Greetings,

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

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

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

Regards,

E. Provencio-Vasquez
PhD, RN, FAAN, FAANP
Dean and Professor

Go UTEP Nursing!
**THE UNIVERSITY of TEXAS at EL PASO**  
School of Nursing Student Handbook

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## SCHOOL OF NURSING ADMINISTRATION AND STAFF

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<tr>
<td>Dr. Elias Provencio-Vasquez, Dean School of Nursing</td>
<td>368J</td>
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<tr>
<td>Mrs. Christine Bonilla, Assistant to the Dean</td>
<td></td>
</tr>
<tr>
<td>Ms. Lupe Smith, Administrative Associate Specialist</td>
<td>368F</td>
</tr>
<tr>
<td>Mrs. Laura Aguirre, College Administrative Officer (CAO)</td>
<td>368E</td>
</tr>
<tr>
<td>Dr. Kristynia Robinson, Assistant Dean for Graduate Education</td>
<td>372</td>
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<tr>
<td>Mrs. Colleen Kosky, Administrative Assistant</td>
<td>375</td>
</tr>
<tr>
<td>Mr. Pedro J. Ramón, Assistant Dean for Undergraduate Education</td>
<td>359</td>
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<tr>
<td>Ms. Patti Vega, Administrative Assistant</td>
<td>360</td>
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<tr>
<td>Mrs. Myrna Anchondo, Assistant Dean for Student Affairs</td>
<td>200M</td>
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<tr>
<td>Mr. David Villalba, Academic Advisor</td>
<td>200L</td>
</tr>
<tr>
<td>Mr. Phillip Borschow, Academic Advisor</td>
<td>200K</td>
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<tr>
<td>Mrs. Maria Galvan, Graduate Academic Advisor</td>
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<tr>
<td>Ms. Rosie Saucedo, Administrative Assistant</td>
<td>200J</td>
</tr>
<tr>
<td>Mrs. Lisa Hennessy, Director of Fast Track Program</td>
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<tr>
<td>Ms. Susana Aguirre, Educational Outreach Coordinator for Fast Track</td>
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<tr>
<td>Mrs. Debbie Sikes, Director of RN to BSN Program</td>
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<tr>
<td>Mrs. Melanie Hernandez, Administrative Assistant</td>
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<tr>
<td>Mr. Ronnie Stout, Director of Simulation Lab</td>
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<tr>
<td>Mr. Christopher Rodriguez, Coordinator of Nursing Compliance</td>
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<tr>
<td>Ms. Daniela Lerma, Assistant of Nursing Compliance</td>
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Registration and Add/Drop Oct 24-Jan 11
Tuition payment deadline for students who registered early ?Jan
Late registration prior to classes Jan 12-13
Classes begin Jan 17
Late registration – Continued Jan 17-20
Tuition payment deadline for students who registered during the 1st week of classes Jan 23
Martin Luther King, Jr. Birthday – University Closed Jan 16
Census Day Feb 1
Last day to select P/F Option Feb 10
Graduation application ($30.00 fee) deadline – after this date $45.00 Feb 24
Spring Break (No Classes) Mar 12-16
Freshmen mid-term grades due to the Records Office Mar 21
Mid-term grades e-mail to Freshmen via UTEP e-mail address Mar 23
Spring Study Day (No Classes) Apr 6
Course drop deadline Mar 30
Cesar Chavez Day (No Classes) Mar 31
Deadline to submit candidates’ names for the Commencement Program Apr 13
Last day of classes and complete withdrawal from the University May 3
Dead Day May 4
Final Exams May 7-11
Last day to accept late graduation applications May 11
*(name will not appear in the Commencement Program booklet)
Commencement Commencement May 12
Final grades due to the Records Office May 16
Deadline for graduate degree candidates for submission of electronic thesis or Dissertation, and for certification of graduate degree final examinations to the Graduate School May 18
Final grades officially available to students ONLINE May 18
SCHOOL OF NURSING PHILOSOPHY

The School of Nursing at the University of Texas at El Paso (UTEP), views nursing as a professional service discipline grounded in the arts, sciences, humanities, and the application of knowledge obtained through scientifically based inquiry. The Nursing Faculty promote and adhere to a paradigm of caring that addresses holistic human responses throughout the age continuum. This paradigm includes education, practice and research that encompasses provision of care, coordination of care, and professionalism. While the faculty subscribe to a variety of theoretical frameworks reflecting adaptation, self-care, transcultural, and humanistic aspects, we believe that the essence of nursing is caring.

