	42
APPENDIX A - SJRMC CLINICAL EXPERIENCE POLICIES .....	45
APPENDIX B - CONFLICT RESOLUTION.....	46
APPENDIX C - ESSENTIAL FUNCTIONS.....	47
APPENDIX D - SAN JUAN COLLEGE ACADEMIC ACCOMMODATION RULES.....	50
SAN JUAN COLLEGE FERPA POLICY.....	50
HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) .....	51
APPENDIX E – SAN JUAN COLLEGE DEPARTMENT OF NURSING POLICY FOR .....	52
SJC NURSING – FACULTY/STUDENT BEHAVIORAL INTERVENTION FORM.....	59
SAN JUAN COLLEGE DEPARTMENT OF NURSING - SUSPICIOUS BEHAVIOR FORM.....	61
SAN JUAN COLLEGE DEPARTMENT OF NURSING - DRUG SCREENING REFERRAL FORM .....	63
STUDENT ACKNOWLEDGMENT OF POLICY FOR STUDENT IMPAIRMENT .....	64
STUDENT ACKNOWLEDGMENT OF NURSING HANDBOOK .....	65
STUDENT ACKNOWLEDGMENT OF CLINICAL DRUG SCREENING .....	66

## ADN FACULTY AND STAFF

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**ADJUNCT FACULTY**

The department hires numerous adjunct faculty each semester to assist in the laboratory, simulation, and clinical areas. Faculty will provide contact information each semester.

## **ABOUT SAN JUAN COLLEGE**

### **SAN JUAN COLLEGE MISSION**

Educate and empower individuals to thrive in an ever-changing world.

### **SAN JUAN COLLEGE VISION**

Inspire success through world-class education.

### **SAN JUAN COLLEGE VALUES**

San Juan College is committed to serving the needs of our students and the community through a process of continuous quality improvement. Incorporating the acronym of “iCare,” San Juan College upholds and affirms the values of Innovation, Collaboration, Accountability, Respect and Excellence

Innovation – we value...

- Thinking creatively
- Examining and improving procedures
- Initiating strategic change
- Sharing new ideas
- Maximizing technology

Collaboration – we value...

- Open communication
- Collective wisdom
- Inclusive decision-making
- Relationship building
- Partnering to create new opportunities

Accountability – we value...

- Sound fiscal stewardship
- Responsibility and commitment
- Assessing and meeting community needs
- Assessment that leads to improvement
- Clarity of expectations
- Evidence-based decision making

Respect – we value...

- Student centered learning
- Diverse peoples, perspectives, cultures and life circumstances
- Environmental and economic sustainability and responsibility

Excellence – we value...

- Meeting and exceeding expectations
- Modeling and developing best practices
- Continuous improvement
- On-going professional development



## **ABOUT THE NURSING PROGRAM**

### **DEPARTMENT OF NURSING MISSION**

In addition to supporting the mission of the College, the mission of the San Juan College Department of Nursing is to provide the educational tools so our students may obtain a high-quality nursing education and become valuable members of the health care profession. Toward that goal, we will encourage personal development and prepare the student for further nursing education and life-long learning. Recognizing our close relationship with our community, we will strive to meet its continual and changing health care needs.

### **SAN JUAN COLLEGE DEPARTMENT OF NURSING PHILOSOPHY**

Nursing is a professional practice discipline with a worldview rooted in the core nursing values of caring, diversity, integrity, excellence, patient centeredness, ethics and holism (NLN, 2010). To practice actively, the nurse must have an awareness of the context and environment where health care is delivered. Context and environment include organizational structures of healthcare agencies, leadership styles, continuous quality improvement, as well as ethical, legal, and regulatory standards adhered to in practice. Nurses, using patient-centered care, promote holistic health and well-being of individuals, families, and communities through the application of nursing knowledge.

*NLN, Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing, 2010.*

### **SAN JUAN COLLEGE DEPARTMENT OF NURSING EDUCATIONAL PHILOSOPHY**

Caring, diversity, integrity, excellence, patient centeredness, ethics and holism serve as foundational elements for an Associate Degree curriculum designed to provide students with the opportunity to acquire the knowledge, skills, and attitudes that are essential for safe, competent nursing practice in contemporary health care environments. At San Juan College the core nursing professional practice values are operationalized through the six Quality and Safety Education for Nurses (QSEN) competencies: Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics. Professional Behaviors constitutes the seventh San Juan College nursing competency. San Juan College Department of Nursing faculty provide students with a foundation which serves as a basis for nursing practice. This foundation includes the integration of knowledge from nursing art and science, and knowledge from a variety of disciplines outside of nursing. Additionally, nursing practice includes commitment to life-long learning to expand personal and professional growth.

Integration of the program's core values throughout the curriculum promotes student-centered learning to develop a framework for continued personal and professional growth. Contemporary nursing practice requires entry level proficiency in the QSEN competencies. Faculty provide diverse educational experiences incorporating a variety of teaching methodologies and clinical experiences. Nursing faculty recognize students have their own unique learning needs and will integrate knowledge best when they are actively involved in the learning process. San Juan College nursing faculty and administration believe that nursing education represents a learning culture that is open, fair and just. Clinical experiences reflect the complexities of current professional nursing practice. Diverse experiences enable students to develop the clinical judgment required to perform safe patient care.

*NLN, Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing, 2010.*

## New Mexico General Education Essential Skills

- Communication
- Quantitative Reasoning
- Critical Thinking
- Information and Digital Literacy
- Personal and Social Responsibility

Source: [New Mexico General Education Curriculum | NM Higher Education Department \(state.nm.us\)](https://www.state.nm.us/education/curriculum/)

# **New Mexico Nursing Education Consortium**

## New Mexico Nursing Education Consortium (NMNEC)



San Juan College is proud to be a member of the New Mexico Nursing Education Consortium (NMNEC), a partnership of every state-funded nursing program across the state, connected by a common nursing curriculum which allows students to receive quality education and bachelor's degrees in their home community. Each nursing program is linked to another through innovations in technology and simulation, making degrees attainable and transfers seamless.

San Juan College has partnered with the University of New Mexico (UNM) to offer baccalaureate pre-licensure nursing education (BSN). This partnership began in the spring 2015 semester and will continue every fall and spring semester thereafter.

The NMNEC membership has established a set of admission, progression and grading policies and procedures. These common policies and procedures are identified on the following pages. San Juan College institutional and program specific policies are listed in this document following the description of the statewide processes.

### NMNEC GOALS

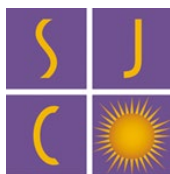
- Increase number of nurses with BSN and graduate degrees in New Mexico.
- Improve efficiency, quality, and educational outcomes of nursing education through collaboration among New Mexico public and tribal-funded community colleges and universities.
- Promote a culture of inclusion and increase the diversity of the nursing workforce in New Mexico by improving accessibility to nursing education for under-represented groups.
- Continuously seek ways to sustain the work of NMNEC.

### Mission

- The mission of the New Mexico Nursing Education Consortium is to prepare nurses for entry into practice and educational advancement through developing and sustaining a resource-efficient and unified system of accessible, innovative, and state-of-the-art nursing education.

### Vision

- Collaborative partnerships between public and tribal-funded New Mexico nursing programs builds a culture of communication, support, and unified decision-making that facilitates the ability of nursing programs to prepare a qualified, diverse, and professional nursing workforce to address the healthcare needs of New Mexicans.



## **Welcome to the Nursing Program**

The San Juan College Department of Nursing welcomes you to the Nursing Program. We are happy to help in any way we can! We only ask that you are respectful while visiting the Department of Nursing. Please be respectful of the time and demands in the administrative area while visiting the department.

### **MESSAGES FOR STUDENTS**

Student messages will primarily be sent to your student email account, and/or through the online learning management system (Canvas), or placed in your locker (in the mail room). Please check these areas often. Emergency messages will be taken for our nursing students. If you are expecting an important call, please inform us.

### **CONTACTING INSTRUCTORS**

When you need to see instructors, please check at the front desk during normal department hours (8am – 5pm) to see if they are in their offices. If an instructor is not available, please contact the instructor through Canvas to respond to your question or to set up a time to meet. If you need to see the Director, please contact the department administrative assistant or call the Director's voice mail to set-up an appointment time. Texting is not a recognized form of formal communication with nursing instructors. Occasionally, an instructor may give out their cell phone number for clinical purposes only.

### **CHANGE OF ADDRESS OR OTHER INFORMATION**

It is important that the Department of Nursing's list of student addresses and phone numbers is current. If your address/phone number/name should change, please notify the Department of Nursing administrative assistants using the "Change of Information Form for the San Juan College Department of Nursing", located in the Department of Nursing. You will also need to complete a change of information form for the SJC Enrollment (Admissions) Office.

### **SNOW DAYS**

Check the SJC WEB site, call the main campus number, or use the San Juan College Suns Alert emergency notification system. If there is a 2-hour delay, class (lecture) will begin at 10:00 am. If there is a 2-hour delay, clinical will also begin at 10:00 am. For information regarding potential late start or cancellation of classes and other activities on-campus, all San Juan College students, faculty, staff and other College personnel are encouraged to monitor area television and radio stations and the College's web site. Your safety is our priority at all times. Please contact your instructor if you have questions.

**Have A Great School Year!**

## NMNEC Programs of Study by Term

### ADN Program of Study by Term

<u>Semester #1</u>	<u>Total Credits</u>	<u>Semester # 2</u>	<u>Total Credits</u>
Basic Science Course: 4 credit hours from one of the following: *BIOL 2110 Principles of Biology <u>or</u> *BIOL 2310 Microbiology <u>or</u> *CHEM 1120 Introductory Chemistry (or higher)	4	BIOL-2210/2210L Human Anatomy & Physiology I	4
		PSYC-1110 Introduction to Psychology	3
		PSYC-2120 Developmental Psychology	3
*ENGL 1110 Composition I	3	***General Education Course	3
<b>Semester Total</b>	<b>7</b>	<b>Semester Total</b>	<b>13</b>
<u>Semester # 3</u> <u>Level 1 Nursing</u>	<u>Total Credits</u>	<u>Semester # 4</u> <u>Level 2 Nursing</u>	<u>Total Credits</u>
**NMNC 1110 Introduction to Nursing Concepts	3	**NMNC 1210 Health & Illness Concepts I	3
**NMNC 1135 Principles of Nursing Practice	4	**NMNC 1220 Health Care Participant	3
		**NMNC 1230 Nursing Pharmacology	3
		**NMNC 1235 Assessment & Health Promotion	4
*BIOL 2225/225L Human Anatomy & Physiology II	4	*BIOL 2505 Pathophysiology	4
<b>Semester Total</b>	<b>11</b>	<b>Semester Total</b>	<b>17</b>
<u>Semester # 5</u> <u>Level 3 Nursing</u>	<u>Total Credits</u>	<u>Semester # 6</u> <u>Level 4 Nursing</u>	<u>Total Credits</u>
**NMNC 2310 Health & Illness Concepts II	3	**NMNC 2410 Health & Illness Concepts III	4
**NMNC 2320 Professional Nursing Concepts I	3	**NMNC 2435 Clinical Intensive I	4
**NMNC 2335 Care of Patients with Chronic Conditions	4	**NMNC 2445 ADN Capstone	6
<b>Semester Total</b>	<b>10</b>	<b>Semester Total</b>	<b>14</b>
		<b>Credit Hours for Degree: 72</b>	

\*Denotes Non-Nursing Courses

\*\*Denotes San Juan College Nursing Courses

\*\*\* General Education Course (Contact nursing advisor for approved courses for general education areas)

FYEX 1110 (First year seminar) required within your first 12 credit hours of coursework at San Juan College. If you have successfully completed 24 credit hours this course requirement may be waived.

