Greetings,

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

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

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

Regards,

Elias Provencio-Vasquez, PhD, RN, FAAN, FAANP
Dean and Professor

Go UTEP Nursing!
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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

Fifth Semester       Sixth Semester
NURS 3401  Health Assessment       NURS 3608  Family Dev. Stressors
NURS 3604  Nursing Care of Individual       NURS 3609  Family Sit. Stressors
NURS 3314  Nursing Research & Stats

Seventh Semester     Eighth Semester
NURS 4307  Nurse Coordinator of Care       NURS 4611  Promoting Health/Border
NURS 4313  Nursing Care / Psychiatric       NURS 4612  Acute Care Practicum
NURS 4614  Nursing Care in Crisis

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 that are valuable assets in a nursing career. A six-week summer training program provides valuable experience for students in health care facilities between the academic years. Interested students should contact the Department of Military Science or the Department of Aerospace Studies on campus.

Academic Advising
Pre-Nursing
0-29 credit hours
Advised at the Academic Advising Center

30+ credit hours
Advised at the School of Nursing, room 200

**All students in the Traditional and Fast Track Nursing Programs are advised at the School of Nursing, Room 200. RN-BSN students are advised in Room 361.

Traditional BSN Option Application Process:

- Completion of the University Core Curriculum (grade of “C” or better is required for each course in the University Core)
- The minimum cumulative GPA to apply is 2.50
- Completion of the Pre-Professional pre-requisites (MATH 1320 or higher, BIOL 1305-1107, BIOL 2311-2111, BIOL 2313-2113, CHEM 1407 or CHEM 1305-1105, MICR 2330, HSCI 2302, PSYC 1301)
- Completion of TEAS exam with a Proficient or higher score

Traditional BSN Option Admissions Process:

- Admission to the UTEP School of Nursing Traditional BSN Option is highly competitive
- Students are ranked for admission based on:
  * Math/Science GPA (Historically, the competitive Math/Science GPA is 3.0 or higher)
Completion of Pre-Nursing courses (NURS 2303, NURS 2307, NURS 2402) with a grade of “C” or better
- Students enrolled in Pre-Nursing courses at the time of selection may be conditionally accepted pending successful completion of courses as described above

Fast Track BSN Option

The Fast Track BSN Option is primarily designed for working professionals seeking a career change to professional nursing. It is an intense, full time, 12 month accelerated BSN program inclusive of the same curriculum as the Traditional BSN Option.

Fast Track BSN Option Application Process:

- Must possess a bachelor’s degree from an accredited institution
  - Degrees conferred in the semester immediately preceding the start of the Fast Track Option must be validated by the Office of Student Affairs Office by Census Date of the first Fast Track course (Check Academic Calendar)
- Completion of the Pre-Professional pre-requisites (MATH 1320 or higher, BIOL 1305-1107, BIOL 2311-2111, BIOL 2313-2113, CHEM 1407 or CHEM 1305-1105, MICR 2330, HSCI 2302, PSYC 1301)
- Completion of the legislative requirements of six (6) hours of American History and six (6) hours of Political Science covering the Constitutions of the United States and Texas
- The minimum cumulative GPA to apply is 2.00
- Completion of TEAS exam with a Proficient or higher score (See TEAS information below)

Fast Track BSN Option Admissions Process:

- Admission to the UTEP School of Nursing Fast Track BSN Option is highly competitive
- Students are ranked for admission based on:
  - Math/Science GPA (Historically, the competitive Math/Science GPA is 3.0 or higher)
  - Completion of Pre-Nursing courses (NURS 2303, NURS 2307, NURS 2402) with a grade of “C” or better
    - Students enrolled in Pre-Nursing courses at the time of selection may be conditionally accepted pending successful completion of courses as described above
Students will be officially notified of admission status by the School of Nursing Office of Student Affairs.

**RN-to-BSN Option**

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

**RN-to-BSN Option Application Process:**

- Current licensure to practice as a Registered Nurse in the United States
- Graduate of an accredited associate degree, diploma, or foreign nursing program
- Application and acceptance by UTEP Office of Admissions & Recruitment (see UTEP Undergraduate Catalog)
- Minimum overall grade point average (GPA) of 2.0 for full acceptance
- Completion of all core and elective courses before beginning RN-to-BSN professional courses (see RN-to-BSN Option Degree Plan)
- 10 hours of core or elective courses must be completed at UTEP

**RN-to-BSN Option Admissions Process:**

- Students are ranked according to completion criteria listed above and admitted on a first-come, first-served basis

The School of Nursing Office of Student Affairs will officially notify students of admission status.

**Test of Essential Assessment Skills (TEAS)**

The Test of Essential Academic Skills (TEAS-V) is an admission requirement for the Traditional and Fast Track Options of the Nursing program.