The Nursing Faculty view “Caring” as the basis for nursing. Caring involves recognizing client diversity, potential, autonomy, and universal needs. Further, caring involves understanding and acceptance; it promotes egalitarian relationships and has as its ultimate goal the empowerment of all individuals. The concept of caring permeates nursing education, practice, research, and all three of these entities are intertwined in the delivery of health care. Nursing Faculty draw upon their collective cognitive, clinical, and creative abilities to prepare nurses for the delivery of safe and effective nursing care that is in compliance with established Standards of Practice. We believe that both faculty and students have a responsibility to each other to create a learning environment that is conducive to: learning, freedom of thought, scholarly inquiry, affirmation of beliefs and skills, critical thinking, critical decision-making, ethical practice, facilitative communication, and leadership. Graduates assume roles as care providers, care coordinators, and professional leaders. They promote the health of individuals, families, and populations, the enhancement of society, and the nursing profession in the 21st century. Health care provides a dynamic environment in which there exists potential for physical, mental, emotional, social, and spiritual well-being for all individuals. Health Care Professionals practicing in this environment need to work in partnership with each other and the communities they serve. Both independent and collaborative nursing strategies are necessary components of practice. To this end, the faculty is committed to role-modeling a multi-disciplinary and interdisciplinary approach to education, practice, and research, and to developing in students a sense of awareness of fiscal and outcome aspects of the current health care market place.

The UTEP Nursing Faculty believes that the practice of Professional Nursing requires a commitment to lifelong learning. We believe that the professional nurse has the responsibility to be visionary in the promotion and improvement of caring in current as well as future health care delivery models.
MISSION

- Prepare professional nurses at BSN, MSN, and doctoral level to meet complex human needs in a competitive global market
- Provide an environment where students, faculty and researchers investigate and meet global healthcare needs
- Inspire lifelong learning and utilization of advanced technologies
- Improve healthcare and quality of life in our diverse local communities
- Prepare graduates to make significant contributions to nursing, local communities and world

VISION

Leader in nursing practice, education and research in the global healthcare environment.

VALUES

Quality - We deliver the highest value in education and research

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

Communication - By hardwiring our processes we transfer information and knowledge

Accountability - We strive for excellence in everything we do

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

GUIDING PRINCIPLES

Excellence - Innovation - Diversity
UNDERGRADUATE NURSING PROGRAM OBJECTIVES

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

2. Use critical thinking and apply theories, principles and concepts in making clinical judgments about the health care needs of individuals, families and communities.

3. Intervene to minimize or alleviate stressors: to reinforce positive adaptive behavior, to promote, maintain and restore health, and to care for the ill, disabled, and the terminally ill.

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

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

6. Use research findings in the care of clients/patients.

7. Provide leadership within the nursing profession and in health affairs.

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

9. Use undergraduate education as a basis for graduate study.

UPPER DIVISION CURRICULUM

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<td>NURS 3604 Nursing Care of Individual</td>
<td>NURS 3609 Family Sit. Stressors</td>
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<td>NURS 3314 Nursing Research &amp; Stats</td>
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<td>NURS 4313 Nursing Care / Psychiatric</td>
<td>NURS 4612 Acute Care Practicum</td>
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<tr>
<td>NURS 4614 Nursing Care in Crisis</td>
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**Elective:** 3 NURS Credits ______
(Recommended to take during sixth or seventh semester)
General Information for Nursing Students

Student Affairs

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

Required Equipment (This list is not inclusive and is subject to change)

- UTEP School of Nursing uniform
- White lab coat
- Name tag
- UTEP School of Nursing patch
- Stethoscope
- Pen light
- Nursing scissors
- PDA or smart device

Other Expenses (This list is not inclusive and is subject to change)

- Ongoing assessment and testing in preparation for registered nurse licensure examination.
- Health and Clinical Clearances
- Background Checks (Declaratory Order, if applicable)
- Drug Screen (effective August 2007)

Student Employment

The School of Nursing assumes no responsibility for students employed in a health care agency. A student is personally responsible and liable for any activities conducted while employed. Professional liability insurance purchased by a student is valid in the student role, but not in the employment role (check individual policy). An individual who practices nursing illegally may jeopardize his/her future as a licensed professional. A student employed in an agency has the responsibility, personally and professionally, to engage in only those activities which fall within the job description for non-professional workers, and
has a responsibility to refuse to participate in activities which he or she has not been legally licensed to perform.