## NMNEC Programs of Study by Term

### BSN Program of Study by Term

<u>Semester #1</u>	<u>Total Credits</u>	<u>Semester #2</u>	<u>Total Credits</u>
*ENGL 1110 Composition	3	*ENGL 1120 Composition II	3
*BIOL 2110 Principles of Biology	4	*CHEM 1120 Introductory Chemistry or higher	4
*MATH 096 Introductory Algebra	4	*PSYCH 2120 Developmental Psychology	3
*PSYC 1110 Introduction to Psychology	3	*NUTR 2110 Human Nutrition	3
***Humanities	3	*BIOL 2210 Human Anatomy & Physiology I	4
<b>Semester Total</b>	<b>17</b>	<b>Semester Total</b>	<b>17</b>
<u>Semester # 3</u>	<u>Total Credits</u>	<u>Semester # 4</u> <u>Level 1 Nursing</u>	<u>Total Credits</u>
*MATH 1350 Statistics	4	**NMNC 1110 Introduction to Nursing Concepts	3
*BIOL 2310 Microbiology	4	**NMNC 1135 Principles of Nursing Practice	4
*BIOL 2225 Human Anatomy & Physiology II	4	****Evidence-Based Practice	3
		*BIOL 2520 Pathophysiology	4
<b>Semester Total</b>	<b>12</b>	<b>Semester Total</b>	<b>14</b>
<u>Semester # 5</u> <u>Level 2 Nursing</u>	<u>Total Credits</u>	<u>Semester # 6</u> <u>Level 3 Nursing</u>	<u>Total Credits</u>
**NMNC 1210 Health & Illness Concepts I	3	**NMNC 2310 Health & Illness Concepts II	3
**NMNC 1220 Health Care Participant	3	**NMNC 2320 Professional Nursing Concepts I	3
**NMNC 1230 Nursing Pharmacology	3	**NMNC 2335 Care of Patients with Chronic Conditions	4
**NMNC 1235 Assessment & Health Promotion	4	****Nursing Elective	3
***Second Language	3	***Arts & Design	3
<b>Semester Total</b>	<b>16</b>	<b>Semester Total</b>	<b>16</b>
<u>Semester # 7</u> <u>Level 4 Nursing</u>	<u>Total Credits</u>	<u>Semester # 8</u> <u>Level 5 Nursing</u>	<u>Total Credits</u>
**NMNC 2410 Health & Illness Concepts III	4	**** Concept Synthesis	3
**NMNC 2435 Clinical Intensive I	4	**** Professional Concepts II	3
****Clinical Intensive II	4	**** Clinical Intensive III	4
***Public Speaking	3	**** BSN Capstone	4
		**** Nursing Elective	3
<b>Semester Total</b>	<b>15</b>	<b>Semester Total</b>	<b>17</b>
		<b>Credit Hours for Degree: 126</b>	

**\* Non-Nursing Courses**

**\*\*San Juan College Nursing Courses**

**\*\*\* Contact nursing advisor for approved courses for UNM general education areas**

**\*\*\*\* UNM Nursing Courses**

FYEX 1110 (First year seminar) required within your first 12 credit hours of coursework at San Juan College. If you have successfully completed 24 credit hours this course requirement may be waived.



**NMNEC Combined ADN/BSN Programs of Study**

NMNEC Level	<u>NMNEC Statewide Common Nursing Curriculum</u>	Credit Hours
Level 1	* Introduction to Nursing Concepts (NNMC 1110) * Principles of Nursing Practice (NNMC 1135) ** Evidence-Based Practice (NMNC 3120)	3d 4 (1d/3c) 3d  <b>ADN Total: 7</b> <b>BSN Total 10</b>
Level 2	* Health & Illness Concepts I (NMNC 1210) * Health Care Participant (NMNC 1220) * Nursing Pharmacology (NMNC 1230) * Assessment & Health Promotion (NMNC 1235)	3d 3d 3d 4 (1d/3c)  <b>ADN Total: 13</b> <b>BSN Total 13</b>
Level 3	* Health & Illness Concepts II (NMNC 2310) * Professional Nursing Concepts I (NMNC 2320) * Care of Patients with Chronic Conditions (NMNC 2335) ** Nursing Elective	3d 3d 4c 3d  <b>ADN Total: 10</b> <b>BSN Total 13</b>
Level 4	* Health & Illness Concepts III (NMNC 2410) * Clinical Intensive I (NMNC 2435) *** ADN Capstone (NMNC 2445) ** Clinical Intensive II (NMNC 4445)	4d 4 (1d/3c) 2-6 (varied d/c) 4 (1d/3c)  <b>ADN Total: 10-14</b> <b>BSN Total 12</b>
Level 5	* Concept Synthesis (NMNC 4510) * Professional Nursing Concepts II (NMNC 4520) * Clinical Intensive III (NMNC 4535) ** Nursing Elective ** Capstone (NMNC 4545)	3d 3d 4 (1d/3c) 3d 4 (1d/3c)  <b>BSN Total 17</b>

Co-enrolled ADN/BSN= \* BSN specific= \*\*; ADN specific= \*\*\*. d=didactic; c=clinical (2:1 or 3:1)

**Developed 6/14, 8/16, Revised 8/15, 8/19 Reviewed: 9/16, 1/2021, 8/2022, 7/2023**



## NMNEC Admission Policies

San Juan College, in partnership with the University of New Mexico, follows the admission criteria established by the NMNEC membership. Weighting of the admission components is as follows:

- 50% based on a standardized pre-entry nursing examination.
  - At SJC, the TEAS V, with a minimum eligible proficient level of 58.7%
  - Students initially applying to multiple institutions must use the exam required at the specific institution.
  - If a student transfers to another NMNEC program after successful completion of Level 1 courses, another standardized examination will not be required.
  
- 40% grade point average (GPA) based on specific prerequisite nursing courses:
  - For the Associate Degree in Nursing (ADN) 17 credits in:
    - Composition I – 3 credits
    - General science: Biology, Chemistry or Microbiology – 4 credits
    - Introductory Psychology -3 credits
    - Lifespan/development – 3 credits
    - Anatomy and Physiology I – 4 credits
  - For the baccalaureate degree in nursing (BSN) 23 credits in:
    - Composition I – 3 credits
    - Composition II – 3 credits
    - Biology – 4 credits
    - Chemistry – 4 credits
    - Introductory Psychology – 3 credits
    - Lifespan/development – 3 credits
    - Nutrition – 3 credits
  
- 10% Institutional Criteria
  - At SJC, residency, grades in certain prerequisite courses, and the number of SJC credits will provide extra points. Please refer to the SJC Webpage for a detailed description of this portion



## NMNEC Progression Policies

*This policy applies to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs.*

### **Levels 1, 2, 3, 4, 5:**

One course failure/withdrawal - may re-enter the program pending approval by the Department of Nursing administration and faculty, contingent upon available space, and ranked according to nursing course grades.

Second course failure/withdrawal – dismissed from program and may reapply after one year

#### NMNEC Level 1 courses:

- NMNC 1110: Introduction to Nursing Concepts – 3 credits
- NMNC 1125: Principles of Nursing Practice – 4 credits
- Evidence-Based Practice (*BSN students only*) – 3 credits

#### NMNEC Level 2 Courses:

- NMNC 1210: Health and Illness Concepts I – 3 credits
- NMNC 1220: Health Care Participant – 3 credits
- NMNC 1230: Nursing Pharmacology – 3 credits
- NMNC 1235: Assessment and Health Promotion – 4 credits

#### NMNEC Level 3 courses:

- NMNC 2310: Health and Illness Concepts II – 3 credits
- NMNC 2320: Professional Nursing Concepts – 3 credits
- NMNC 2335: Care of Patients with Chronic Conditions- 4 credits
- Nursing Elective: (*BSN students only*) – 3 credits

#### NMNEC Level 4 courses:

- NMNC 2410: Health and Illness Concepts III – 4 credits
- NMNC 2435: Clinical Intensive I – 4 credits
- NMNC 2445: ADN Capstone (*ADN students only*) – 6 credits
- NMNC 4445: Clinical Intensive II: (*BSN students only*) – 4 credits

NMNEC Level 5 courses-*BSN students only*:

- NMNC 4510: Concept Synthesis – 3 credits
- NMNC 4520: Professional Nursing Concepts II – 3 credits
- NMNC 4535: Clinical Intensive III -4 credits
- NMNC 4545: BSN Capstone – 4 credits
- Nursing Elective – 3 credits (may be taken earlier in the program of study)

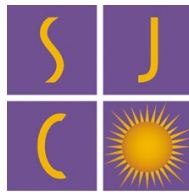


## NMNEC Grading Policy

Grading Scale for all ADN and BSN Courses at San Juan College

- 90-100% = A
- 80-89% = B
- 77-79% = C
- 67-76% = D
- <67% = F

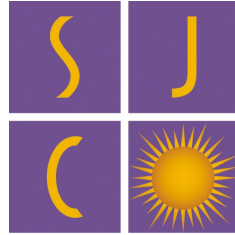
77% is the passing standard for all NMNEC ADN and BSN nursing courses.



## San Juan College Nursing Grading Policy

The student must achieve a 77% average on examination scores for each course before any other assignment work will be added into the grade calculation. Failure to achieve the requisite 77% will result in either “D”, “F” or “W” grades for the student. A failing examination score average will not be rounded to a passing grade (example: a 76.99% will not round to a 77%).

Students must achieve a 77% for their final course grade in order to progress. A failing grade will not be rounded to a passing grade (example: 76.99% will not round to 77%; however a 79.99% will round to 80% for the final grade).



## San Juan College Nursing Progression Policies

Student progression within the nursing program shall be based on the following requirements:

1. In order to pass and progress the student shall:
  - Achieve at least a “C” in every nursing and general education course required in the nursing curriculum.
  - Maintain at least a 2.0 grade point average.
  - Receive a final “satisfactory” evaluation in all nursing course clinical components, regardless of the didactic course letter grade.
2. A student receiving less than a “C” grade in a general education course required in that semester, must pass this course before progressing to the next semester of the Nursing Program.
3. Students who receive an unsatisfactory in clinical will receive no higher than a “D” for the entire course regardless of the grade received on the didactic content.
4. The student is expected to assume responsibility for communicating with the faculty regarding any student problems that affect student performance. Nursing faculty have posted student hours.
5. The nursing profession requires high standards of legal, ethical and moral accountability from its practitioners. Nursing students are expected to behave in compliance with the professional standards of nursing. During the program, conduct not in keeping with professional standards may lead to program dismissal following appropriate due process. See Overriding Statements. Incidents of unprofessional conduct and unsafe practice will be documented using the Faculty/Student Behavioral Intervention Form and/or anecdotal notes reviewed with the student. The form is located in the forms section at the back of the handbook. A student requiring a behavioral intervention session may be placed on a learning contract, suspended or dismissed from the program, depending on the severity of the incident.
6. Essential functions are the basic physiological and cognitive requirements needed to perform nursing care and to master nursing content. Applicants and students should be able to perform essential functions with or without reasonable accommodations. For information regarding essential functions, see Appendixes section of this handbook.
7. General education and science courses not completed prior to nursing program admission must be successfully completed no later than the placement shown on the curriculum outline, displayed in the

NMNEC San Juan College ADN and BSN programs of study. Failure to do so may result in program dismissal.