- The TEAS-V test is an internet-based, multiple-choice exam that assesses a student’s abilities in four essential subject areas: reading, math, science, English and language usage.
  - Students may take the exam twice to achieve the minimal required score.
  - The minimum time frame between a first attempt and a repeat attempt is 30 days.
  - The minimum overall score needed for admission to the program is Proficient level or above.
  - If the minimal required score is not achieved by the second attempt, the student must wait 12 months from the second attempt date to retest. A third set of scores taken within the 12-month “wait” period will not be accepted.
  - Test scores that are at or above the minimum required score are valid for 2 years.
• The School of Nursing strongly suggests that students take the TEAS-V while taking the pre-requisite Science/Math courses, but prior to the designated admission cycle to enter the pre-nursing courses.
• The School of Nursing strongly recommends for students to prepare for the TEAS-V exam. Students can purchase the TEAS-V study manual and online practice assessments through [http://www.atitesting.com](http://www.atitesting.com).
• Testing fees are determined by ATI. Testing fees for the TEAS-V tend to change every July 1. Please check the ATI Testing website for current TEAS-V prices.
• Students can register for the TEAS-V by logging on to [http://www.atitesting.com](http://www.atitesting.com)

### HSSN Emergency Evacuation Plan

As part of the UTEP Emergency Management Plan:

Every member of the Faculty and Staff should read and be familiar with the emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess the situation quickly but thoroughly, and use common sense in determining a course of action.

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

**Designated Essential Faculty and Staff Member:** The designated essential faculty and staff members are heads of their departments. It is your role to ensure all faculty and staff members are accounted for when an emergency arises. A head count should be taken before and after evacuation if possible.

### Fire

If the fire is small and can be easily extinguished with a handheld extinguisher the person should follow the instructions below only if he/she is trained to do so.

- Portable Fire Extinguishers are located in corridors, laboratories, the parking garage and mechanical rooms.
- Remember the following instructions as P.A.S.S.
  - **Pull** the pin
  - **Aim** at the base of fire
  - **Squeeze** the handle
  - **Sweep** across the base of the flames

*Only attempt this if you have had fire extinguisher training.*

Otherwise, isolate the fire by closing the door (do not lock the door), initiate the alarm, and evacuate the building following the procedures for evacuation.

- Initiate the alarm by activating the fire alarm pull station and call 911 before attempting to extinguish a small fire (trash can size). The alarm pull station will alert the campus police. The pull stations are located within four feet of designated fire exits.

### Chemical

Refer to Evacuations or Shelter in Place procedures.

### Bio Hazard

Blood or other bodily fluids should be treated as a biohazard. Isolate the area and call Campus Police who will in turn notify EH&S biohazard response and Facilities Services for remediation. This condition can occur when someone is injured or is ill (vomit, e.g.)
THE UNIVERSITY OF TEXAS AT EL PASO  
School of Nursing Undergraduate Handbook

**Explosion**

Refer to Evacuations or Shelter in Place procedures.

**Emergency Lockdown**

The University’s Incident Commander (Highest Authority responsible for the safety of University Students) will instruct students/staff to “lockdown” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel.

- A lockdown procedure is used when there is an immediate and imminent threat to the building and its population from the outside environment.
  - There are a number of incidents when an evacuation of a building or classroom is not advisable - hostile intruder, active shooter, Haz-Mat release, and weather related causes shall use “Shelter in Place” or “Evacuation.”
  - Faculty, staff, and students will stay in the rooms they are currently in and will not be encouraged to leave until the incident has been cleared.
  - Locking down the buildings or offices has been determined to minimize risk to students/staff, and to help account for students, faculty and staff when police and first responders can safely move through the building.
  - Ensure disabled individuals are assisted in getting to the staging or secured areas.

**Shelter in Place**

The Incident Commander will instruct students/staff to “shelter in place” verbally through the Miner Alert Notification System (text messaging, e-mail, audible alerts) that inform University personnel. Shelter-in-place can be used when there is little time to react to an incident and it would be more dangerous to be outside the building environment by trying to evacuate than it would be to stay where you are. In the event of an incident that requires shelter in place, faculty, students, staff, or building leader will prepare to shelter in-place at designated location(s) or move to a staging area within the campus when directed. Shelter in Place will be utilized during incidents involving hazardous materials, which produce toxic vapors or smoke from fires outside of buildings or facility.

**Evacuation**

Persons assigned to assist in evacuating persons in need should proceed to their assigned positions. All other persons should follow the Building Alarm Evacuation Procedures as follows:

**Building and Fire Alarm Procedures**

*THERE ARE NO FALSE ALARMS! Never ignore a building alarm signal, even if you have reason to believe that it may be a drill or in error.*

**Prepare Yourself**

The University’s building alarm systems are tested and maintained to afford building occupants the best possible warning in case of an emergency. Before an alarm sounds, take note of the following:

1. Have an Exit Strategy! Always identify at least two evacuation routes and exits in case of an emergency. EXIT Signs in the corridors clearly indicate the way. You do not need a diagram on the wall to find a way out. Follow the EXIT signs. The route you normally take may not be accessible in an emergency so be prepared with an alternate.
2. Identify the locations of the fire alarm pull stations so that you may sound an alarm in case of fire or other emergency. These are usually located by exits and entry into stairways.
3. Observe how to operate the pull station. They are quite simple. Some have plastic covers that have an alarm that sounds when it is opened. These alarms operate only at the pull station and are designed to reduce nuisance alarms. Ignore this alarm and pull down on the fire alarm handle inside.
4. Whenever the alarms are activated, observe the sound. Learn to recognize it as an indication of an emergency requiring evacuation.
5. Never prop the stairwell doors open. They must be fully closed in order to keep smoke and heat out and to maintain a safe passageway out of the building for building occupants. Report stairwell doors that do not self-close and latch so these may be repaired. Your department will not be charged for repairs to promote safety.
6. If there are sensitive items within your space, keep them locked away when not in use. You may not have time to store them in an emergency.
7. When exiting in an emergency faculty, staff, and students should assemble in the parking lot on the corner of Wiggins and Rim Roads if exiting from stairwell #1 (North) or #2 (South). The backup location in case of blocked exits is the parking lot across the Sun Bowl Drive walking bridge. Avoid areas where first responder vehicles would park.