**Nursing Student Organization**

All enrolled students are eligible for membership in the Nursing Student Organization, an affiliate of the Texas Nursing Students’ Association and the National Student Nurses’ Association. The UTEP Chapter has goals consistent with those of the National Student Nurses’ Association. Its purpose is to aid in the development of the individual student, the profession of Nursing, and the delivery of health care to all people.

**Sigma Theta Tau**

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

**Financial Aid**

Students enrolled in the School of Nursing are eligible to apply for all forms of financial assistance available to other majors. Specific information can be obtained from the Financial Aid Office at http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid.

**Armed Services**

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

**Advising**

Pre-Nursing students are advised at the Academic Advising Center at the Main Campus. Students are considered for admission into the upper-division nursing major if they have completed lower-division prerequisite courses with an overall grade point average (GPA) OF 2.5 or higher; a minimum GPA of 2.5 in Natural, Physical, and Behavioral Science prerequisites; a NURS GPA of 3.0 and an overall University grade point average of 2 or higher.
Selection into the upper-division nursing program is based upon the number of applicants, space availability, and academic performance. A “C” or better is required in the following prerequisites: English; Math; the Natural; Physical, and Behavioral Sciences and the NURS pre-requisite courses. Any students who do not satisfy the “C” minimum in the appropriately designated courses will not be considered for admission to upper-division coursework until this requirement is met. In addition, all prerequisite Natural, Physical, and Behavioral Science courses must be current and completed within seven (7) years prior to eligibility to apply for the Nursing Program.

The students selected for admission to the Nursing Program will be advised by a School of Nursing Student academic advisor.

**Nurse Entrance Test (TEAS)**

All students applying for the BSN program at UTEP will be required to take the Test of Essential Assessment Skills (TEAS). Students are to make arrangements directly with the UTEP Testing Center at 915-747-5009 to register for the TEAS. The results of the TEAS must be sent directly by the UTEP Testing Center to the School of Nursing, Admissions Officer.
EMERGENCY EVACUATION PROCEDURES

When the alarm goes on:

Proceed immediately to evacuate the floor via the stairs. There are two emergency exits on each floor at either ends of the hallways. Elevators do not work when the alarm is activated.

Do not lose time turning off your computer, getting your coat, etc.

Exit the building and walk across the street. Do not remain on the sidewalk or doors by the building.

Remain across the street until the UTEP Police or the city’s Fire Department clear the building. You will be advised when it is safe to return to the building.

For questions or assistance, please contact:
UTEP Police 747-5611

or

Dean’s Office
School of Nursing Room 368J, Ph. 747-8194
LEARNING ENVIRONMENT

The School of Nursing is located at 1851 Wiggins Road, El Paso, TX 79968. Phone: 915-747-7273.

Administrative offices for the School of Nursing are on the third floor of the School of Nursing/College of Health Sciences.

Faculty offices are located primarily on the third floor.

Bulletin Boards: There are electronic bulletin boards featuring faculty, students and staff as well as updates on activities and events within the School of Nursing /College of Health Sciences. They are located on the 2d floor lobby. It is recommended that these monitors be checked frequently.

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

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

Academic Coaching (Tutoring) services are available for students. Flyers on coaching schedules will be updated each month and will be posted on student bulletin boards.

ATM machines (Wells Fargo) are at the UTEP College of Health Sciences (1101 N. Campbell St); UTEP Academic Services Building (Schuster Ave & Lawton Dr) and 200 W. University Ave.

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

Student Facilities located on Level One, includes a TV lounge, study room areas, vending machines, campus food services.
GENERAL POLICIES

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

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

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

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

It is the responsibility of the student to inform the course manager of any limitations they may have in completing course expectations. Written guidelines r/t accommodations from the Office of Disabled Students must be submitted to the course manager PRIOR to the start of the course.