8. Accurate medication calculations are required for safe patient care. The student must achieve 100% proficiency (with or without calculator) on a clinical calculation exam appropriate to the course content and clinical application each semester in order to progress to the next semester of the nursing program. Students must pass the course clinical calculation exam each semester with 100% proficiency prior to passing medications in the designated clinical settings. Students not passing the clinical calculation exam will be required to have mandatory counseling after each failure and have remediation opportunities. There will be a maximum of three attempts on the clinical calculation exam. Failure after the second attempt will result in a mandatory referral to the tutoring center. The third failure of the clinical calculations exam may result in a clinical failure. Students who do not pass the clinical calculation examination in the required timeframe and are unable to pass medications in the designated clinical settings will receive an unsatisfactory in Professional Behaviors for the clinical experience. During clinical calculation examinations, calculators will be provided by the Department of Nursing.
9. To be eligible to progress to the ADN Capstone Course (NMNC 2445), the student must receive at least a "C" grade in NMNC 2410 and NMNC 2435.
10. Each student must take the appropriate ATI standardized assessment exams at the times designated during each semester and remediate as required in to order to pass the course.
11. Three failed skill check offs may result in course failure and/or program dismissal. Students will be required to complete remediation before re-attempting the skill check off.
12. No assignment previously submitted in any nursing course shall be submitted again at any time in the program. Any student submitting a previously used assignment has the potential for failing the assignment or the course. Any student who resubmits a previously submitted assignment will be required to meet with the instructor. Students are expected to follow the academic honesty policies put forth by San Juan College and the Nursing Department. Repeat offenses may lead to dismissal from the program.
13. Failing to pass a drug screening or test required by a clinical facility, may preclude a student from engaging in clinical placement required to complete the nursing program and graduate.

\* (Reviewed: 5/06; 7/07, 6/11, 3/19, 8/22) (Revised: 7/08, 7/09, 7/10, 11/11, 7/12, 6/13, 7/14, 8/15, 8/16, 9/17, 8/19, 1/2021, 1/2022, 7/2023)



### NMNEC & NMHED General Education Essential Skills

Students can expect the following learning outcomes after completing a degree in nursing at any of the NMNEC schools:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities. (Patient Centered Care-PCC)
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems. (Quality Improvement & Safety-QI &S)
3. Deliver nursing care that is evidence-based. (Evidence Based Practice -EBP)
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery. (Professionalism – P)
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes. (Teamwork & Collaboration- T&C)
6. Utilize technologies for the management of information and in the delivery of patient care. (Informatics-I)

#### Integration of NMHED General Education Essential Skills and New Mexico Nursing Education Consortium (NMNEC) Graduate Outcomes

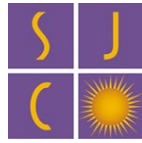
NMHED Essential Skills	NMNEC Graduate Learning Outcomes
Critical Thinking	Quality and Safety in Nursing
Critical Thinking	Patient-Centered Care
Personal and Social Responsibility	Professionalism
Communication	Teamwork & Collaboration
Quantitative Reasoning / Critical Thinking	Evidence-Based Practice
Information and Digital Literacy	Informatics

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D.T., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55 (3), 122-131.

Finkelman, A. and Kenner, C. (2009). Incorporating the core competencies in nursing education. *Teaching IOM*. (pp. 72-172). Silver Spring, MD: American Nurses Association

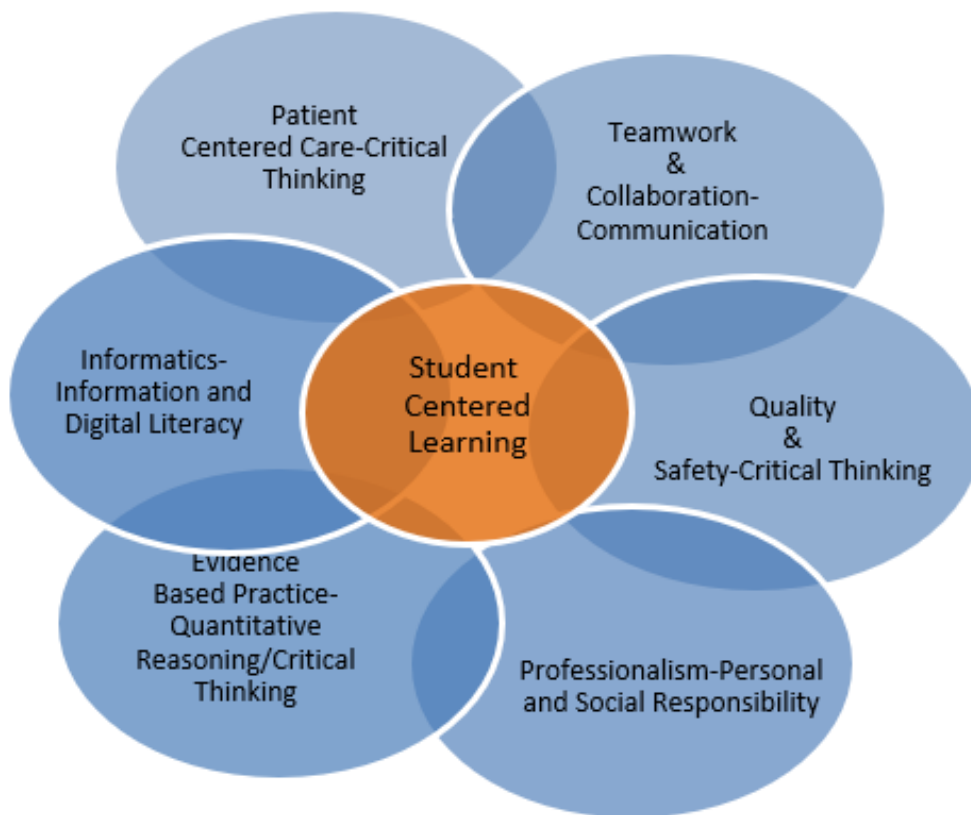
[New Mexico General Education Curriculum | NM Higher Education Department \(state.nm.us\)](http://state.nm.us)





## San Juan College Nursing Conceptual Model

The SJC Department of Nursing Conceptual Model uses a student-centered learner approach to illustrate how the NMNEC Graduate Learning Outcomes (GLOs) and NMHED General Education Essential Skills guide curricular delivery in this concept-based curriculum. All learning occurs within the context of didactic, laboratory, simulated and clinical experiences.



(Reviewed: 6/12, 6/13, 8/15, 8/16, 9/17, 3/19, 8/19 (Revised 7/14, 9/16, 1/21,7/23)

## **STUDENT LEARNING RESOURCES**

### **LIBRARY AND ONLINE INDEXES:**

As a component of Evidence-Based Practice (EBP) it will be necessary for nursing students to access SJC Library resources. For library services and hours call the Library Services Desk (566-3249). Information and access to online indexes may also be obtained on line through the Library tab of the SJC homepage. Multiple sources for online databases, magazine indexes, and internet resources are available. A library access guide has been created specifically for nursing: [Nursing Library Access Guide](#)

### **SJC COMPUTER LAB HOURS**

For lab hours and information, call OTS (505-566-3266) or Security (505-566-3263 or 505-566-3333 during off hours). Information may also be obtained online through the Information Technology Center (ITC), located on the Quick Links tab of the SJC homepage.

Please note: Not all labs will have late evening and weekend access.

### **STUDENT SUCCESS CENTER**

Students may periodically be referred to the student success center for additional tutoring if needed.

# Program Policies

## **NURSING PROGRAM POLICIES**

### **READMISSION AND REENTRY**

1. Students who receive a “D”, “F”, “W”, “X” or “clinical unsatisfactory” cannot progress.
2. Students who fail two or more nursing courses may re-apply after one year. Student will compete with other applicants for selection to the program. Please refer to the NMNEC progression policies. The student should contact the Department of Nursing for further direction.
3. Students in levels one – five may repeat only one nursing course throughout the program, per NMNEC progression policies after receiving a “D”, “F”, “W”, “X” or clinical unsatisfactory (in any nursing course), pending approval by Department of Nursing administration and faculty. Factors affecting re-entry may include, but are not limited to, faculty and space availability, academic status and length of time out of the program. The student must write a letter requesting re-entry. The student should contact the Department of Nursing for further direction.
4. Re-entry for students who have been out of the program for more than one year will be evaluated on a case-by-case basis. Students may be required to demonstrate competency and to complete an individualized remediation plan. Students may be required to reapply to the program if they have been out for more than a year.

### **REPETITION OF COURSES**

1. Students in levels one – five may repeat only one nursing course throughout the program, per NMNEC progression policies after receiving a “D”, “F”, “W”, “X” or clinical unsatisfactory (in any nursing course), pending approval by Department of Nursing administration and faculty.

### **READMISSION AND RE-ENTRY GENERAL GUIDELINES**

1. To be eligible for readmission or re-entry, the student must complete any remediation requirements as outlined on the exit interview form.
2. A student may, under special exceptions, be re-admitted or re-enter, having dropped out for non-academic reasons, pending approval by Department of Nursing administration and faculty, contingent upon available space, and ranked according to nursing course or examination grades.
3. Students may re-enter the nursing program after only one nursing course failure. They must also undergo re-entry procedures pending approval by the Department of Nursing administration and faculty, contingent upon available space, and ranked according to nursing course grades.
4. Students that have been out of the nursing program for one year or more, regardless of the reason for the absence, may be required to reapply to the program.

5. Students that have failed a nursing course due to findings of violations of academic integrity and/or unsafe clinical practice may not be readmitted to the nursing program regardless of the number of courses failed.
6. Students may be denied re-entry or readmission if the student:
  - has a grade of 'F' at the end of the course or at time of withdrawal
  - has failed to complete an exit interview and required exit forms
  - has failed to meet with faculty members regarding progress in the course when faculty have required the student to meet for counseling
  - has violated the San Juan College Academic Honesty Policies/Rules
  - has violated San Juan College Nursing Department Overriding Statements

## **PROFESSIONAL EXPECTATIONS**

Academic and professional integrity are essential for all health professionals. Expectations of appropriate student behavior are articulated in the following:

- ANA Code of Ethics and the Nursing Scope of Practice
- NMHED Essential Skills
- NMNEC Graduate Outcomes
- SJC Department of Nursing Overriding Statements
- The “Just Culture” framework is one component used to guide student clinical evaluation. This “Just Culture” (ANA, 2010; Marx, 2001) balances Department of Nursing policies and systems and nursing student accountability in a manner that best supports patient safety. Errors made in the clinical setting will be evaluated using the terminology defined below.

Just Culture terminology is defined as:

- Human Error: an unintended error; something done other than what should have been done that inadvertently caused an undesirable or a “near miss” outcome.
- At-Risk Behavior: failure to exercise the skill, care, and learning expected of a reasonably prudent nursing student (a student at the same educational level). A failure to recognize risk. Repetitive episodes of human error without correction will be considered at-risk behavior.
- Reckless Behavior: conscious disregard of risk. Knowingly violates a rule, procedure, or duty. Performs a skill without adequate preparation. Failure to follow the appropriate agency and nursing program protocols.

American Nursing Association (ANA). (2010). Position Statement: Just Culture.

Marx D. Patient Safety and the Just Culture: A Primer for Health Care Executives. New York, NY: Trustees of Columbia University; 2001.

## **CONSEQUENCES OF VIOLATIONS AND PROGRAM DISMISSAL**

Students may be dismissed from the Nursing Program due to failure to meet academic standards and/or failure to meet behavioral standards. A student may not be re-entered having been dismissed for any of the following:

Academic Standards:

1. Failure of two or more courses (in levels one– five); student may reapply to the program after one year
2. Violations of academic integrity as outlined in the San Juan College Student Handbook.