**When an alarm sounds**

In the event that an alarm sounds in the building, it’s time to get out. You don’t have to see or smell smoke to know this. The following steps should be taken as you prepare to leave your area:

1. Close the door to your office or room when leaving. This will help slow a fire by reducing the oxygen that feeds a fire. Also, closing your door will reduce the probability of smoke ruining the contents of your room. Don’t lock the door. Firefighters must gain entry to all rooms when fire occurs to verify that everyone has escaped. If the door is locked it may be damaged in an effort to open it.
2. If on an upper floor use the stairs to get out. **DO NOT USE THE ELEVATORS!** In a fire situation an elevator shaft can act like a chimney flue, filling with hot smoke, gases and flames. Also, the elevator control panel or the building electrical system may become disabled due to the emergency. This could trap you in the elevator and place you at risk of fire, heat, or smoke inhalation.
3. Exit the building and proceed and move away from the building to the designated assembly areas. Do not block driveways or parking lots. Emergency vehicles will need access.
4. Report to your supervisor or the designee that you are safely out of the building. Do not wander off until you have been accounted for. Emergency crews may lose precious minutes if they must search the building for you so don’t forget to report that you’ve safely exited.
5. Do not re-enter the building until it has been declared safe by Campus Police or the city fire department. No other person is empowered to make the all-clear call. If you hear an alarm remember, just because you can’t see or smell smoke doesn’t mean that there isn’t an emergency. There may still be a fire or some other emergency requiring exit from the building. Often fire alarm pull stations may be activated to evacuate the building for other emergencies, such as a chemical emergency, gas leak, medical emergency, or even to draw attention to a crime in progress.

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

**If fire starts in your area**

Remember to close the door to the fire area, activate the fire alarm by pulling down on the fire alarm pull station lever, evacuate the building, do not use elevators, and if caught in smoke, get down low. The clearest air is closer to the floor. Finally, call 911 from a safe telephone.

If you become trapped, go to a window if possible and wave something that will catch the attention of those below. If a telephone is available, call 911 and be prepared to give a detailed description of your area. Remember, the rescuers are not as familiar with campus buildings as you are.

**Persons with disabilities**

We all have an obligation to look out for each other. Students, staff, or faculty who has disabilities will be helped from the building. Faculty and staff having this responsibility should proceed to their assigned locations only when safe to do so. Persons with hearing impairment should be alerted when an alarm sounds and those with visual impairments will need our help in exiting a building. Notify emergency personnel when a person with disabilities remains behind in a designated Area of Refuge at an elevator landing or a stairwell.
are the preferred Area of Refuge since they provide a safe area enclosure from smoke and heat. Both Stairs also have “Stair Chairs” to assist injured or non-mobile individuals in going down the stairs with the assistance of trained building personnel or emergency responders.

If you have a disability that could impair your options in an emergency you should make every effort to plan your exit ahead of time. Make a point to become familiar with the building. Stairwells should be checked out, taking note of landings and whether they may be used as an area of refuge. Locations of exits, telephones, signs and fire alarm pull stations should be noted. Remind your co-workers and others you encounter in an emergency that you may need their assistance in case of an emergency. When an emergency does occur, request help. Don’t wait for someone to offer it.
LEARNING ENVIRONMENT

The School of Nursing is located at 500 W. University, El Paso, TX 79968. Phone: 915-747-7273.

Administrative offices for the School of Nursing are on the third floor of the Health Sciences and Nursing building.

Faculty offices are located primarily on the third floor.

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

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

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

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

ATM machines are located at the UTEP Library or at the El Paso Natural Gas Conference Center.

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

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

College of Health Sciences and School of Nursing (HSSN)

Study Room Policies and Guidelines

1. Reservations for use of the HSSN Study Rooms can be made at the reception desk in the CHS/SON Office of Student Affairs, room 200 from 8:00 am - 7:30 pm Monday through Thursday and 8:00 – 4:45 pm on Friday. Rooms may be reserved a week in advance. (Coming soon: On-line Reservations).

2. Study rooms can only be used for academic purposes.

3. HSSN Study Rooms are available to UTEP students, faculty and staff with a current UTEP ID.
   a. UTEP ID card must be presented upon entry to the study room.
   b. A minimum of 2 users with a maximum of 4 may use rooms 202, 204, 207.
   c. A minimum of 2 users with a maximum of 6 may use rooms 201, 203, 208, 209.
   d. Dry Erase Markers and Erasers are available upon request.

4. Reservations are based upon availability.
   a. HSSN Study rooms are only available Monday – Thursday 8:00 am – 7:45 pm and 8:00 am – 4:45 pm on Friday.
   b. Rooms may be checked out for a maximum of 2 hours.
   c. Users are responsible for checking out on time.
d. Users must sign in and out with the CHS/SON Office of Student Affairs personnel.