COMMUNICATION
Communication is the responsibility of both students and faculty. Faculty will keep students informed of progress in both theory and clinical and students will inform faculty of any deterrent to their success.

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

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

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

ACADEMIC REGULATIONS

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

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

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

NURSING MAJOR

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

All nursing students must perform within the limits of safe practice. A faculty member may drop a student from a course with an ‘F’ (regardless of grades received) if the student’s nursing practice is deemed to be unsafe as defined in the Safe Practice Policy of the School of Nursing. A copy of this policy is on pg. 25 of this Handbook and is posted on the Official Nursing Bulletin Board and online.
GRADING POLICY AND STRUCTURE

A. Didactic courses without a clinical lab

1) Students must pass exams and/or quizzes with a minimum of 75%. This constitutes the didactic evaluation of a course. Achieving less than 75% in the didactic portion of the course results in course failure. There is no rounding of grades and fractional points will be dropped.

2) Additional assignments (papers, presentations, posters, etc.) must also meet the minimum 75% passing criteria. Additional assignments grades/points are factored into the overall course grade only if the student has passed a course’s exams and/or quizzes with the minimum of 75%.

B. Didactic course with a clinical lab - In addition to meeting the conditions stated in the section above (didactic courses without a clinical lab), the following apply to courses with a clinical lab component:

1) Clinical lab related assignments must meet a 75% minimum standard and grades or points given for clinical lab related assignments are factored into the overall course grade only if the student has passed a course’s exams and/or quizzes with the minimum of 75%.

2) The didactic and the clinical components of a course must be passed. Failure of either component results in failure of the entire course, i.e. failing to meet the clinical lab requirements results in a failing grade for the entire course regardless of meeting the minimum of 75% criteria for exams and/or quizzes and failing didactic results in failure of the entire course regardless of success in clinical.

C. Grading Scale: 90 - 100% = A
   80 - 89% = B
   75 - 79 % = C
   60 - 74% = D
   < 60% = F

Grade Challenges

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

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

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

Academic dismissal from the Nursing Program occurs after two nursing course failures/attempt

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

Nursing Course Repeat Policy and Withdrawal:

In accordance with University policy, a nursing course may only be attempted twice. A withdrawal from a course that results in a “W” counts as an attempt. Students are not encouraged to withdraw from nursing courses as this impedes progress in the completion of the degree plan, but if a student chooses to withdraw from a course, this should be in writing (see Appendix C).

A School of Nursing student may repeat or withdraw from a nursing course only once. Recommendation of the faculty, the student’s written request, space availability, and approval by the School of Nursing’s Assistant Dean for Undergraduate Education are needed to retake courses.

Repeating a nursing course due to failure or withdrawal is not automatic. The student must request permission from Assistant Dean for Undergraduate Education to repeat a course by using the designated form (see Appendix B). The decision to give permission to retake is based on the following:

1. Space availability
2. Nursing GPA
3. Previous failures
4. Previous withdrawals
5. Course faculty recommendation (which takes into consideration attendance, following remediation plans within the course, etc.)
ACADEMIC POLICIES

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

Attendance
- Students are expected to attend all classes and to arrive on time. Late comers are asked to enter quietly and unobtrusively. Students are responsible for content and announcements presented in class or clinical sessions whether present or not.

Technology in the Classroom
- While the School of Nursing recognizes that laptops can be a resource for note taking, faculty are responsible for the learning environment and have the right to determine which devices may or may not be utilized in the classroom. Students are encouraged to refer to course syllabi for guidelines regarding the use of laptops, PDAs, cell phones, recording devices, MP3 players, etc.

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

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

ATI Testing:
- To assist faculty in academic advisement of students, and to provide a means of ongoing evaluation of the School of Nursing curriculum, students are expected to
participate in testing and evaluation programs in addition to course exams. It is a course requirement for all students to take the nationally standardized exam provided by Assessment Technologies Incorporated (ATI) and to pass the exam at or above the national average (Level 2). Students not achieving this passing standard will be required to remediate and to submit documentation of this remediation in accordance with Course Manager’s protocol. Students will receive an ‘Incomplete’ in the course until/unless this remediation is accomplished.

- Exceptions to the above policy include:
  - A score at or above a Level 2 on the ATI Pharmacology Exam is a prerequisite to participate in the 8th semester preceptored clinical experiences and
  - During the final semester students must pass the ATI RN Comprehensive Exam with a score at or above a 90% Predicted Probability of Passing NCLEX-RN on the First Attempt to successfully complete the program.