Behavioral Standards:

1. Violations of professional integrity as identified in Overriding Statements and Policy for Student Impairment.

## **OVERRIDING STATEMENTS**

Overriding statements are examples of inappropriate student behaviors in the classroom, clinical and laboratory environments. Student violations of overriding statements may require that the student undergo counseling and/or appear before all or some members of the nursing department. Pending decisions of the nursing faculty and administration, violations may result in nursing program dismissal even though the student may be passing both clinical and theory portions of the required nursing courses. Overriding statements describe behaviors that include, but are not limited to, the following violations of professional conduct, academic integrity, and ethical standards:

1. Inappropriate communications examples include:
  - A) Continuing to use social or vernacular language when therapeutic or medical based language is required;
  - B) Failure to give other communicants an opportunity to speak and not properly considering their statements or opinions;
  - C) Remaining silent when asked for a specific verbal response;
  - D) Making rambling, non-specific and non-clinical statements when specific clinical statements are required;
  - E) Deliberately distorting and misinterpreting guidance, instructions or counsel.
  - F) Not responding to faculty/staff communication

- G) Communicating with faculty/staff using informal communication methods (i.e: text messages, social Media).
2. Continuing inability to establish an appropriate professional or functional rapport with patients, agency staff, faculty/staff or classmates after being counseled concerning such behavior.
  3. Maintaining an inappropriate overly-confident (know it all) attitude after being counseled concerning such behavior.
  4. Defensive, aggressive, manipulative behaviors as reported by faculty/staff, classmates, agency staff, and/or patients after being counseled concerning such behaviors. Example: blaming and failure to assume responsibility for own actions.
  5. Displaying rejecting, rude, uncivil, disrespectful, derogatory, judgmental and threatening behaviors towards patients or their family members, classmates, agency staff and/or faculty/staff after being counseled concerning such behaviors. Extreme instances of inappropriate behaviors may result in immediate suspension or dismissal and may also constitute violations of the San Juan College Student Conduct Code.
  6. Use of excessive strength (roughness) in caring for patients or inappropriate physical contact with patients, family members, classmates, faculty, staff and/or any other persons in the classroom, lab or clinical environment.
  7. Breach of confidentiality and violations of professional boundaries and patient privacy. Examples: discussing a patient outside controlled classroom clinical setting, failure to protect patient identification and information on paperwork. See Health Information Privacy and Accountability Act (HIPAA) standards.
  8. Inappropriate use of social media relative to program information is also considered a violation of professional boundaries. Discussions regarding clinical, class assignments, nursing instructors, clinical staff, clinical agencies or any other course or program information is not allowed to post on any social media site. Failure to comply with this policy after being counseled concerning this behavior may result in course failure and/or program dismissal.
  9. Unacceptable personal hygiene and/or inappropriate attire in clinical and/or skills lab. Examples: clothing or shoes not clean or needing repairs, wrinkled uniform, body jewelry, tattoos, greasy hair, body odor, strong odors associated with cigarette/ e-cigarette smoke, perfume/cologne, essential oils after being counseled concerning such matters.
  10. Unacceptable and/or inappropriate odors in the classroom. Examples: strong odors associated with body odor, cigarette/e-cigarette smoke, perfume/cologne, essential oils, food/beverage.
  11. Any sign of substance use or abuse that results in impaired judgment or behavioral disruption in clinical, lab or class. (See Policy for "Student Impairment", in the Appendix).
  12. Jeopardizing a patient's safety as defined in "Unsafe Clinical Behaviors".

13. Violations of written and distributed program and individual instructor classroom/clinical guidelines.
14. Dishonesty in didactic work (see examples in “San Juan College Academic Honesty Rules” in the SJC Student Handbook and on the website at [San Juan College Academic Honesty Rules](#)).

Examples include but are not limited to:

- cheating on tests
- copying the assignments of another student
- plagiarism
- unauthorized access and use of standardized assignments, course examinations and/or passwords

15. Dishonesty in clinical documentation.

Examples include but are not limited to:

- Falsifying information entered into the patient’s medical record
- Accessing information without proper authorization

16. Excessive unexcused absences and/or tardiness (see Attendance and Late Assignment Policy set forth below), thereby impairing both learning and clinical functioning.
17. Failure to complete assigned nursing course work regardless of current course grade.
18. Violations of SJC Nursing Department Proctored Examination Policies

All counseling given to a student concerning observance of behavioral or attitude problems outlined in the Overriding Statements shall be documented immediately in writing by the faculty member on a Faculty/Student Behavioral Intervention Form and placed in the student’s file with a copy of the counseling memorandum being given to the student. Faculty members must also personally meet with students and students must attend such meetings regarding all counseling matters. Students have the right to bring one person to a counseling session, but that person may not speak during the session.

Any violations of Overriding Statement policies and/or unsafe clinical practices shall be documented immediately in writing on the Faculty/Student Behavioral Intervention Form describing the incident, the incident date, the violation, and identifying any participants and witnesses. A copy of the Behavioral Intervention form shall be placed in the student’s file and a copy of the Behavioral Intervention form shall be given to the student. Students may make a written response to any violations noted on the Faculty/Student Behavioral Intervention form that will be attached to the form itself.

Students appealing dismissal from the program for violations occurring at the clinical sites will undergo a student behavioral grade appeal process as described below.



## **STUDENT BEHAVIORAL GRADE APPEAL PROCESSES**

Students opting to appeal an academic failure in any nursing course will need to follow the San Juan College Grade appeal Policy outlined in the current San Juan College Academic Catalog. Students appealing a clinical grade failure will follow the Behavioral Grade Appeal Processes.

Students dismissed from the nursing program for violation of overriding statements and/or unsafe clinical practice have the right to due process and the ability to appeal the dismissal decision of the nursing department. Students appealing dismissal from the nursing program for behavioral issues, while in the classroom or nursing labs, must follow procedures articulated under *Student Conduct Rules* of the San Juan College Academic Catalog.

The clinical behavioral appeal process will follow the San Juan College Grade Appeal Process outlined in the Academic Catalog except that the Grade Appeal Committee will be appointed by the Vice President for Learning and shall include:

1. Three (3) faculty members (one of whom will serve as committee chair) selected from among the following clinical programs: Dental Hygiene, Physical Therapist Assistant, Surgical Technology, Respiratory Therapy, Medical Laboratory Technology, Occupational Therapy Assistant, or Emergency Medical Services.
2. One (1) Professional Student Services staff member.
3. Two (2) students selected from among the programs of the School of Health Sciences exclusive of the nursing program.
4. One (1) graduate of the San Juan College Nursing program who is currently employed as a nurse in San Juan County, New Mexico.

A dismissal from the nursing program does not necessarily constitute dismissal from San Juan College.

## **POLICY FOR STUDENT IMPAIRMENT**

Although San Juan College enforces a policy regarding substance use on campus, the special needs of the Department of Nursing programs require additional procedures for dealing with suspected impairment of students.

Nursing programs, due to the nature of the course of study in the classroom, laboratories and clinical sites, must be certain that students are not under the negative influence of any substance (regardless of whether the use of the substance is legal or illegal). Substances having the potential to impair or that actually do impair judgment could have a deleterious effect on patient care, classroom learning and laboratory practice. Impairment or possible impairment due to the legal or illegal use of substances resulting in lack of student judgment may place the safety of students, patients, faculty and the general public at an unacceptable risk. Clinical facilities may require students to undergo testing or drug screenings prior to, or during, the student's clinical rotation. A positive drug test or screening may result in the clinical facility denying the student the ability to complete the student's rotation. This may, in turn, result in the student being unable to complete the clinical experience requirement for completion of the program of study (see Appendix : San Juan College Nursing Drug Screening Acknowledgement).

The intent of this policy is not only to protect patient safety but to promote a healthy learning environment and learning behaviors free of unwarranted disruptions and barriers to the learning process.

Some, but not all, of the basic assumptions with regard to this policy are as follows:

- Substance use or abuse has the potential to compromise student learning and patient safety
- Substance abusers often need help identifying their problem
- Addiction is a treatable illness
- Students with substance abuse problems should have an opportunity for treatment and re-entry into their program of study in a controlled environment

In order to properly balance this important concern/need of this program with the student's rights, the following policy is adopted for handling incidences of suspected impairment of students in the Nurse Aide Certification (CNA) or Associate/Baccalaureate Degree in Nursing (ADN/BSN) programs.

See Appendix for the complete student impairment policy. Students are required to read the complete policy and sign the acknowledgement in the back of the student handbook.\*

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\* (Reviewed: 5/05; 8/06; 7/07, 7/08, 7/09, 6/11, 8/15, 3/19, 1/22); (Revised: 4/04, 6/10, 11/11, 7/12. 6/13,8/14, 9/16,9/17,8/19, 8/19, 1/21, 8/22, 7/23)

## **STUDENT ATTENDANCE AT DEPARTMENT MEETINGS**

Students are welcome and encouraged to attend Nursing department, curriculum, and team meetings. In order to facilitate productive work sessions, however, the nursing department administration and faculty will require adherence to the following guidelines:

- Students will have an opportunity to address issues of interest and/or concern at the beginning of each of the Wednesday nursing department meetings. Please notify the department in advance if you intend to speak at the meeting.
- Students are also welcome to attend nursing faculty team meetings. The faculty team leader should be notified in advance of a student's intent to attend a team meeting.
- In order to maintain College and departmental compliance with the federal requirements of the Family Educational Rights and Privacy Act (FERPA), students may remain in attendance during department and team normal business discussions but will be asked to leave during discussions of specific student issues, examination/test question discussions, or any other item of a sensitive nature.

We look forward to positive student input into the decisions that promote the effective delivery of nursing education at San Juan College.

## **GRADUATION**

1. In order to graduate, students must have completed all courses required in the nursing curriculum and must have a cumulative GPA of at least 2.0. The student is responsible for verifying that any applicable transfer credits, course substitutions and challenges have been evaluated and credit awarded.
2. Candidates for graduation are required to submit an application online through the mySJC self-service portal. Online forms must be completed by the SJC graduation application deadline. Cap and gown may be purchased at the SJC Bookstore.
3. BSN candidates for graduation will be required to submit both an SJC ADN graduation application and to follow the procedures at UNM for a BSN graduation application.

## **PINNING CEREMONY**

1. The pinning ceremony, just prior to graduation, is a celebration for those students who successfully complete the nursing program. It is a traditional, respectful event organized by the faculty and staff. Pinning Ceremonies occur in May for spring graduates and December for fall graduates. Dual-degree (ADN/BSN) summer graduates will be invited to attend the Spring pinning prior to their summer graduation. Dual degree students graduating in the spring and summer semesters are highly encouraged to attend UNM's graduation and pinning ceremony as well.
2. Some funding assistance is provided for the pinning event through the Department of Nursing, as available. Contributions from community individuals/organizations/businesses cannot be solicited by the department or by any student. Ideas for fund-raising can be presented to the Executive Director of the SJC Foundation and must be pursued through that office, not independently.

## **APPLICATION FOR NCLEX-RN (Registered Nurse Licensure Exam)**

1. Application information on the NCLEX-RN will be discussed prior to program completion. For further information, contact:

**New Mexico Board of Nursing  
6301 Indian School Road NE  
Suite 710  
Albuquerque, NM 87110  
Telephone (505) 841-8340  
FAX (505) 841-8347  
Website: [www.bon.state.nm.us/](http://www.bon.state.nm.us/)**

2. Students should visit the National Council of State Boards of Nursing at [www.ncsbn.org](http://www.ncsbn.org) for licensure requirements in other states.