5. Plasma Screen Displays are available in each room.
   a. Consoles located on the walls of the study rooms can control displays.
   b. Users of Apple computers must provide their own monitor cable adapter.
   c. Students that wish to use video capabilities of the displays must provide their own audio-visual equipment.

6. Office of Student Affairs personnel will monitor use of the rooms.
   a. No food or beverages (except bottled water) are allowed in the rooms.
   b. Please do not place your feet on the chairs.
   c. Do not tamper with or remove any equipment or furniture from the rooms.
   d. Keep noise to a minimum to avoid disrupting other study room users.
   e. Problems with equipment or software should be reported to HSSN personnel.
   f. Do not leave personal items unattended. UTEP is not responsible for lost or stolen items.
   g. Rooms should be left clean and neat.
   h. Rooms cannot exceed maximum capacity (check 3b and 3c for information).

Please be courteous to the staff. They are assisting individuals in following the above regulations.

Refusal to comply with any of the HSSN policies or HSSN personnel may result in the UTEP Campus Police being asked to intervene. A report may be sent to the Dean of Students for disciplinary action.

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 Student Opting for Success (SOS) plan that addresses the student’s areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program.

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 located in this
GRADING POLICY AND STRUCTURE

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

A nursing student must meet or exceed the following minimum requirements for each course in the Nursing curriculum in order to pass that course:

1. Didactic courses without a clinical lab
   a. **Students must maintain a minimum average of 75% on exams and/or quizzes.** This constitutes the didactic evaluation of a course. Achieving less than a minimum average of 75.0% in the didactic portion of the course results in course failure. There is no rounding of grades and fractional points will be dropped.
   b. Additional assignments (papers, presentations, posters, etc.) grades/points are factored into the overall course grade only if the student has passed a course's exams and/or quizzes with the minimum of 75.0%.

2. Didactic course with a clinical lab
   In addition to meeting the conditions stated in the section above (didactic courses without a clinical lab), the following apply to courses with a clinical or lab component:
   a. Clinical or lab related assignments must meet the minimum average of 75.0%. Grades or points given for clinical or lab related assignments are factored into the overall course grade only if the student has passed course's exams and/or quizzes with the minimum of 75.0%.
   b. Students must pass both the didactic and the clinical or lab component of a course. Failure of either component results in failure of the entire course, i.e. failing to meet the clinical or lab requirements results in a failing grade for the entire course regardless of meeting the minimum average of 75.0% for exams and/or quizzes. Likewise, failing the didactic portion of the course results in failure of the entire course regardless of success in the clinical portion.
   c. The School of Nursing grading scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
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<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-75</td>
</tr>
<tr>
<td>D</td>
<td>74-60</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

3. Successfully pass the standardized exams associated with courses at or above the level designated by the School of Nursing

Grade Challenges

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

**Students must attempt to resolve issues relating to grades using the following chain of command:**

- First, with the faculty member or Course Manager who issued the grade
- Second, with the Assistant Dean for Undergraduate Education
- Third, Executive Nursing Officer
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/attempts**

**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.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY AND PROCEDURES

Purpose: To establish congruent policy and procedures related to ATI assessment in both the traditional and Fast Track Undergraduate Baccalaureate Nursing tracks within the University of Texas at El Paso (UTEP) School of Nursing (SON).

Policy: The following documentation provides specific instructions, guidance and policy regarding ATI practice, content mastery and RN comprehensive predictor examinations within Fast Track and Traditional Undergraduate Baccalaureate Nursing Program at the UTEP School of Nursing in order to facilitate and promote nursing faculty’s academic advisement of students. The utilization of ATI provides a vehicle for ongoing evaluation of the School of Nursing curriculum. Students are expected to participate in testing and evaluation programs in addition to course exams. National standardized exams such as ATI help students to better prepare for the RN licensure exam (NCLEX-RN) and helps faculty to identify curricular gaps.

1. Prior to taking the first proctored examination, students are required to complete all ATI practice examinations, Learning System RN, and Review Modules for their specified proctored examination (Refer to Appendix A for specifics by semester).
2. Students are encouraged to use their required course textbooks, lectures, and ATI materials in order to remediate following the completion of practice examinations.
3. Focused reviews following practice examinations are strongly encouraged for additional preparation for Proctored ATI examinations.

Practice Assessments:

1. ATI Content Mastery Series (CMS) practice assessments may count as a quiz or assignment grade (at the course manager’s discretion). Students may take both versions of the practice exams. The highest score achieved may be used as the quiz or assignment grade (first attempt only)

Proctored Assessments:

The proctored ATI Content Mastery Series exams and RN Comprehensive Predictor Examination will count as 10% total of the didactic course grade and be awarded points as outlined in the table below (RN CMS Adult Medical Surgical B for 4614).

1. Level 2 is the UTEP SON Benchmark for passing all Proctored Content Mastery Series Examinations.
2. Progression from 7th to 8th semester:
   a. Students must pass the ATI Pharmacology exam at or above Level 2 in order to progress to 8th semester and will receive an incomplete (I) in N-4614 until level 2 is achieved. There is no point value attached to ATI Pharmacology exam.
b. Students will be given a total of three attempts to achieve a level 2 in the Pharmacology ATI exam.

c. Students are responsible for payment of any additional testing fees for the third and subsequent ATI Pharmacology exam(s).

d. According to UTEP policy, a course Incomplete (“I”) must not exceed one calendar year. If the Incomplete has not been resolved within that year the “I” will be changed to an “F” (UTEP Academic Catalogue). This means that students unable to achieve level 2 on the ATI Pharmacology exam within one calendar year will receive an “F” for N4614.