Simulation Learning Center

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

NON-ACADEMIC GRIEVANCE PROCEDURE

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

DISCRIMINATION COMPLAINTS

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

Graduation Requirements:
A candidate for graduation must successfully complete the prescribed curriculum and must meet all other requirements of the School of Nursing. To be eligible for graduation a student must have attained a minimum of a 2.5 prerequisite grade point average in the lower division required courses and a nursing major grade point average of 2.0, with an overall 2.0 cumulative grade point average (CGPA) for the university. Candidates for graduation must also pass the ATI RN Comprehensive Exam with a score at or above a 90% Predicted Probability of Passing NCLEX-RN on the First Attempt.

Graduation Application:
Students who intend to graduate at the end of any semester must apply for graduation and pay the graduation fee before a deadline that falls toward the beginning of the semester. Without timely application, a student may not graduate. Application deadlines are published each semester on the University’s web page.

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

Students accepted into the nursing major and upper division nursing courses or the Graduate Nursing Program must have in their record proofs of health clearance and other requirements for the practicum component of clinical courses.

Note: Failure to comply with these requirements will result in students having holds placed on registration or being dropped from courses.

1. Health Clearance: Includes physical exam, lab work and immunizations.

   - Up to date health clearance must be documented prior to enrolling in any nursing classes and must be current for the entire semester. Health clearance is done by the Student Health Center (SHC).

NOTE: (SHC) is the only repository for health clearance information.

   - For ongoing students the physical exam, immunizations, and lab work may be done at SHC at reduced rates; check for the fee schedule (747-5624). Students who have had their physical exam, lab work and/or immunizations done by a private physician or through their employers may submit copies to the Student Health Center for review and clearance. The physical examination should be comprehensive and include appropriate age and gender specific screening tests. The name and address of the health care professional who completed the exam should be printed clearly or typed on whatever form is presented.

   - Physical Exam
   - Immunizations/Tests:

   1. Tetanus/Diptheria (Td or DTaP) –within 10 years

   2. MMR (Measles, Mumps, Rubella) Vaccine (at least one dose since 1980 if born after 1956)

   3. Titers Documenting Immunity to:

      - Hepatitis B
      - Rubella
      - Rubella (Measles)
      - Varicella

   4. If needed, based on titer, the following must be completed with a follow up titer documenting immunity:

      - Booster MMR
      - Varicella series
      - Hepatitis series
• Additional vaccines as indicated or required by agencies (e.g. flu vaccines) (updated 10.06.2009)

5. CBC

6. Urinalysis

7. Tuberculosis Screening: PPD yearly (or biannually as required for clinical clearance). For positive PPD or BCG received in the past, the policy of the Center for Disease Control will be followed, which includes a yearly (or biannually as required) TB questionnaire, exam by a health care provider, and, chest x-ray every 5 years, or as indicated.

2. Clinical Clearance: The following items are required to be turned into the Office of Clinical Compliance, located within the Office of Student Affairs.

• Cardio Pulmonary Resuscitation (CPR) certification is required and must be current as indicated by the certifying body. The certification must be current until the end of the semester for which you are registering. It must be American Heart Association Healthcare Provider or its recognized equivalent. Please submit a copy of both sides of your CPR card. If the CPR expires during a semester, students must renew immediately to avoid being dropped from clinical courses.

• Professional liability insurance must be purchased annually during Fall registration. Students beginning in the Spring or Summer semesters must purchase prorated liability insurance. All upper division students enrolling in nursing courses will be required to show evidence of professional liability insurance coverage of at least a minimum amount of $1,000,000 limit each claim and $3,000,000 limit aggregate.

• All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. A Student Accident and Sickness Insurance Plan is available upon request through the Dean of Students’ Office, 102 W. Union.

• Community-Wide Orientation: All nursing students must complete the online Community-Wide Orientation once each year. You can access the training at http://www.epcc.edu/cwo/Pages/default.aspx. Certificate of completion must be submitted to the Office of Clinical Compliance.