## **LEGAL LIMITATIONS FOR LICENSURE**

Certain felony convictions may disqualify a student from completing clinical requirements under the New Mexico Department of Health (DOH) Caregivers Criminal History Screening (CCHS) Program and/or other federal, state or private agencies. If the student is allowed to complete the nursing course of study, another background check prior to licensure approval by the appropriate state boards of nursing must be completed. If the criminal background check reveals a felony, the applicant will be notified to submit copies of legal documents and other related information to the NM Board of Nursing. The board will make the final determination if the applicant is eligible for licensure.

## **COMPLAINT POLICY**

Student complaints against the San Juan College Associate Degree Nursing Program must follow the San Juan College complaint policy set forth in the academic catalog. Complaints about the nursing program to either the Accreditation Commission for Education in Nursing (ACEN), and/or the New Mexico Board of Nursing must first seek and document resolution of the complaint through the San Juan College complaint process.

# Classroom Policies

## **CLASSROOM POLICIES**

### **PERSONAL TECHNOLOGY DEVICE USE**

Personal technology devices have become an important method for annotating lectures and engaging in classroom activities. Devices should be set in the silent mode during class and laboratory while on campus. If a student must answer a cell phone call, it should be answered outside the classroom or lab.

Cell phone use in clinical areas must follow facility policies and procedures.

A student demonstrating inappropriate use of cell phones or other electronic devices during class, lab or clinical may be asked to leave the campus or clinical site. A student asked to leave the clinical/lab/simulation site will receive a clinical failure under the professional component of the lab evaluation tool.

### **CLINICAL CALCULATION EXAM REQUIREMENTS**

A grade of 100% on clinical calculation exams is a requirement of each clinical nursing course. Students not passing the clinical calculation exam will be required to have mandatory counseling after each failure and have remediation opportunities. There will be a maximum of three attempts on the clinical calculation exam. Failure after the second attempt will result in a mandatory referral to the tutoring center. The third failure of the clinical calculation exam may result in a clinical failure. The Department of Nursing will provide calculators to all students at the beginning of each examination. No other student apparatus that has information storage/retrieval abilities will be permitted during these exams (e.g. cell phones, tablets, personal computers, etc.).

### **STANDARDIZED EXAMINATIONS**

Standardized examinations (assessments) are administered during designated semesters. These assessments provide students and faculty members with information relative to academic performance as compared to national standards. Specific remediation strategies and requirements are found in nursing course guides. Each course guide will determine how the results on proctored assessments are factored in to the final course grade.

In order to maintain consistent student achievement correlations, students exiting a nursing course for any reason are not permitted to take a standardized assessment that occurs after their date of exit.

### **EXAMINATIONS AND TESTING FEES**

Students are responsible for payment of ATI testing/product fees each semester. Students are also responsible for purchasing an ExamSoft code every semester.

Course examinations are administered periodically throughout the semester. The student must achieve a 77% average on examination scores for each course before any other assignment work will be added into the grade calculation. Failure to achieve the requisite 77% will result in either "D", "F" or "W" grades for the student. A failing examination score average will not be rounded to a passing grade (example: a 76.99% will not round to a 77%).

Per NMNEC and SJC grading policy, students must achieve a 77% for the final course grade in order to progress. A failing grade will not be rounded to a passing grade (example: 76.99% will not round to 77%; however, a 79.99% will round to 80% for the final grade).

Students who receive a final unsatisfactory in clinical will receive no higher than a “D” for the entire course regardless of the grade received on the didactic content.

All nursing course examinations are secured assessments, administered only in a proctored setting. Any unauthorized viewing, copying or other access of the course examination materials will be considered an infraction of the San Juan College Academic Honesty Policy. Students determined to have violated this policy may receive an “F” in the course in question and may be dismissed from the nursing program.

Nursing course examination reviews may be permitted at the discretion of the nursing faculty by individual appointment only, following completion of the examination by the entire class. No notes may be taken during examination reviews.

### **Proctored Examination Policies**

- All personal belongings must be stored outside of computer lab. A secure area for storing personal items is your individual student locker. Personal belongings include, but is not limited to: coats, jackets, hats and sunglasses, phones and smart watches, with discretionary allowances for religious apparel.
- No personal electronic devices of any kind are allowed during testing. This includes, but is not limited to cell phones, smart watches, and personal calculators.
- Food, candy, gum, cough drops or beverages are not allowed in the exam room unless predetermined as medically necessary.
- Scratch paper, calculator and pencil will be provided. These materials must be turned in prior to leaving the exam room. No items may leave the exam room.
- Students are not allowed to ask any questions regarding exam content during the exam. If you experience hardware or software problems during the examination, notify the instructor immediately by raising your hand.
- Earplugs are available upon request; it is not acceptable to bring your own earplugs.
- To request a restroom break, raise your hand and wait to be escorted out of the exam room
- You are not allowed to memorize, discuss or share questions on the exam in any way during or after the exam
- Students will not be allowed entry in to the exam room after the exam start time. Students who are late will be required to reschedule their exam.

## **LATE ASSIGNMENTS**

Students are required to complete and hand in all assignments on time, including clinical assignments. Penalties for late assignments are at the discretion of the instructor and are set forth in writing in each nursing course guide. Late assignments submitted without prior faculty approval will receive a maximum of 50% of the designated assignment points.

## **INCOMPLETE ASSIGNMENTS AND COURSE REQUIREMENTS**

Failure to complete class assignments will result in a student grade of D, F or I (incomplete) regardless of the student grade in all other exams and assignments.

## **ATTENDANCE**

Students are required to regularly attend the classes for which they are registered. Missing classes impairs both learning and clinical functioning. Valid reasons for missing classes may make the absence excused, but do not relieve the student of making-up any missed work. Any instruction missed and not subsequently completed may affect the grade of the student. Each course guide will clarify in writing the attendance requirements for that class. Exams are given at designated class times. Make-up exams are to be scheduled with the instructor and the student may receive an alternate but parallel form of the exam.

Students with excessive class absences (defined as two or more) and/or excessive class tardiness (defined as two or more) may be required to establish to the nursing school faculty and administration their absences have not impaired their learning and clinical functioning. Pending decisions of the nursing faculty and administration, excessive absences and/or tardiness may result in course failure or nursing program dismissal.

Students appealing dismissal from the nursing program for attendance reasons may appeal that decision following the grade appeal process outlined for Overriding Statements set forth above.

## **HONORS**

Nursing students are eligible to be enrolled in San Juan College Honors Courses. Detailed information regarding honors projects and eligibility will be provided in nursing course guides.

- The San Juan College Honors program guidelines will provide information for graduation with honors.
- Refer to the San Juan College Academic Catalog for further information.
- Students enrolled in Honors sections that do not complete the honors projects will receive no higher than a 77% in the course regardless of other examination and assignment grades earned.



# Clinical Policies

## **CLINICAL POLICIES**

### **PREPARATION FOR CLINICAL**

Access to clinical sites will require that new students provide documentation of compliance with fingerprinting/criminal background check, immunization requirements and facility orientation processes prior to entry into clinical. Further information will be provided in student orientation and the first week of class.

### **FINGERPRINTING/CRIMINAL BACKGROUND CHECK**

San Juan College Department of Nursing requires that every student complete a background check yearly, including fingerprinting via the New Mexico Department of Health Caregiver Criminal History Screening Program (CCHSP) to meet state regulatory criteria for clinical experiences. Students are responsible for paying for the fingerprinting/background check. Students must provide evidence they have submitted the appropriate criminal background check paperwork before they will be allowed access to clinical sites. Once received, a copy of the CCHSP clearance letter will be required for continuation in the nursing program. If the student has received notification of any disqualification, their letter will identify the appeal steps they need to take along with some contact information for assistance. The student must also contact the Nursing Program Director as soon as this notification is received. Other background checks, such as the Federal Bureau of Investigation (FBI) check, may be required by clinical sites. Failure to receive clearance from any of the required background checks may prevent the student from completing the required clinical objectives and may result in termination from the program. The Department of Nursing is under no obligation to find alternative placements for students failing to receive clearance from one or more agencies.

### **TUBERCULOSIS, IMMUNIZATIONS AND DRUG SCREENING**

In order to engage in clinical experiences, nursing students must adhere to the facility onboarding policies including required screenings, immunizations or titers and a urine drug screen. Students out of the program for a year or more will need to update the required health examination, immunizations and urine drug screen.

Requirements:

Tuberculosis (TB) Exposure: Students must provide documentation of a TB skin test annually or an initial chest x-ray for positive reactors. Additional chest x-rays will be required as indicated.

Students must provide documentation of adequate vaccination or titer immunity to:

- Measles-Mumps-Rubella (MMR vaccine):
  - ⊖ measles (rubeola)
  - ⊖ German measles (rubella)
- Tetanus-Diphtheria-Pertussis (Td or Tdap vaccine)
- Varicella (chicken pox) vaccine
- Hepatitis B, three series vaccine
- COVID-19 Vaccination (including booster)
  - ⊖ Declining the COVID-19 vaccination, may precluded students from engaging in clinical placement that is required to earn and complete the nursing program and to graduate. Under these circumstances, San Juan College – Nursing Program will bear no responsibility for the student's failure to complete the program or graduate. Facility requirements regarding COVID-19 vaccinations may change during scheduled clinical placement, thus impacting student

status in the facility. Students may request to be exempted from the vaccine mandate in the event that they have a qualifying medical condition, disability, need for an accommodation, or a sincerely held religious belief.

#### Drug Screening: 10 Panel Urine Drug Screen:

- A positive drug finding must be accompanied by a signed provider letter indicating a medical prescription for the substance identified in the urine drug screen.

Immunizations may be subject to change pending Centers for Disease Control (CDC) or facility requirements.

#### **Cardio Pulmonary Resuscitation (CPR)**

Students must have a current CPR completion card (for health-care providers) that covers adult, child, infant, mask and Semi-Automatic External Defibrillator (AED), and Bag Valve Mask (BVM) on file with the Department of Nursing prior to any clinical experience.

#### **NEEDLE STICK AND OTHER INJURIES/ACCIDENTS**

The student is financially responsible for any treatment he/she may require as the result of a needle stick injury and any other injury/accident sustained during clinical experience. Clinical agencies utilized by the program provide nursing students with first aid only. Students are responsible for providing their own follow-up treatment and care.

Consistent with the Affordable Care Act (ACA), the San Juan College Department of Nursing requires that students carry personal health insurance throughout the nursing program.

#### **CLINICAL ATTENDANCE**

The clinical experience planned for each student provides the opportunity to practice nursing skills in a supervised environment. The importance of this experience cannot be over-emphasized. The student, however, must accept the responsibility for preventing the possible spread of infectious illness from self to others by exercising judgment regarding attendance when ill. When absences from the clinical area must occur, opportunity is provided (within reason) for the student to make up missed experiences.

It is the student's responsibility to notify his/her instructor and the facility if he/she must be absent for any reason. Notification of such absences is an important aspect of one's accountability as a nurse. Students cannot leave the clinical site for lunch without special arrangements. Failure to provide notification may be reflected on the student's clinical evaluation that semester. For absences resulting from health events, students may be asked by faculty to provide a physician's release prior to returning to clinical.

Students are expected to make up clinical absences by the end of the semester. The instructor will attempt to arrange make-up clinical sessions for more than one student at a time, with the maximum number of students varying according to the experiences that need to be made up. The make-up day will be decided at the discretion of the clinical instructor.

If a student is unable to make up clinical absences during any semester of the nursing program, the student will be required to meet with faculty to determine a plan of action to complete the required objectives. Faculty

approval will be necessary in order to allow the student to continue in the program. Absence or tardiness from a skills lab will be considered the same as a clinical absence or tardy.