Table A.

<table>
<thead>
<tr>
<th>Below Level 1</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 Points</td>
<td>76 Points</td>
<td>88 Points</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

Remediation

Students who do not pass any ATI Content Mastery Series exams and RN Comprehensive Predictor Examination at or above (level 2) will be required to remediate and to submit documentation of this remediation in accordance with Course Manager’s protocol. Students will receive an incomplete (I) in the respective course until the required remediation is accomplished and documentation is submitted (see Table B).

Table B.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Focused Review</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Level 1</td>
<td>At least 4 hours and completion of all remediation templates</td>
<td>Completion of at least two practice assessments</td>
<td>Completion of at least two practice and the final assessment</td>
<td>At least 4 hours</td>
</tr>
<tr>
<td>Level 1</td>
<td>At least 3 hours and completion of all remediation templates</td>
<td>Completion of at least two practice assessments</td>
<td>Completion of at least two practice and the final assessment</td>
<td>At least 4 hours</td>
</tr>
</tbody>
</table>

Optional Remediation:

Students who achieve a level 2 or 3 may also be required to complete remediation at the discretion of the course manager (see Table C.)

Table C.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Focused Review</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>At least 2 hours and completion of all remediation templates</td>
<td>Completion of at least one practice assessment</td>
<td>Completion of at least one practice and the final assessment</td>
<td>At least 2 hours</td>
</tr>
<tr>
<td>Level 3</td>
<td>At least 1 hour and completion of all remediation templates</td>
<td>Completion of at least one practice assessment</td>
<td>Completion of at least one practice and the final assessment</td>
<td>At least 1 hour</td>
</tr>
</tbody>
</table>

RN Comprehensive Predictor Examination (RN-CPE):

- The Texas Board of Nursing (BON) requires an Affidavit of Graduation (AOG) from each student’s School of Nursing (SON) as part of the application for State licensure. The UTEP SON requires students achieve at or above the benchmark 90% predicted probability on the RN-CPE as one of the criteria for submitting the student’s AOG to the BON.

- Students will have two attempts to achieve at or above the 90% benchmark. If unable to achieve the 90% benchmark after the two attempts, students:
a. Will receive an Incomplete (I) in N4612. The student will receive this incomplete (I) until the student successfully retakes the ATI RN Comprehensive Predictor.

b. Are required to remediate by attending the entire ATI Live Review that semester. After the Live Review students will be provided a third attempt to pass the RN CPE. If 90% is achieved on the third attempt, the “Incomplete” will be removed and replaced with the student’s earned course grade.

- Students not achieving at or above 90% on the RN-CPE on the third attempt will be required to attend mandatory remediation as outlined in the course syllabus. This may include personal tutoring through ATI counselors. After ATI counselors indicate the student has successfully completed remediation, the student will be provided a 4th attempt to take and achieve 90% on the RN-CPE.

- Dates and times to retake the RN-CPE will be determined by availability of faculty and testing facilities. This may mean students will need to wait until subsequent semesters before the opportunity to retake the exam occurs.

- Students not achieving at or above 90% on the RN-CPE on the third attempt will be required to meet with the N4612 course manager to determine another remediation plan and subsequent attempt to retake the RN-CPE.

- Students are responsible for payment of any additional testing/remediation fees for the third and subsequent RN-CPE.

- According to UTEP policy, a course Incomplete (“I”) must not exceed one calendar year. If the Incomplete has not been resolved within that year the “I” will be changed to an “F” (UTEP Academic Catalogue). This means that students unable to achieve ≥ 90% on the RN-CPE within one calendar year will receive an “F” for N4612.

**5th Semester** Entry level 5th semester courses are comprised of N3401 Health Assessment, which is a prerequisite course to N-3604 Fundamentals in Nursing Practice;

**Course Name: NURS 3401 Introductory Health Assessment**

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

**Course Name: NURS 3604 Nursing Care of the Individual**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Fundamentals</td>
<td>RN Fundamentals Online Practice 2013 A &amp; B</td>
<td>RN Fundamentals Test 1, 2, and Final</td>
<td>Fundamentals Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nutrition Review Module</td>
</tr>
</tbody>
</table>

**6th Semester** 6th semester includes N-3608 Family Development Stressors (our OB course) and N-3609 Family Situational Stressors (Medical Surgical Nursing)
# Course Name: NURS 3608 Family Development Stressors (maternal child/peds)

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
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<tr>
<td></td>
<td>Online Practice 2013 A&amp;B</td>
<td>Test 1, 2, and Final</td>
<td>Review Module</td>
</tr>
<tr>
<td>RN Nursing Care of Children</td>
<td>RN Nursing Care of Children Online Practice 2013 A &amp; B</td>
<td>RN Nursing Care of Children Test 1, 2, and Final</td>
<td>RN Nursing Care of Children Review Module</td>
</tr>
</tbody>
</table>