• Background Check - In order to engage in clinical rotations, which are a crucial element in the curriculum, and to be licensed by the Texas Board of Nursing, nursing students must pass a background check. Therefore, applicants accepted to the School of Nursing will be required to undergo and pass a background check prior to matriculation.
• **Drug Screen** (effective August 2007) Mandatory urine test that requires an authorization form obtained from the Office of Clinical Compliance. This form is to be taken to the specified laboratory.

**PROFESSIONALISM/PATIENT CONFIDENTIALITY**

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

The following Safe Nursing Practice Policy is a revision of a similar policy that has been in effect since the nursing program was a part of the University of Texas System (1973). This policy must be adhered to in order for a student to succeed in clinical nursing courses.

All overt & covert acts which comprise the nursing process must be directed toward quality care for the patient/client/family, which promotes health.

Safe and Effective Nursing Practice is Defined as:
➢ Ability to demonstrate knowledge about patient/client health status.
➢ Ability to observe, report and record signs and symptoms.
➢ Ability to accurately interpret, report and record changes in patient’s condition.
➢ Demonstrates through overt and covert acts assurance of the delivery of quality nursing care.
➢ Ability to set priorities and carry through with appropriate nursing interventions.
➢ Ability to evaluate and make substantive judgments relative to the quality of nursing care.
➢ Ability to calculate and administer drugs safely, including documentation of administration.

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

Since the faculty student ratio in the clinical area is 1:10 or 12, it is impossible for a faculty member to be present continually with each student to observe every situation. It is therefore imperative that each student assumes personal responsibility to be prepared for each clinical practice experience.

Each student is expected to check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition, and to report to the instructor and staff when leaving the clinical area to assure continuity of care for patients. Students who come un-prepared for clinical may be sent to the simulation laboratory for practice before they are allowed to return to the clinical site.

Adopted by Faculty Organization Committee Meeting. Revised February 13, 1985 and December 14, 1994.
PROFESSIONAL ATTIRE AND UNIFORM GUIDANCE

In order to assist the student body to represent the University of Texas, El Paso, and the School of Nursing appropriately, the following dress code has been established. These policies do not preempt additional requirements of the clinical agencies, or as prescribed by the UTEP faculty member.

Uniform: The uniform is a unique design made specifically for the UTEP School of Nursing. Uniforms are purchased directly from the supplier by placing an order with the UTEP chapter of Texas Nursing Students' Association. Uniforms must be clean and neat at the beginning of each clinical day.

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

Lab Coat: Plain white laboratory coats must be worn when students enter community agencies for assignments or for purposes other than providing direct patient/client care. Professional attire is required when the lab coat is worn. Professional attire excludes jeans/western cut pant, sweatshirts, shirts of undergarment type, see-through clothing, any clothing that exposes a bare midriff, back, chest or undergarments.

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

Shoes: White close-toed/heeled shoes are to be worn with the uniform and should be well-fitted, comfortable and free of decoration. They must be clean at the beginning of each clinical experience day. Canvas shoes, clogs, flip flops, crocs, or non-enclosed shoes are unacceptable.

Hosiery: White or plain light-colored socks should be worn with the uniform.

Jewelry: Jewelry should be kept to a minimum when wearing the uniform. Nothing more than a wedding band is recommended. Exposed chains and/or dangling earrings are not acceptable.

Piercing / Tattoos: One stud earring per ear is acceptable; no other piercing jewelry is permitted (including the tongue). Visible tattoos should be covered.

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

Hair: The hair will be neatly arranged off the face and sides of the collar. Beards must be neatly trimmed and covered while the student is working in sterile areas or in the presence of open wounds.

Fingernails: Fingernails will be natural and evenly trimmed. No artificial fingernails are permitted. No fingernail adornment or jewelry is permitted.
**Smoking:** Students will refrain from smoking in clinical attire since smoke clings to fabric and may be irritating to patients and family members.

**Sweaters:** Only approved sweaters may be worn with the new UTEP School of Nursing uniform while the student is in a clinical agency. The course manager will provide further guidance on approved sweaters as a decision is made.

**Professional Appearance:** Students are to refrain from public places, such as restaurants, bars, etc., while wearing the uniform with its identifying patch and name badge.

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

**Mobile Phones** must be turned off in the clinical setting and may only be used during breaks away from the patient care setting. Phones with cameras are never allowed in patient care areas and the use of mobile phones for talking or texting is also prohibited in patient care settings.