Students with excessive class absences (defined as two or more) and/or excessive class tardiness (defined as two or more) may be required to establish to the nursing school faculty and administration their absences have not impaired their learning and clinical functioning. Pending decisions of the nursing faculty and administration, excessive absences and/or tardiness may result in course failure or nursing program dismissal.

Students appealing dismissal from the nursing program for attendance reasons may appeal that decision following the grade appeal process outlined for Overriding Statements set forth above.

### **CLINICAL GUIDELINES**

Instructors for each class will provide guidelines for their respective clinical experiences. Students are required to adhere to those individual guidelines.

### **CLINICAL EVALUATION**

The “Just Culture” framework is one component used to guide student clinical evaluation. This “Just Culture” (ANA, 2010; Marx, 2001) balances nursing department policies and systems and nursing student accountability in a manner that best supports client safety.

Just Culture terminology is defined as:

- **Human Error**: an unintended error; something done other than what should have been done that inadvertently caused an undesirable or a “near miss” outcome.
- **At-Risk Behavior**: failure to exercise the skill, care, and learning expected of a reasonably prudent nursing student (a student at the same educational level). A failure to recognize risk. Repetitive episodes of human error without correction will be considered at-risk behavior.
- **Reckless Behavior**: conscious disregard of risk. Knowingly violates a rule, procedure, or duty while performing nursing care. Performs a skill without adequate preparation. Example of reckless behavior: Failure to follow the appropriate agency and nursing program medication administration protocol.

Faculty evaluation of student practice competencies in laboratory, clinical or simulation settings is graded on a pass/fail basis. Each clinical course, however, will carry a final letter grade determined by examinations and other assignments and will be graded according to the NMNEC/SJC grading scale. Regardless of the grade achieved in the examination/assignment portions of the clinical course, the student must pass the practice competency component of the course with a “satisfactory” in order to progress to the next semester. A student who receives a failing grade in the practice competency component of the course will receive no more than a “D” for the final course grade.

By the end of the semester, all students must at least have “satisfactory” grades in all areas identified on the NMNEC summative evaluation tool in order to receive a clinical pass. Student clinical evaluations are completed for each student according to course guidelines. Student clinical evaluations are ranked in the following four categories:

## **NMNEC Clinical Evaluation Scoring**

E = Exceeds Expectations: Consistently appropriately independent and shows initiative

S = Satisfactory: Meets expectations and competencies

D = Developing: Needs guidance frequently, making progress

U = Unsatisfactory: Unsafe, consistently needs guidance, unable to perform independently, unable to demonstrate appropriate clinical judgment.

## **GUIDELINES FOR CLINICAL EXPERIENCE**

The beginning nursing student must understand the commitment to the profession of nursing from the first day as a student through his or her nursing career. Students must comply with the clinical policies as cited in the handbook and clinical facility requirements.

1. The nursing student will exhibit a high standard of cleanliness and professional appearance.
  - a. Students shall report for clinical experience:
    - i. In a clean pressed student uniform with name badge and any required hospital identification
    - ii. White or coordinating socks or nylons
    - iii. Clean white, blue or black shoes (in good repair)
    - iv. In a hair style which has the hair clean, well contained, and off the collar
    - v. Bathed with necessary attention given to deodorant aids, oral hygiene, and free of odors associated with cigarette smoke and perfume/cologne
    - vi. With the hemline of the uniform skirt below the knees
    - vii. Without jewelry - exceptions: Wedding rings, watch, stud earrings (in ears only)
    - viii. Fingernails clean, colorless, and finger pad length to not interfere with patient comfort and safety and in accordance with CDC and OSHA guidelines. Artificial nails are prohibited
    - ix. Clean shaven or a clean and neatly trimmed beard
    - x. Tattoos covered
  - b. Students must wear the school uniform with name badge when in a clinical setting related to patient care assignments.

- c. Students will be required to purchase an SJC nursing student patch for their uniform. This can be purchased through SNA. The SJC patch will need to be sewn on three inches below the center shoulder seam on the left shoulder sleeve of your scrub top.
  - d. Students will wear professional business-casual attire for select clinical experiences as directed by the nursing program faculty.
  - e. Students must adhere to clinical facility policies regarding proper attire, footwear, body piercings and tattoos.
2. The student nurse has a legal and ethical responsibility to come to the clinical experience prepared according to the instructions for the specific experience.
  - a. At the discretion of the instructor, an unprepared student may be sent home receiving an "Unsatisfactory" for unsafe practice (UP) for that clinical day.
  - b. Unsatisfactory clinical papers may be rewritten and re-submitted at the discretion of the instructor and as outlined in individual course guides.
3. Students accepted to the program need to be aware that they may be scheduled for out of town experiences and some of these experiences may be evenings, nights or weekends. On occasion, students may be assigned 12-hour shifts. Students will be assigned to patients under the instructor's discretion and Centers for Disease Control (CDC) guidelines for preventing cross contamination.
4. Cell phone use for purposes other than for informatics is limited to break times only. Students are required to be familiar with and to adhere to the cell phone usage policies established by the clinical agencies. Students demonstrating inappropriate technology use will be asked to leave the clinical/lab/simulation site and may receive a failing grade for that experience.

## UNSAFE CLINICAL BEHAVIOR

An act of unsafe behavior requires conscientious evaluation by the nursing student and the nursing faculty.

Students who demonstrate any unsafe behavior(s) in the clinical area may be asked to leave the clinical area and/or will receive an "Unsatisfactory" for unsafe practice (UP) for that clinical day.

Violations of reckless behavior and repeated episodes of human error and at-risk behavior are indicative of nursing student behavior that is unsafe in supervised practice and that has a high likelihood of continuing following graduation from the nursing program. The Department of Nursing reserves the right, after one unsafe behavior, to require the student to appear before faculty and the Director of the Department of Nursing. Depending on the outcome, the student may be dismissed from the program.

Unsafe nursing student practices predispose the patient to near miss, adverse and sentinel events and threaten patient health. Safety violations will be documented on the behavioral intervention form and immediately addressed with the student. The Just Culture behavioral descriptions (ANA, 2010; Marx, 2001) are used to classify the level of safety violations.

#	Unsafe clinical behaviors are demonstrated when the student:	Examples are suggested as, but not limited to the following behaviors:
1.	Violates or threatens PHYSICAL safety of the patient.	Neglects fall risk procedures, inappropriate use of restraints, comes unprepared to clinical, injures patient with hot packs or other devices, fails to observe safety precautions during repositioning and ambulation. (at-risk behavior, reckless behavior)
2.	Violates or threatens PSYCHOLOGICAL safety of the patient.	Uses non-therapeutic techniques repeatedly in interactions; derogates individual beliefs or values, threatens a patient, staff member, student peer or faculty member. (at-risk behavior, reckless behavior)
3.	Violates or threatens the MICROBIOLOGICAL safety of the patient/self.	Violation of aseptic technique, predisposing the patient to risk of infection; comes sick to clinical; refuses to use precautions appropriate to the level of patient condition and required by the CDC and agency policy. (at-risk behavior, reckless behavior)
4.	Violates or threatens MEDICATION safety of the patient.	Violates safe medication agency and program protocols; administers a medication without knowing protocols or the proper procedure; is beyond the scope of the clinical class level, fails to monitor I.V. infusions safely. (reckless behavior)
5.	Inadequately and/or inaccurately utilizes the nursing process or clinical decision-making expected of the level course.	Comes to clinical unprepared as per clinical preparation directives; fails to observe and/or document and report critical data; makes repeated faulty judgments/decisions in nursing situations, fails to demonstrate math proficiency in preparation for medication administration. (at-risk behavior, reckless behavior)
6.	Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.	Level 3 student unable to give I.M. injection; fails to obtain accurate vital signs; unable to accurately perform patient assessment. (at-risk behavior)

#	Unsafe clinical behaviors are demonstrated when the student:	Examples are suggested as, but not limited to the following behaviors:
7.	Assumes inappropriate independence in action or decisions.	Performs procedures not yet covered in class and/or clinical lab; fails to seek help in emergency situations. (reckless behavior)
8.	Fails to recognize own limitations, incompetence and/or legal responsibilities.	Refuses to admit errors noted by instructor/nursing staff; cannot identify own legal responsibility in specific nursing situations. (at-risk behavior, reckless behavior)
9.	Fails to accept moral, ethical and legal responsibility for his/her own activities thereby violating professional integrity.	Covers own/others errors or fails to report them; shares confidential information inappropriately. (reckless behavior)
10.	Falsifies entry into the patient's medical records.	Intentionally documents erroneous patient information. (reckless behavior)

Violations of clinical policies by students or unsafe clinical practices by students observed by faculty, or reported by patients, family members, or facility staff and confirmed by faculty shall be contemporaneously documented on the Faculty/Student Behavior Intervention form. Nursing students are required to meet with their faculty members regarding their identified violation of clinical policies or unsafe clinical practices to review the violation. Students may make a written response to any clinically based violation documented on the Faculty/Student Behavioral Intervention form and that response will be attached to the form itself. During the meeting with clinical faculty, the student may bring a support person, but that person is prohibited from speaking during the meeting. Depending on the severity of the violation, the student may be removed from patient care environments pending resolution of the incident(s). The consequences of clinical behavioral violations may be nursing program dismissal.

Students, dismissed from the nursing program for violation of clinical policies or unsafe clinical practice, have the right to due process and the ability to appeal the decision of the nursing department. The clinical behavioral appeal process will follow the grade appeal process outlined for the Overriding Statement violations set forth above.

Students appealing a clinical grade failure due to an inability to satisfactorily meet clinical learning outcomes will be required to undergo the clinical behavioral appeal process set forth above.

A student failing clinical *may* be re-entered to the course failed in a subsequent semester, according to NMNEC progression policies, pending faculty approval and space available.

A student dismissed from the nursing program for serious clinical violations is considered permanently terminated from the nursing program. Re-entry or reapplication will require special permission and approval from the director and full faculty. \*

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\* (Reviewed 4/04: 5/05; 8/06; 7/07, 7/09, 6/11, 7/12, 6/13, 8/15, 9/16, 9/17, 3/19) ; (Revised 7/08, 6/10, 7/14, 9/15, 8/19, 1/21, 1/2022, 8/22)



# Appendix

## APPENDIX A - SJRMC CLINICAL EXPERIENCE POLICIES

Please review the following link for SJRMC Clinical Experience Policies

[SJRMC Clinical Experience Policies](#)

**DEPARTMENTS INVOLVED:**

**SJRMC Nursing Services, San Juan College Nursing Department**

**\* (Reviewed by SJRMC Chief Nursing Officer and SJC Department of Nursing Director: 6/04; 5/05; 8/06; 7/07, 7/08, 7/09, 7/13, 7/14, 8/15, 9/16, 11/18)**

**(Revised by SJRMC Chief Nursing Officer and SJC Department of Nursing Director (6/10, 6/11, 8/12, 11/18)**

## **APPENDIX B - CONFLICT RESOLUTION**

### **INTRODUCTION**

The following guidelines have been established by the SJRMC Services of Patient Care and the SJC Department of Nursing faculty.

### **PURPOSE**

To ensure that all individuals participating in the clinical experiences, including SJRMC nursing personnel, maintain consistent, thoughtful and open approaches in dealing with individual and group concerns.

### **CONFLICT RESOLUTION PROCEDURE**

Conflict resolution between the parties listed below should follow steps 1 – 3.

- A. Student nurse with a staff nurse
- B. Staff nurse with a student nurse
- C. Staff nurse or nurse manager and clinical instructor

If the parties described in A, B and C scenarios encounter conflict in the clinical setting, it is agreed that:

1. Direct and open communication should occur in order to prevent the situation from escalating
2. If communication is ineffective at achieving resolution, the parties involved will meet within one clinical week in order to try and achieve resolution. A representative from SJC and SJRMC, not involved in the incident, shall serve as facilitators.
3. If resolution cannot be reached after the second meeting, a final meeting with all previous parties and the Chief Nursing Officer of the SJRMC and the Director of Nursing of SJC will be held in order to reach final resolution.