# Course Name: NURS 3609 Family Situational Stressors

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Adult Medical Surgical A</td>
<td>RN Targeted Adult Medical Surgical</td>
<td>RN AMS</td>
<td>RN Medical Surgical Review Module</td>
</tr>
<tr>
<td></td>
<td>• Perioperative</td>
<td>• Cardiovascular &amp; Hematology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Immune</td>
<td>• Gastrointestinal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RN Adult Medical Surgical Online Practice 2013 A &amp; B</td>
<td>• Immune and Infectious</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Endocrine</td>
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<td>• Neurosensory</td>
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<td>• Musculoskeletal</td>
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<td>• Renal &amp; Urinary</td>
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<td>• Respiratory</td>
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<td>• Oncology</td>
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<td>• Dermatologic</td>
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<tr>
<td>RN Nutrition</td>
<td>RN Nutrition Online Practice 2013 A &amp; B</td>
<td>Nutrition Review Module</td>
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<td>Gerontology</td>
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<td></td>
<td>Test 1 and Final</td>
<td></td>
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</tbody>
</table>

7th Semester Our 7th semester courses include N-4313 Nursing/Persons with Psychiatric Illness, N-4614 Nurse as Provider of Care in Crisis, and NURS 4307 Nurse as Coordinator of Care

# Course Name: NURS 4313 Nursing Care of Persons with Psychiatric Illness

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Mental Health</td>
<td>RN Mental Health Online Practice 2013 A &amp; B</td>
<td>RN Mental Health Test 1, 2, and Final</td>
<td>RN Mental Health Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communication Final</td>
<td></td>
</tr>
</tbody>
</table>

# Course Name: NURS 4614 Nurse as Provider of Care in Crisis Events

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN CMS Adult Medical Surgical B</td>
<td>RN Targeted Adult Medical Surgical</td>
<td>RN AMS</td>
<td>RN Medical Surgical Review Module</td>
</tr>
<tr>
<td></td>
<td>• Cardiovascular</td>
<td>• Cardiovascular &amp; Hematology</td>
<td></td>
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<tr>
<td></td>
<td>• Gastrointestinal</td>
<td>• Endocrine</td>
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<td></td>
<td>• Endocrine</td>
<td>• Gastrointestinal</td>
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<td>• Neurosensory &amp; Musculoskeletal</td>
<td>• Neurosensory</td>
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<td></td>
<td>• Renal and Urinary</td>
<td>• Renal &amp; Urinary</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>• Respiratory</td>
<td></td>
</tr>
</tbody>
</table>

24
Proctored Assessments | Practice Assessments | Learning System RN | Review Material |
--- | --- | --- | ---
• Respiratory • Fluid, Electrolytes, and Acid Base RN Adult Medical Surgical Online Practice 2013 A & B | RN Adult Medical Surgical Final | |
RN CMS Pharmacology Form B | RN Pharmacology Online Practice 2013 A & B | Pharmacology Test 1 and Final | Pharmacology Review Module |

Course Name: **NURS 4307 Nurse as Coordinator of Care**

Proctored Assessments | Practice Assessments | Learning System RN | Review Material |
--- | --- | --- | ---
RN CMS Leadership | RN Leadership Online Practice 2013 A & B | RN Leadership Test 1 and Final | Leadership Review Module |

**8th Semester** finally our 8th semester courses include N4611 Promoting Health along the Border (Community Nursing) and N-4612 Acute Care Practicum (Capstone Course)

Course Name: **NURS 4611 Promoting Health Along the Border**

Proctored Assessments | Practice Assessments | Learning System RN | Review Material |
--- | --- | --- | ---
RN CMS Community Health | RN Community Health Online Practice 2013 A&B | RN Community Health Test 1 and Final | Community Health Review Module |

Course Name: **NURS 4612 Acute Care Practicum**

Proctored Assessments | Practice Assessments | Learning System RN | Review Material |
--- | --- | --- | ---
RN Comprehensive Predictor | RN Comprehensive Online Practice 2013 A&B | RN NCLEX – Final | Nurse Logic 2.0 |

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 (HOOP).

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 plan to graduate at the end of any semester must apply for graduation and pay the graduation fee before a deadline that falls toward the beginning of the semester. Without timely application, a student may not graduate. Application deadlines are published each semester on the 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

COMPLIANCE POLICY FOR THE FAST TRACK AND TRADITIONAL NURSING PROGRAMS

Purpose: Nurses are entrusted with the health, safety and welfare of patients, have access to confidential and sensitive information and operate in settings that require the exercise of sound judgment and ethical behaviors.

Policy: All students admitted to the Fast Track and Undergraduate Traditional Nursing Programs must submit to a background check and drug screen. Satisfactory completion of a background check and drug screening is a condition to admission.

Identification of Vendors: Verified Credentials will conduct the background check and drug screenings for the School of Nursing. No other results will be accepted. Cost for these services will be borne by the student applicant(s). Students will be expected to follow the established criteria set forth in Verified Credentials packet.