(Revised December 2011)
Appendix A: The University of Texas at El Paso School of Nursing

POLICY FOR STUDENT INJURY IN THE CLINICAL SETTING

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

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

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

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

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

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

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

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

(Revised Apr. 2005, July 2010)
Appendix A1  SCHOOL of NURSING INCIDENT REPORT

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

PART OF BODY INJURED

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

DESCRIPTION OF THE ACCIDENT

How did the accident happen?
What was student doing?

Nature of Injury

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

Student's signature

DEGREE OF INJURY

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

Faculty/Preceptor in charge when accident occurred [Enter NAME(S)]

Present at scene of accident: YES________ NO________

IMMEDIATE ACTION TAKEN

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

Was a Parent or other individual notified? YES________ NO________

When: ___________________________  How: ___________________________
Name of Individual(s) Notified: ___________________________

By whom? (Enter NAME) ___________________________

WITNESSES:
1. NAME: ___________________________  ADDRESS/PHONE: ___________________________
2. NAME: ___________________________  ADDRESS/PHONE: ___________________________

REMARKS

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

_________________________________________  Signature: Director of Graduate or Undergraduate Program

_________________________________________  Signature: Student

_________________________________________  Signature: Faculty
Appendix B:

The University of Texas at El Paso
School of Nursing
Request for Course Repeat

To: Assistant Dean for Undergraduate Education

From: ____________________________________________ UTEP ID#

_________________________________________ Phone Number E-Mail

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

NURS _____________________________ Course Title _____________________________ Semester

Course Number

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

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

Read the following and sign:

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

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

__________________________________________ ______________________
Student Signature Date

Approved / Not approved ____________________________ ______________________
Asst. Dean for UG Education Date

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Appendix: C

The University of Texas at El Paso
School of Nursing
Request for Course Withdrawal

To: Assistant Dean for Undergraduate Education

From: ___________________________________________  ____________________________
                     Name                                                UTEP ID#

                                                               ___________________________
                     Phone Number                                      E-Mail

I am requesting permission to withdraw from the following course:

NURS

Course Number _____________  Course Title ___________________________  Semester __________

Reason/s for withdrawing:


Explain your strategies to be successful on the next attempt at this course:


Read the following and sign:

I am fully aware of the following information and consequence regarding withdrawing from a nursing course as attested by my signature below:

▶  “…A student may withdraw only once...In accordance with University policy, a Nursing course may only be attempted twice. A withdrawal from a course that results in a “W” counts as an attempt. Failure to successfully complete a Nursing course in two attempts results in dismissal from the School of Nursing” (Excerpts from UTEP-SON Undergraduate Student Handbook, Section on Nursing Course Repeat Policy and Withdrawal, pp. 15).

▶  My re-enrollment in this course will be based on space availability.

___________________________________________________________________________
Student Signature                        Date
___________________________________________________________________________

Approved / Not approved

___________________________________________________________________________
Asst. Dean for UG Education                     Date
THE UNIVERSITY OF TEXAS AT EL PASO
SCHOOL OF NURSING

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Printed Student’s Name ____________________________ UTEP ID # ____________________________

Signed Student’s Name ____________________________

__________________________ Student’s Miners e-mail ____________ ____________________________ Student Telephone ____________

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

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

Course Title ____________________________

under the instruction of Professor: __________________________________________

First ____________ Middle ____________ Last ____________

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

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

Student’s signature: ____________________________ Date: ____________________________

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

Please return this form to the School of Nursing (SON) Office.
UTEP School of Nursing
Information and Disclosure Agreement

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

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

In particular, I understand the importance of the following:

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

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

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

_________________________________________    _____________________________
Student Name (Print):                        UTEP ID Number:

_________________________________________    _____________________________
Student Signature:                           Date Signed:
The following policy under the Americans with Disabilities Act is being included as an appendix to your Undergraduate Student Handbook. Please maintain this appendix with your current handbook.

Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Providing direct patient care in the clinical rotation can also be physically demanding and may involve assisting patients in transfer, ambulation and activities of daily living. Students with disabilities may contact the UTEP Office of Disabled Student Services (DSSO) to request reasonable accommodations under the Americans with Disabilities Act guidelines at http://www.utep.edu/dsso.