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\* Reviewed by SJRMC Chief Nursing Officer and SJC Department of Nursing Director: 6/04; 5/05; 7/07, 7/08, 7/09, 6/11, 6/13, 7/14, 8/15, 9/16, 8/19)

(Revised by SJRMC Chief Nursing Officer and SJC Department of Nursing Director (6/10)

## APPENDIX C - ESSENTIAL FUNCTIONS

Applicants and students should be able to perform these essential functions with or without reasonable accommodations. Accommodations include the use of compensatory techniques and/or assistive devices in order to demonstrate ability to become proficient in these essential functions.

ESSENTIAL FUNCTION	TECHNICAL STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)
Decision-Making	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations; evaluate patient or instrument responses; synthesize data; draw sound conclusions, and make accurate inferences based on the collection and interpretation of data.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with patients and colleagues; use therapeutic communication (attending, clarifying, coaching facilitating, teaching); function (consult, negotiate, share) as a part of a team.
Communication Ability	Communication abilities sufficient for effective interaction with others in spoken and written English	Explain treatment procedures; initiate health teaching; document and interpret instructions; Listen attentively.
Physical Endurance	Remain continuously on task for several hours while standing, sitting, moving, lifting, and/or bending	Manually resuscitate patients in emergency situations or stand/walk for extensive periods of time.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination	Move around in patient's rooms, workspaces and treatment areas.

<b>ESSENTIAL FUNCTION</b>	<b>TECHNICAL STANDARD</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</b>
<b>Motor Skills</b>	<b>Gross and fine motor abilities sufficient to provide safe and effective patient care and operate equipment</b>	<b>Calibrate and use equipment; transfer and position patients or lift and operate equipment with necessary strength and dexterity. Accurately complete motor skills within an established, safe timeframe designated for the skills performed.</b>
<b>Adequate Height</b>	<b>Ability to reach and operate overhead equipment</b>	<b>Turn wall mounted monitors/gauges on and off.</b>
<b>Hearing Ability</b>	<b>Auditory ability sufficient to monitor and assess health needs</b>	<b>Heart monitor alarms, emergency signals, auscultatory sounds; cries for help.</b>
<b>Visual Ability</b>	<b>Normal or corrected visual ability sufficient for patient observation and assessment, ability to discriminate between subtle changes in density (black to gray) of a color in low light</b>	<b>Observe patient/responses, secretions, color; read thermometer, chart, computer screen, digital printouts, label and gauges.</b>
<b>Tactile Ability</b>	<b>Tactile ability sufficient for physical assessment</b>	<b>Perform palpation, functions of physical examinations and/or those related to therapeutic intervention.</b>
<b>Olfactory Ability</b>	<b>Olfactory senses (smell) sufficient for maintaining environmental and patient safety</b>	<b>Distinguish smells which contribute to assessing and/or maintaining the patient's health status or environmental safety (fire).</b>
<b>Professional Attitude and Demeanor</b>	<b>Ability to present professional appearance and implement measures to maintain own physical and mental health, and emotional stability.</b>	<b>Work under stressful conditions and irregular hours; be exposed to communicable diseases and contaminated body fluids; React calmly in emergency situations; demonstrate flexibility; show concern for others.</b>

Note: Students requiring reasonable accommodations must contact the SJC Disability Services thirty (30) days prior to the semester or as soon as the need for an accommodation is identified. San Juan College Disability Services information is available on the website: <https://www.sanjuancollege.edu/disabilityservices/> \*

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\* (Reviewed: 4/04; 5/05; 8/06; 7/07, 7/08, 7/09, 6/10, 6/11, 7/12, 9/17, 3/19,8/19, 8/22). Revised: (6/13, 7/14, 8/15, 9/16, 3/19, 8/19, 1/21)

## APPENDIX D - SAN JUAN COLLEGE ACADEMIC ACCOMMODATION RULES

Students who believe they may need academic accommodations due to physical, psychiatric or learning disabilities are encouraged to inform the director or appropriate faculty as soon as possible at the email address listed below or during scheduled office hours. If you have special needs for campus emergency situations, please inform us immediately. If you have not already done so, we suggest you contact a counselor in the Advising/Counseling Center (ACC) at (505) 566-3526. A counselor will work with you in verifying your disabilities and developing accommodation strategies.

Faculty	Email
Shawna Kemper, MSN, RN, CNE Director of Nursing	kempers@sanjuancollege.edu
Richard Barnes, MSN, MHA, RN Assistant Director of Nursing / Assistant Professor of Nursing	barnesr@sanjuancollege.edu
Sara Avila, MSN, RN, CNE Assistant Professor of Nursing	avilas@sanjauncollege.edu
Lori Cheney, MSN, CNOR, RN, CNE Associate Professor of Nursing	cheneyl@sanjuancollege.edu
Maggie Donohue, MSN, RN, CCRN Assistant Professor of Nursing	donohue@sanjuancollege.edu
Candice Dotson, MSN, RN Instructor of Nursing	dotsonc@sanjuancollege.edu
Ann Hardy, MSN, RN, CNE-R Assistant Professor of Nursing	hardya@sanjuancollege.edu
Mary Jones, BSN, RN Instructor of Nursing	jonesme@sanjuancollege.edu
Shawn Skurky, DNP, MSN, RN, CCRN-K Assistant Professor of Nursing	skurkys@sanjuancollege.edu

### SAN JUAN COLLEGE FERPA POLICY

It is the policy of San Juan College to protect the confidentiality of certain student records and not to make those records available to third parties without the written consent of the student.

The Department of Nursing is unable to release any student information relative to job or scholarship applications without written student consent. Release forms will be distributed from the Department of Nursing.

For more information refer to the most current San Juan College Academic Catalog:  
[https://catalog.sanjuacollege.edu/content.php?catoid=14&navoid=715#student\\_records\\_policy\\_family\\_educational\\_rights\\_and\\_privacy\\_act](https://catalog.sanjuacollege.edu/content.php?catoid=14&navoid=715#student_records_policy_family_educational_rights_and_privacy_act)

### **HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

This federal law provides the first comprehensive federal protection for the privacy of health information. The privacy rule requires health care institutions to take reasonable steps to limit the use or disclosure of protected health information to the minimum necessary to protect patients. Students receive HIPAA training prior to start of clinical. \*

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\* (Reviewed: 4/04, 3/19, 8/19) (Revised: 5/05; 8/06; 7/07, 7/08, 7/09, 6/10, 6/11, 7/12, 6/13, 7/14, 8/15, 9/16, 9/17, 8/22, 7/23)



## **APPENDIX E – SAN JUAN COLLEGE DEPARTMENT OF NURSING POLICY FOR “STUDENT IMPAIRMENT”**

Although San Juan College enforces a policy regarding substance use on campus, the special needs of the Department of Nursing programs require additional procedures for dealing with suspected impairment of students. (Adopted, May 2002)

Nursing programs, due to the nature of the course of study in the classroom, laboratories and clinical sites, must be certain that students are not under the negative influence of any substance (regardless of whether the use of the substance is legal or illegal). Substances having the potential to impair or that actually do impair judgment could have a deleterious effect on patient care, classroom learning and laboratory practice. Impairment or possible impairment due to the legal or illegal use of substances resulting in faulty or lack of student judgment may place the safety of students, patients, faculty and the general public at an unacceptable risk. The intent of this policy is not only to protect patient safety but to promote a healthy learning environment and learning behaviors free of unwarranted disruptions and barriers to the learning process.

Some, but not all, of the basic assumptions with regard to this policy are as follows:

- Substance use or abuse has the potential to compromise student learning and patient safety;
- Substance abusers often need help identifying their problem;
- Addiction is a treatable illness;
- Students with substance abuse problems should have an opportunity for treatment and re-entry into their program of study in a controlled environment.

In order to properly balance this important concern/need of this program with the student's rights, the following policy is adopted for handling incidences of suspected impairment of students in the Nurse Aide Certification (CNA) course or the Associate Degree Nursing (ADN) program.

I. Legal Use Of A Substance Under The Direction Of A Physician Or Other Health Care Professional With Prescriptive Authority Which May Or Does Impair:

If a student is using a substance under the direction of a physician, which either does or may impair his/her judgment, the student should provide the Director of the Nursing Program with a letter from his/her physician (or other prescriber) indicating that a substance has been prescribed. The reason for the prescription should not be identified nor will it be requested by the Director or faculty. The Director of the Nursing Program may at his/her discretion prohibit a student from participating in a setting where critical judgment may be required as long as the student is using his/her prescription. The Director will issue the student a letter stating her reasons for the decision made.

Students who are legitimately and legally using substances, which either do or may impair judgment while under a physicians or other health care professionals direction are not subject to disciplinary action if the student complies with the requirements of the preceding paragraph. The policy does not negate any requirement that the student must fulfill to complete the course of study. The student remains responsible for completing all the requirements of the course or program.

II. Suspicion That A Student Is Under The Influence Of A Substance That Impairs Or Could Impair Judgment:

A. Clinical Area

1. If a faculty or instructor in the clinical area has reasonable suspicions that a student is under the influence of a substance that is either impairing or has the potential to impair the student's judgment the following steps should be followed.

The faculty or instructor in the clinical area will:

- Remove the student from the patient care setting without delay
  - Indicate to the student the he/she is being removed pursuant to the "Student Impairment" policy
  - Ask the student if he/she has an explanation for the behavior observed: the student is not required to provide an explanation
  - Document the student behavior on the "Suspicious Behavior Form"
2. However, if the student indicates that he/she is using a substance under the direction of a physician or other prescriber and can provide a physician or other prescriber statement in support, such a statement will be considered in determining the appropriate course of action, if any.
  3. "Suspicious Behavior Form" (see attached): any type of inappropriate or unusual behavior as listed on the "Suspicious Behavior Form" will be checked by faculty.

The category marked "Other" can include but is not limited to:

- Any type of inappropriate behavior that suggests that a student is under the influence of a substance that impairs or could impair the student's judgment.
- The "Suspicious Behavior Form" should be fully completed unless the student refuses or is unable to execute completion of the document (in which case the faculty/instructor should note the reasons given by the student for not completing the form).
- Witnesses to the behavior should be documented on the form with a witness signature
- Any actions taken along with time and initials of the faculty should be documented. Notify the Director of the Program as soon as possible. If the Director is unavailable, notifications should be made to the Dean of Health Sciences.

- The student is referred to a qualified and licensed drug testing facility for a drug screen as soon as possible following removal from the classroom, laboratory or clinical site.
4. A forensic type blood and urine drug screening with the proper chain of custody by a laboratory licensed in compliance with 42 U.S.C. 262 and 263 is to be done. A list of area facilities in compliance with the law is available in the Department of Nursing.
- The student is advised to have someone else give him/her a ride to the lab site and to home. If the student cannot find a third person to provide transportation, the student should contact the Director as to reasons why they are unable to take the test.
  - The faculty will give the student the referral form that specifically requests a forensic type blood or urine drug screening with proper chain of custody.
  - If the results are positive the student may request a retest of the same sample by another properly licensed laboratory. The preceding requirements regarding custody and licensure apply to a retest. SJC will pay for the drug screen if the results are negative. The student will pay if the results are positive.
  - Results of the test and contents of the “Suspicious Behavior Form” shall remain confidential and may be released only as permitted by law.

Upon removal from the patient care setting, the student will be placed on probation and will remain on probation until all issues are resolved. This is considered probation due to a safety issue.