Requirements: All students admitted to the Fast Track and Undergraduate Traditional Nursing programs will also be required to submit proof of the following:

1) Annual TB with reported test results;
2) TDAP every 10 years;
3) MMR Titers and, if necessary, evidence of Boosters;
4) Varicella Titer and, if necessary, evidence of Boosters;
5) Hepatitis B (3 doses and a titer) If the results of the titer are negative, the student will be required to undergo a second series of doses and a second titer;
6) Seasonal Influenza Immunization (required every fall semester until March 31st of the following spring). Waivers are not permitted unless medical documentation is received from the student’s primary care provider.
7) Physical Exam to include CBC and UA (*note this is currently under review for exploration of continued implementation); and
8) Proof of Health Insurance (*note this item is also under review for formal implementation)
Additional Requirements: All students will also be required to provide a current copy of their BLS CPR card for Healthcare Providers from the American Heart Association to Verified Credentials. Compliance will also accept a Military issued CPR card. Further, each student will be required to complete and achieve a passing score of 85% or better on the Community Wide Orientation Program (CWO) annually.

Student Responsibility: Every student will be required to actively maintain all of their compliance requirements in advance of compliance deadlines to ensure that there are no lapses at any point in their respective clinical rotations. Further, every student will be required to adhere to all imposed compliance deadlines. Failure to adhere and/or meet these imposed deadlines may result in the student(s) being dropped from their respective course(s).

Period of Validity: Criminal background and drug screening results are valid for five (5) years unless there is a break in enrollment. Students who fail to enroll for consecutive semesters (Fall, Spring or more) will be required to submit to a new criminal background check and drug screening.

Student Access to Background Check and Drug Screening Report: Students will have access to their respective information under a password protected web page.

Significant Findings in Background Check Report and/or Drug Screen: A positive background or drug screen finding may result in suspension and/or removal from the program. Each case with a positive finding will be reviewed on an individual basis and submitted to the Program Director and Assistant Dean for the Undergraduate Nursing Studies for their review and determination. With regard to student progression in the program, the Admission, Progression and Graduation Committee will be consulted.

Confidentiality: All records pertaining to the results are considered confidential with restricted access and subject to the family Educational Rights and Privacy Act (FERPA). (Revised October 2014)

COMPLIANCE POLICY FOR THE RN TO BSN OPTION

Purpose: Nurses are entrusted with the health, safety and welfare of patients, have access to confidential and sensitive information and operate in settings that require the exercise of sound judgment and ethical behaviors.

Policy: All students admitted to the Fast Track and Undergraduate Traditional Nursing Programs must submit to a background check and drug screen. Satisfactory completion of a background check and drug screening is a condition to admission.

Identification of Vendors: Verified Credentials will conduct the background check and drug screenings for the School of Nursing. No other results will be accepted. Cost for these services will be borne by the student applicant(s). Students will be expected to follow the established criteria set forth in Verified Credentials packet.

Compliance requirements: for RN to BSN Option are to be completed only after full admission to University of Texas at El Paso and in possession of RN license. Upon acceptance to UTEP, students will receive an email from the RN to BSN Academic Advisor with instructions for completing compliance requirements. All communication should be through UTEP email account.

University of Texas at El Paso has partnered with Verified Credentials to manage your program requirements including the following:

- RN License Verification
- Criminal Background Check
- Drug Screen
- Healthcare Provider CPR Card:
THE UNIVERSITY OF TEXAS AT EL PASO  
School of Nursing Undergraduate Handbook

- BLS CPR card for Healthcare Providers from the American Heart Association. Compliance will also accept a Military issued CPR card.
- Online CPR training is not accepted
- Must be valid for a period of 11 months from the time of verification.
- PPD Skin Test (TB-Tuberculin Testing)
  - Must be valid for a period of 11 months from the time of verification.

**Student Responsibility:** Every student will be required to actively maintain all of their compliance requirements in advance of compliance deadlines to ensure that there are no lapses at any point. Further, every student will be required to adhere to all imposed compliance deadlines. Failure to adhere and/or meet these imposed deadlines may result in the student(s) being dropped from their respective course(s).

**Period of Validity:** Criminal background and drug screening results are valid for five (5) years unless there is a break in enrollment. Students who fail to enroll for consecutive semesters (Fall, Spring or more) will be required to submit to a new criminal background check and drug screening.

**Student Access to Background Check and Drug Screening Report:** Students will have access to their respective information under a password protected web page.

**Significant Findings in Background Check Report and/or Drug Screen:** A positive background or drug screen finding may result in suspension and/or removal from the program. Each case with a positive finding will be reviewed on an individual basis and submitted to the Program Director and Assistant Dean for the Undergraduate Nursing Studies for their review and determination. With regard to student progression in the program, the Admission, Progression and Graduation Committee will be consulted.

**Confidentiality:** All records pertaining to the results are considered confidential with restricted access and subject to the family Educational Rights and Privacy Act (FERPA). (Revised October 2014)

**PROFESSIONALISM/PATIENT CONFIDENTIALITY**

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

**SAFE AND EFFECTIVE NURSING PRACTICE POLICY**

The following Safe Nursing Practice Policy is a revision of a similar policy that has been in effect since the nursing program was a part of the University of Texas System (1972). This policy must be adhered to in order for a student to succeed in clinical nursing courses. The nursing process must be directed toward quality care for the patient/client/family/community/population to promote health, prevent illness, advocate, and treat human responses.