#### B. Classroom or Skills Laboratory With Behavioral Disruption

1. If a faculty or instructor in the classroom or skills laboratory should observe a student demonstrating overt signs of impairment, especially behaviors which disrupt the learning environment, the following steps will be followed:

The classroom or laboratory faculty or instructor will:

- Remove the student from the setting without delay.
  - Indicate to the student that he/she is being removed pursuant to the “Student Impairment” policy.
  - Ask the student if he/she has an explanation for the behavior observed: the student is not required to provide an explanation.
  - Document the behaviors on the “Suspicious Behavior Form”.
2. However, if the student indicates that he/she is using a substance under the direction of a physician or other prescriber and can provide a physician’s or other prescriber statement in

support, such a statement will be considered in determining the appropriate course of action, if any.

3. "Suspicious Behavior Form" (see attached); any type of inappropriate or unusual behavior as listed on the Suspicious Behavior form will be checked by faculty.

The category marked "Other" can include but is not limited to:

- Any type of inappropriate behavior that suggests that a student is under the influence of a substance that impairs or could impair the student's judgment.
  - The "Suspicious Behavior Form" should be fully completed unless the student refuses or is unable to execute completion of the document (in which case the faculty/ instructor should note the reasons given by the student for not completing the form).
  - Witnesses to the behavior should be documented on the form with a witness signature.
  - Any actions taken along with time and initials of the faculty should be documented. Notify the Director of the Program as soon as possible. If the Director is unavailable, notifications should be made to the Dean of Health Sciences.
  - The student is referred to a qualified and licensed drug testing facility for a drug screen as soon as possible following removal from the classroom, laboratory or clinical site.
4. A forensic type blood and urine drug screening with the proper chain of custody by a laboratory licensed in compliance with 42 U.S.C. 262 and 263 is to be done. A list of facilities in compliance with the law is available in the Department of Nursing.
    - The student is advised to have someone else give him/her a ride to the lab site and to home. If the student cannot find a third person to provide transportation, SJC may provide for such transportation.
    - The faculty will give the student the referral form that specifically requests a forensic type blood or urine drug screening with proper chain of custody.
    - If the results are positive the student may request a retest of the same sample by another properly licensed laboratory. The preceding requirements regarding custody and licensure apply to a retest. SJC will pay for the drug screen if the results are negative. The student will pay if the results are positive.
    - Results of the test and contents of the "Suspicious Behavior Form" shall remain confidential and may be released only as permitted by law.

- Upon removal from the patient care setting, the student will be placed on probation and will remain on probation until all issues are resolved. This is considered probation due to a safety issue

### C. Classroom or Skills Laboratory Without Behavioral Disruption

If a faculty or instructor in the classroom or skills laboratory has reasonable suspicion that the student is under the influence of a substance because the student exhibits either physiologic or behavioral signs of usage that is either impairing or has the potential to impair or compromise the student's learning the following steps will be followed.

The classroom or laboratory faculty or instructor will:

- Contact the student at break-time, post-class, or in any other appropriate situation and ask that the student meet with faculty or director as soon as they are able to arrange their time.
- Faculty will conference with the student to determine whether or not the suspicion is warranted.
- If it is determined that a student is under the influence of or impaired by any substance the following steps will be followed:
- If the student is under the direction of a physician or prescriber and can provide statements from the physician, such a statement will be considered in determining the appropriate course of action.
- The student will have an opportunity to present information regarding this matter in general.
- The student may be referred for a drug screening or counseling/treatment depending on faculty evaluation.
- Documentation of the content of the meeting shall be signed and dated by faculty and student.
- Student refusal to sign will be indicated in the notes along with reason for refusal.
- Faculty may refer this student to director or dean for further consideration.
- The following actions may occur:
  - a. Initiating a behavioral action plan
  - b. Referral to counseling/treatment
  - c. Probation or Leave
  - d. Suspension

- e. Other actions at the discretion of faculty, Director or Dean

III. Process Following Initial Suspicion, Removal and Forensic Testing

A meeting involving the student and the director of the program or the dean will occur within three working days of the incident. Students may continue to attend class or laboratory activities until the completion of a meeting with the Director or Dean and action plans have been determined.

- The faculty will arrange for the meeting time and date with the director or dean
- The student will not be allowed to return to any setting until he/she has accomplished this meeting
- During the meeting the student will have opportunity to present information regarding the incident and the matter in general
- Documentation of the content of the meeting shall be signed and dated by the Director or the Dean and the student
- If a student refuses to sign, the Director or Dean will so indicate on the notes along with the reason for refusal if possible
- Following the meeting any of the following actions may occur:
  - a. Initiating a behavioral action plan
  - b. Referral to counseling/treatment
  - c. Probation or Leave
  - d. Suspension
  - e. Other actions at the discretion of faculty, Director or Dean\*

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\* (Reviewed: 4/04; 8/06; 7/07, 7/08, 7/09, 6/11, 7/12, 6/13, 7/14, 8/15, 9/16, 3/19, 8/19, 8/22); (Revised: 5/05 6/10, 7/14)

# Forms

## SJC NURSING – FACULTY/STUDENT BEHAVIORAL INTERVENTION FORM

Name of Student \_\_\_\_\_ Course Number \_\_\_\_\_ Date of Conference \_\_\_\_\_

Faculty Member (s) present: \_\_\_\_\_

Incident: Date \_\_\_\_\_ Site \_\_\_\_\_

Reason for conference

- First occurrence
- Second occurrence of perceived violation of behaviors & policy expectations
- Faculty report of incident(s) attached
- Student's report of incident(s) attached
- Co-assigned Staff RN or facility liaison report of incident(s) attached

Cite clinical/classroom performance concerns referencing Nursing Student Handbook, course syllabus, and/or facility policies.

Required performance modifications:

- Clinical safety per course syllabus and Nursing Student Handbook

Student must adhere to Nursing program, clinical and patient safety expectations and scope of practice appropriate for a student nurse.

Specific behavior change expected:

Code of Conduct per (select all that apply):

- Nursing Student Handbook Overriding Statements
- San Juan College Academic Catalog *Policies Governing Student Life-Student Conduct*
- Clinical placement policies and expectations for personal and clinical conduct

Cite specific rules from reference(s) above:

Required behavior change:



Recommendations

Interventions/resources/referrals to assist in achieving the required behavioral change.

Consequences of non-adherence to performance modifications

Attach additional documentation as necessary.

\*Date set for follow-up discussion \_\_\_\_\_

Faculty \_\_\_\_\_ Date \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

**Student comments:**

\*Follow-up discussion regarding student follow through on appropriate behavior changes.

**Persons present** \_\_\_\_\_

Faculty \_\_\_\_\_ Date \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

Developed: 8/2011. ( Reviewed: 6/12, 6/13, 7/14. 8/15,9/17, 3/19, 8/19, 1/21, 8/22

**SAN JUAN COLLEGE DEPARTMENT OF NURSING - SUSPICIOUS BEHAVIOR FORM**

On \_\_\_\_\_ at \_\_\_\_\_  
(date & time) (place)

\_\_\_\_\_ demonstrated the following behaviors:  
(student)

Physiologic

- Slurred or rapid speech
- Trembling hands
- Persistent rhinorrhea
- Altered pupil dilation/blood shot eyes
- Flushed face
- Red eyes
- Odor of alcohol/marijuana
- Unsteady gait
- Declining health

Behavioral

- Irritability and mood swings
- Isolation or avoidance of group work
- Pattern of absenteeism and tardiness
- Decreased clinical and academic productivity
- Fluctuating clinical and academic performance
- Change in dress or appearance
- Inappropriate responses
- Elaborate excuses for behavior
- Decreased alertness/falling asleep in class
- Dishonesty

WITNESSES

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

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ACTION

The actions taken were (time & initial each):

\_\_\_\_\_ The student was removed from the patient care setting

\_\_\_\_\_ The student was removed from the classroom/lab setting

\_\_\_\_\_ Other

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Notification to \_\_\_\_\_ occurred on \_\_\_\_\_ (time & day).

Student may not return to clinical until they meet with the Director of the Program or the Dean of Health Sciences. The student was informed of the need to submit to an immediate drug screening or face possible suspension or other action.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\*

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\* (Reviewed: 4/04; 5/05; 7/07, 7/08, 7/09, 7/12, 6/13, 7/14, 8/15, 9/16,9/17, 3/19, 8/19, 8/22) (Revised: 8/06, 6/10, 6/11, 1/21)

**SAN JUAN COLLEGE DEPARTMENT OF NURSING - DRUG SCREENING REFERRAL FORM**

To:

From: Director, Department of Nursing  
San Juan College  
(505) 566-3224

\_\_\_\_\_ (student) is to obtain a 10 forensic, urine drug screen, and a blood alcohol screen with proper chain of custody. Results of the test are to be marked "**CONFIDENTIAL**" and are to be sent to Director, Department of Nursing.

_____	_____
Instructor/Administrator	Date & Time
.	

\_\_\_\_\_

\* (Reviewed: 4/04; 5/05; 8/06, 7/08, 7/09, 6/10, 6/11, 7/12, 6/13, 7/14, 8/15, 9/16,9/17, 3/19, 8/19, 8/22); (Revised: 7/07, 1/21)

**STUDENT ACKNOWLEDGMENT OF POLICY FOR STUDENT IMPAIRMENT**

To acknowledge that the “Policy for Student Impairment” has been read and understood, nursing students are asked to complete this form and return to the Department of Nursing Office.

**DEPARTMENT OF NURSING**

**4601 College Blvd**

**Farmington, NM 87402**

**Acknowledgement of receiving and understanding the policy for student impairment:**

This is to document that I, \_\_\_\_\_, have received and understand the San Juan College Department of Nursing “Policy For Student Impairment”.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATED**

.

\_\_\_\_\_  
\* (Reviewed: 4/04; 5/05; 8/06; 7/07, 7/08, 7/09, 6/10, 6/11, 7/12. 6/13, 7/14, 8/15, 9/16.9/17, 3/19. 8/19, 1/21, 8/22)

**STUDENT ACKNOWLEDGMENT OF NURSING HANDBOOK**

To acknowledge that this handbook has been received, read, and understood, nursing students are asked to complete this form and return to the Department of Nursing Office.

**SAN JUAN COLLEGE**

**DEPARTMENT OF NURSING**

**4601 College Blvd**

**Farmington, NM 87402**

**Acknowledgement of receiving and understanding the student handbook:**

This is to document that I, \_\_\_\_\_, have received, read, understand, and agree to comply with all requirements outlined in the San Juan College Department of Nursing Student Handbook.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**

**STUDENT ACKNOWLEDGMENT OF CLINICAL DRUG SCREENING**

I understand that clinical facilities set their own standards regarding the use of marijuana and controlled substances for students that are placed in clinical rotations. These clinical facilities may require students to undergo testing or drug screenings prior to, or during, the student's clinical rotation. A positive drug test or screening may result in the clinical facility denying the student the ability to complete the student's rotation. This may, in turn, result in the student being unable to complete the clinical experience requirement for completion of the program of study.

I understand that by failing to pass a drug screening or test required by a clinical facility, I may be precluded from engaging in fieldwork/internship/clinical placement required to complete my program and graduate. I hereby waive any claim that I may have against San Juan College, its Board, officers, employees, agents, or contractors relating to any damages resulting from any delay or failure to complete any San Juan College program that may result from me having failed to pass any drug screen or test. I understand that I may have the ability to request an exemption or accommodation from the clinical facility in accordance with policies and procedures of the clinical facility. I understand that granting a request for an exemption or accommodation will be solely the decision of the clinical facility and not San Juan College.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_