Safe and Effective Nursing Practice is defined as the ability to:

- Demonstrate knowledge about patient/client health status
- Observe, report and record signs and symptoms
- Accurately interpret, report and record changes in patient’s condition
- Demonstrate actions that assure the delivery of quality nursing care
- Set priorities and carry through with appropriate nursing interventions
- Evaluate and make substantive judgments relative to the quality of nursing care
- Calculate and administer drugs safely, including documentation of administration
As professional nurses with a commitment to the welfare of clients/patients, the nursing faculty reserves the right to refuse the opportunity to a student to care for patients if the student's health interferes with performance or if the student gives evidence of unsafe and/or ineffective nursing practice. A student may not render care when under the influence of prescribed or over-the-counter medication, which may affect judgment, or if the student imbibes in/or is under the influence of alcohol or illicit drugs. A student who is deemed to demonstrate unsafe practice will fail the course and be dropped from all clinical courses enrolled in at that time. Further progression in the nursing major will be evaluated.

Since the faculty student ratio in the clinical area is 1:10, it is impossible for a faculty member to be present continually with each student to observe every situation. It is therefore imperative that each student assumes personal responsibility to be prepared for each clinical practice experience. Each student is expected to check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition, and to report to the instructor or staff when leaving the clinical area to assure continuity of care for patients. Students who come unprepared for clinical may be dismissed from the clinical site upon the discretion of the clinical faculty.

Adopted by School of Nursing Faculty Organization Committee Meeting

PROFESSIONAL ATTIRE AND UNIFORM GUIDANCE

In order to assist the student 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 UTEP bookstore. Uniforms must be clean and neat at the beginning of each clinical day. The uniform must be worn in its entirety. No individual pieces may be worn alone.

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 pants, sweatshirts, shirts of undergarment type, see-through clothing, and any clothing that exposes a bare midriff, back, chest or undergarments. The official nametag will be worn on the left side of the lab coat, and the official patch will be worn on the left shoulder.

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

Professional Appearance and Demeanor demands personal hygiene and excludes perfume, gum chewing and excessive make-up.

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 day. Canvas shoes, flip-flops, 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. 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 side of the collar. Beards and moustaches must be neatly trimmed. Facial hair must be covered while students are working in sterile areas or in the presence of open wounds.

**Smoking:** Students will refrain from smoking in clinical attire since smoke clings to fabric and may be irritating to patients and family members.

**Sweaters:** Only approved sweaters/hoodies may be worn with the UTEP School of Nursing uniform while the student is in a clinical agency. The approved sweater/hoodie must be in matching color to uniform and with UTEP logo.

**Professional Appearance:** Students are to refrain from public places, such as restaurants, bars, etc., while wearing the uniform.

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

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

**Revised: December 2011, July 2014**
Appendix A: The University of Texas at El Paso School of Nursing

**POLICY FOR STUDENT INJURY IN THE CLINICAL SETTING**

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

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

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

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

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

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

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

7. Students will be required to submit to course manager a physician’s statement or statement from the Student Health Center indicating: a) clearance to continue clinical experience, b) resolution of the injury or plan of follow-up as warranted. This statement will be placed in student’s record at the office of SON Assistant Dean for Student Affairs and a copy will be maintained at the SHC.
### Appendix A1

#### SCHOOL of NURSING INCIDENT REPORT

**Student Name:** ___________________________  **UTEP ID #:** ___________________________

<table>
<thead>
<tr>
<th>Home Address: ___________________________</th>
<th>Phone: ___________________________</th>
</tr>
</thead>
</table>

**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>
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</tbody>
</table>

#### 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>

#### DESCRIPTION OF THE ACCIDENT

**How did the accident happen?**

**What was student doing?**

#### DEGREE OF INJURY

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

#### IMMEDIATE ACTION TAKEN

**NAME**

<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):** ___________________________

<table>
<thead>
<tr>
<th>WITNESSES:</th>
<th>ADDRESS/PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.- NAME:</td>
<td>___________________________</td>
</tr>
<tr>
<td>2.- NAME:</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

#### REMARKS

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

_________________________
Appendix B: The University of Texas at El Paso
School of Nursing
Request for Course Repeat

To: Assistant Dean for Undergraduate Education

From: ___________________________ ___________________________
Name UTep ID#

__________________ ___________________________
Phone Number E-Mail

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

NURS ___________________________ ___________________________ ___________________________
Course Number Course Title Semester

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

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

Read the following and sign:

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

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

__________________ ___________________________
Student Signature Date

-----------------------------------------------------------------------------------------------------------

Approved / Not approved ___________________________ ___________________________
Asst. Dean for UG Education Date
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
Appendix D

Policy on Americans with Disabilities Act

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

Appendix E

THE UNIVERSITY OF TEXAS AT EL PASO
SCHOOL OF NURSING

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Printed Student’s Name ________________________ UTEP ID # ______________________

Signed Student’s Name ________________________ Student’s Miners e-mail ______________________

Student’s Telephone ________________________

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

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

Class: __________________________ CRN: ______________ Term: ______________

Course Title

under the instruction of Professor: __________________________

First Middle Last

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

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

Student’s signature: __________________________ Date: ______________

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

Please return this form to the School of Nursing (SON) Office.
Appendix F

UTEP School of Nursing
Information and Disclosure Agreement

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

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

In particular, I understand the importance of the following:

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

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

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

___________________________________________  ____________________
Student Name (Print):  UTEP ID Number:

___________________________________________  ____________________
Student Signature:  Date Signed: