

NURSING DEPARTMENT

NMNEC Curriculum

STUDENT HANDBOOK

2026-2027

Luna Community College
Department of Nursing

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I. INTRODUCTION

It is a pleasure to welcome you to the Nursing Program at Luna Community College (LCC). You have selected a career which offers many rewards, challenges, and opportunities. Students entering the Nursing Program must be highly motivated, mature, and focused. The program director and faculty of the LCC Nursing Program wish you success as you begin your nursing education.

The nursing handbook has been developed to provide you with specific policies and regulations set forth by the department, clinical facilities, and/or other regulating agencies associated with the educational program.

Certain program policies set forth prevail over other institutional policies, to assure compliance with standards of practice established by the State of New Mexico Board of Nursing (BON) and the American Nurses Association (ANA) Code of Ethics for Nurses.

The program was approved by the NMBON to adopt the shared, statewide New Mexico Nurse Education Consortium (NMNEC) curriculum. Hence, the program adopts all policies set forth by the NMNEC.
Nursing Degree Offered: *Associate of Applied Science Degree in Nursing (Pre-licensure)*

Save the handbook for future reference. The program director or faculty will answer any questions pertaining to the handbook. You are responsible for becoming acquainted with the LCC Catalog and the LCC 2024–2025 Catalog as well as general college policies.

Students enrolled in the Pre-Licensure Nursing Program at LCC are responsible for their knowledge of and adherence to regulations printed in these nursing student guidelines.

The LCC Nursing Program reserves the right to modify any provisions or requirements when such action will best serve the interest of the client, the Nursing Program or its students. Notification of changes will be communicated to students in writing.

II. MISSION STATEMENT

The mission of the Luna Community College Nursing Department Program is to prepare students to practice as Registered Nurses. The educational program will take place within an environment that emphasizes life-long learning and inquiry for both instructors and the community of students. Students will experience educational offerings that are innovative and based on evidence based practice. Our program will be responsive to the changing needs of our students within a changing health care system. It is our mission to prepare registered nurses to provide culturally competent, community-based care for our diverse populations in predominantly rural, health care settings in the state of New Mexico.

III. PHILOSOPHY OF NURSING PRE-LICENSURE NURSING PROGRAM

The following philosophical statements reflect the faculty's beliefs about the practice and discipline of nursing.

PERSON
Each person is a unique biological, psychological, socio-cultural and spiritual being that is a composite of dynamic, interrelated systems with individual, social, and universal needs. The person has constantly changing roles that are determined by societal and individual values and perceptions, which are influenced as the person evolves developmentally throughout the life-span. The individual has rights of self-determination, dignity, respect and personal beliefs. This commitment to the dignity of the individual is manifested in behavior of the learner-student, teacher-faculty, and institution-administration. It is also reflected in the community at large as students are prepared in the healthcare system for their place of employment as health care workers, change agents, and client advocates.

SOCIAL-CULTURAL ENVIRONMENT

The social cultural environment is an open, interrelated system, which includes family, community, and society. The individual acquires cultural patterns, values and beliefs through this interaction. It is a dynamic, changing process in response to political, ethical, legal, socioeconomic, spiritual and religious interactions, with cultural diversity as an important factor. When individuals are unable to meet their needs within this changing environment, it becomes the responsibility of the family, extended family, and community to assist in meeting those needs. Nurses, who are part of the community, are educated to assist individuals and their families to meet health-related needs, with cultural sensitivity to the diversity of the community.

HEALTH

Health is a complex and ever-changing state of physical and psychosocial well-being. Well-being is a state whereby the individual perceives a sense of self-contentment, happiness, peace and a high quality of life. The role of the nurse is to assist an individual to choose actions that educate, promote, maintain and restore health in a dynamic and changing health care system. The nurse provides culturally competent care by application of the knowledge of values, beliefs and cultural traditions within a variety of health care settings.

NURSING

Faculty views nursing as an art and a science. Art is the practice of caring, through the provision of nursing care in a respectful, ethically responsible, and culturally sensitive manner. Nursing science is the incorporation of current concepts, principles, standards, and theories from the humanities, physical, behavioral and social sciences in providing safe, competent and effective care within diverse health care settings. Therapeutic communication is viewed by the faculty as a fundamental core competency when providing nursing care for clients directed toward health promotion and illness prevention.

LCC ADMINISTRATION AND NURSING DEPARTMENT PERSONNEL

Dr. Carol Linder	President, LCC
Tycee Jackson	Interim VP for Instruction and Student Services
	VP of Finance and Administration
Ms. Rachel Lucero	Director of Registrar
Ms. Valerie Montoya	Interim Director of Nursing
Ms. Maxine Hughes	Consulting Director
Ms. Lucia Gomez-Vaughan	Nursing Faculty/Sim Lab Coordinator
Ms. MaRian Brotherton	Nursing Faculty
Ms. Andrea Yee	Nursing Faculty
	Nursing Faculty
Ms. Maggie Malette- Rivera	Nursing Faculty
Ms. Elaine Montaño	Administrative Assistant II
Ms. Marquisa Lucero	Student Success Coach
Ms. Jasmine Yee	Student Services Specialist II

IV. ACCREDITATION

The Associate of Applied Science Degree (AAS) in the Nursing Pre-Licensure Nursing Program at Luna Community College is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is: continuing accreditation.

View the public information disclosed by the ACEN regarding this program at **http://www.acenursing.us/accreditedprograms/programSearch.htm**

The Pre-Licensure Nursing Program at Luna Community College is approved by the New Mexico Board of Nursing, 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone (505) 841-8340.

V. EDUCATIONAL OUTCOMES

A. End of Program Objectives:

The graduate will:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

B. Associate of Applied Science in Nursing:

Competencies	Measurement of Competency
Level One Upon successful completion of Level One, the student will: 1. Recognize their own values, beliefs, and attitudes related to health and wellness. 2. Recognize and identify patient safety issues and risks. 3. Introduce an evidence-based approach to their professional nursing practice across the lifespan. 4. Identify policies and procedures application to nursing practice in the healthcare delivery system. 5. Communicate to identify roles and values of the healthcare team. 6. Access information and apply to patient scenarios.	Unit exams 77.0% or better Simulations evaluation tool higher than 2 Skills lab exams and skills competency check off Community clinical experiences Teaching/communication projects ATI score above level 1 Policy and procedure discovery Individual and Group Presentations
Level Two Upon successful completion of Level Two, the student will: 1. Recognize and assess diverse patients' values, beliefs, and attitudes related to health. 2. Apply safety measures to well patient populations. 3. Implement evidence-based practices in care of well populations across the lifespan. 4. Adhere to policies and procedures in healthcare delivery settings. 5. Communicate with other healthcare providers to meet the needs of well patients.	Unit exams 77.0% or better Clinical experiences Simulations/evaluation tool score higher than 2 Student presentations ATI score above level 1 Policy and procedure utilization in clinical setting

6. Utilize informatics for well patient care.	
Level Three Upon successful completion of Level Three, the student will: 1. Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness. 2. Identify and interpret factors for improvement in patient safety and nursing practice. 3. Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan. 4. Utilize policies and procedures within the healthcare setting. 5. Participate as a member of the healthcare team in the delivery of care. 6. Utilize appropriate technology for the delivery of nursing care to chronically ill patients.	Unit exams 77.0% or better Clinical experiences Simulations/evaluation tool score higher than 2 Student presentations ATI score above level 1 Case studies Policy and procedure utilization in clinical setting
Level Four Upon successful completion of Level Four, the student will: 1. Integrate diverse patients' values, beliefs, and attitudes into plan of care for patients with acute illness. 2. Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice. 3. Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan. 4. Evaluate the use of policies and procedures within the acute care setting. 5. Effectively collaborate with the healthcare team in the delivery of patient care. 6. Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.	Unit exams 77.0% or better Clinical experiences Simulations/evaluation tool score higher than 2 Student presentations ATI score above level 1 Case studies Professional paper/policy evaluation Successful use of EMR

C. Educational Theory

The two primary educational theories used within the program are Bloom's Taxonomy (Bloom, Engelhart, Furst, Hill, & Krathwohl, 1956) and Kolb's Theory of Experiential Learning (Kolb, 1984). Students are taught using cognitive, psychomotor and affective domains. Faculty believes that learning occurs best when presented from simple to complex and takes place in the cognitive, psychomotor and affective domains. Cognitive learning is essential for successful completion of all theory courses. The use of roleplay in theory courses and in simulation lab allows for effective learning to occur. The skills lab provides demonstration and practice of psychomotor skills before they are used in the clinical setting.

Kolb's theory emphasizes the central role that experience plays in the learning process. His theory suggests a holistic perspective on learning that combines experience, perception, cognition and behavior. "Learning is the process whereby knowledge is created through the transformation of experience" (Kolb, 1984, p. 38). Experience is key to the application of theory taught in the classroom. Transforming experiences are provided to students in a variety of clinical settings, laboratory experiences and simulation activities to facilitate learning and accommodate different learning styles. Tasks that are practiced in the laboratory and clinical area are part of the concrete experience. Reflective observation makes sense of the concrete experience and abstract conceptualization, which helps students understand situations and problems; this type of observation is conducted in post-conferences, during simulation debriefings, and during observational experiences.

Bloom, B. S., Engelhart, M. D., Furst, F. J., Hill, W. H., & Krathwohl, D. R. (1956). *Taxonomy of educational objectives: Cognitive domain*. New York: David McKay.

Kolb, D. A. (1984). *Experiential learning: Experience as the source of learning and development.* Englewood Cliffs, NJ: Prentice Hall.

D. Nursing Standards of Practice

Students are expected to behave in a professional manner, consistent with current ANA Standards of Practice **(Appendix A)**. Students are responsible for using the code of ethics as the foundation for the delivery of quality, safe and competent nursing care.

VI. PROGRAM DESCRIPTION

A. Degree Plan

ASSOCIATE OF APPLIED SCIENCE (71 credits)

Course Number	Supporting Course Title	Credits
BIOL2210	Human Anatomy & Physiology I and Lab	4
BIOL2225	**Human Anatomy & Physiology II and Lab	4
BIOL2510	**Pathophysiology	4
ENGL1110	Composition I	3
ENGL1120	Composition II (LCC requirement for AAS degree)	3
PSYC1110	Introduction to Psychology	3
PSYC2120	Developmental Life Span	3
MATH 1350	Statistics	3
Basic Lab Science	**4 hours from one of the following:** BIOL1110, BIOL1140, CHEM1120, or CHEM1215	4
Total		**31**

**May be taken in Level 1 but if failed, student will not be allowed to progress to Level 2 even if the NMNC courses in Level 1 are passed.

Course Number	Nursing Core Course Title	Credits
NMNC1110	Introduction to Nursing Concepts	3
NMNC1135	Principles of Nursing Practice	4
NMNC1210	Health & Illness Concepts I	3
NMNC1220	Health Care Participant	3
NMNC1230	Nursing Pharmacology	3
NMNC1235	Assessment and Health Promotion	4
NMNC2310	Health & Illness Concepts II	3
NMNC2320	Professional Nursing Concepts I	3
NMNC2335	Care of Patients with Chronic Illness	4
NMNC2410	Health & Illness Concepts III	4
NMNC2435	Clinical Intensive I	4
NMNC2445	ADN Capstone	2
	Total Credits	**40**
	Program total	**71**

B. Program of Study

PRE-LICENSURE ASSOCIATE OF APPLIED SCIENCE DEGREE			
Course Number	**Supporting Course Title**	**Credits**	**Semester**
BIOL2210	Human Anatomy & Physiology I and Lab	4	Fall
ENGL1110	Freshman Composition I	3	Fall
PSYC1110	Introduction to Psychology	3	Fall
Basic Lab Science (4cr)	Basic Lab Science-**4 hours from one of the following:** BIOL1110, BIOL1140, CHEM1120, or CHEM1215	4	Fall
		Total 14	
BIOL2225	Human Anatomy & Physiology II and Lab	4	Spring
BIOL2510	Pathophysiology	4	Spring
PSYC2120	Developmental Life Span	3	Spring
ENGL1120	Freshman Composition II	3	Spring
MATH 1350	Statistics	3	Spring
		Total 17	
	Core Nursing Courses – Level 1		
NMNC1110	Introduction to Nursing Concepts	3	Fall
NMNC1135	Principles of Nursing Practice	4	Fall
		Total 7	
	Core Nursing Courses – Level 2		
NMNC1230	Nursing Pharmacology	3	Spring
NMNC1210	Health & Illness Concepts I	3	Spring
NMNC1220	Health Care Participant	3	Spring
NMNC1235	Assessment & Health Promotion	4	Spring
		Total 13	
	Core Nursing Courses – Level 3		
NMNC2310	Health & Illness Concepts II	3	Fall
NMNC2320	Professional Nursing Concepts I	3	Fall
NMNC2335	Care of Patients with Chronic Conditions	4	Fall
		Total 10	
	Core Nursing Courses – Level 4		
NMNC2410	Health & Illness Concepts III	4	Spring
NMNC2435	Clinical Intensive I	4	Spring
NMNC2445	Nursing Capstone	2	Spring
		Total 10	

VII. PROGRESSION

LCC adheres to the NMNEC Progression Policy see **Appendix B**.

VIII. DISMISSALS

Students may be dismissed from the nursing program due to failure to meet academic standards and/or failure to meet behavioral standards as outlined in the LCC Nursing student handbook.

IX. DEFERMENT OF PROGRESSION

Students in good standing in the Nursing Program may request a deferment of course progression for personal reasons, during the current academic semester. This request must be made in writing to the Director and must be approved by majority vote of the entire nursing committee. Students cannot defer more than two consecutive semesters.

X. GRADUATION REQUIREMENTS

All program requirements must be completed in order to be eligible for graduation. A grade of 77.0% or better is required for all nursing courses. Students are encouraged to meet with their advisor each semester to assure that all requirements are being met. Refer to the LCC Catalog for additional graduation requirements.

ALL graduating students MUST petition to graduate at the registrar's office by the assigned date prior to their graduation date.

XI. GENERAL POLICIES

A. Health, CPR Certification, and Immunizations

Incoming students are required to sign up with Castle Branch at https://disahealthcare.com/?ref=cb (at their own expense) and submit the following documents.

The following documents will need to be uploaded into your DISA Healthcare technology account:

1. A Physical Exam by a health care provider completed and uploaded to DISA Healthcare technology by the designated date. When change of health status occurs, an updated medical health form must be submitted to the nursing office. Students must then notify the instructor immediately of any illness, change in health status, pregnancy, or any other condition that may affect the student's health or direct client care during a clinical rotation.
2. A current cardiopulmonary resuscitation (CPR) card from the American Heart Association (AHA). The student is required to be certified in CPR through the AHA Basic Life Support Provider. If the student has successfully completed an AHA Basic Life Support course and has current certification, submit a copy of the certification card to the nursing office by the designated date on the letter of acceptance. Check with the Nursing Department for available classes. NO online CPR certification will be accepted. The student is responsible for keeping their CPR certification current.
3. A copy of your medical insurance card. LCC does not provide Health Insurance for students. It is a requirement that the student maintain a Health Insurance Policy while enrolled in a Health Occupations Program at LCC, due to the potentially hazardous nature of health care. LCC does not assume any liability for health expenses incurred due to participation in the program.
4. Immunizations: Proof of immunization is required by clinical agencies and agreed to in the Clinical Contract. All immunizations and documentation must be completed and uploaded to DISA Healthcare technology by the designated due date. If not completed, student will not be allowed to attend clinicals until the proof is produced.

Students will be able to access any submitted records through the DISA Healthcare technology Program at https://disahealthcare.com/?ref=cb

B. Background Check and Drug Screen

1. Minimum of 12-panel Drug Screen is required for entrance into the program, and at the beginning of each semester and randomly each semester: if the drug screen is positive the student will not be admitted to the program, however, if a current student's drug test is positive the procedure for substance abuse on pages 18-19 will be followed. All drug screens are done at the student's expense.
2. Background Check completed at the students expense is required for entrance into the program and annually thereafter from DISA Healthcare technology. Results of background checks will be reviewed on an individual basis.
3. An additional background check will be completed with the DOH https://www.hca.nm.gov/background-checks/ at the students expense. This is a requirement that must be met for certain clinical sites.

C. Liability/Malpractice Insurance

The student will be required to purchase Liability/Malpractice Insurance on an annual basis prior to registration for the fall semester. Insurance from Amba is purchased through LCC at a group rate annually. Insurance is necessary for participation in clinical experiences.

D. Exposure Prevention/Control

1. Accidental exposure

Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick, or skin lesions/non-intact mucosal membrane of a client. Accidental exposure of a faculty member or student while in a clinical agency is treated similarly to any type of accident occurring within the agency.

Transmission-based precautions are the recommendation of the National Center for Disease Control (CDC). The terms Universal Precautions and Standard Precautions are used interchangeably. Universal/Standard Precautions are a safeguard for the client as well as for the student. As recommended by the CDC, Universal/Standard Precautions are to be used with Contact, Airborne or Droplet Categories. The student must abide by these precautions in the simulation lab and clinical agencies.

2. Management of an exposure incident

In the event that a student has an accidental exposure, the following steps are initiated:

a. The student immediately reports the incident to the clinical instructor.
b. The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.
c. The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc.
d. The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.
e. The clinical instructor will notify the director of the Nursing Program when a student has been accidentally exposed.

E. Student Confidentiality for Medical Conditions

Within the Code of Federal Regulations are statements to protect medical information and the privacy of the individual when there is no overriding need for the public to know. To mandate that a person infected with a blood-borne or any other communicable disease be required or requested to notify institutional or agency authorities, where exposure occurred, is difficult to enforce. However, individuals involved with healthcare giving services and who know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice.
2. Follow the Institute's guidelines when involved in direct client care, be knowledgeable about, and practice, measures to prevent transmission of the disease.

F. Fire Emergency Escape Plan (Complying with the LCC Campus Security Act, 1990)

1. Refer to LCC policy regarding fire emergency policy/procedures.
2. Exit building at a nearest exit; on the student's way out, pull fire alarm.
3. Check exiting door for heat, exit if safe, meet at the ICP (cafeteria) Parking lot.
4. Notify an LCC staff member, they will call the fire department/security/administration.

G. Code Blue - Active Shooter: (Appendix C)

H. Children or Others in the Classroom/Clinical Setting/ Simulation Setting

Under no circumstances is the student allowed to bring children, visitors or pets to class or clinical areas. Prior arrangements must be made for adequate childcare. LCC offers day care services for students' children. Information about the services is available at the Student Success Center.

I. Transportation

Most nursing courses include clinical learning experiences. The student is responsible for her/his own reliable transportation to and from clinical sites. Depending on the program, clinical sites may be local, regional, or statewide. Travel reimbursement may be available through Area Health Education Center (AHEC). (Information available in the nursing department).

J. Telephone Calls, Smoking, and Food

1. Cell phone use in the classroom and clinical setting will be determined by the instructor if the phone is to be used for academic purposes. No personal cell phone calls or texting are allowed during class. Emergency calls will be routed to the instructor through the nursing department (505) 454-2521.
2. Smoking of any kind, including electronic cigarettes (Vaping), is prohibited in all buildings on campus or in clinical sites. Designated smoking areas are posted on campus. (see website for specific locations)
3. Eating or drinking beverages is prohibited in simulation labs, computer labs and during clinical rotations except for designated area in those facilities.

K. Faculty Communication Tool

"SBAR" Method (Situation, Background, Assessment, Recommendation):

Students who have comments or concerns for the director, faculty or staff must use the "SBAR" method of communication. Students will follow the chain of command when resolving issues. Please wait for a response at each level regarding the specific concerns before moving to the next level. **(Appendix D)**

1. Complete SBAR form, and turn it into the nursing department.
2. SBAR form will be routed to the appropriate personnel.
3. Appropriate personnel will investigate the concern.
4. The communication form will be discussed within the department before a solution will be determined.
5. We will be in touch with you as to a time and place to discuss the findings and solutions.
6. Solutions may not be available the same day.

L. Latex Allergy Policy

Nursing students who suspect or have a confirmed latex allergy must have an evaluation of their allergy by an allergist or immunologist, resulting in a classification of irritant contact dermatitis, allergic contact dermatitis or IgE histamine mediated allergy. A note from this medical provider must be sent to the Director of the Nursing Program before clinical assignments are given.

Students with latex allergies will be required to sign a waiver, acknowledging their risk and responsibility for avoiding latex or other products whenever possible. Students who decide to continue in the Nursing Program acknowledge the above notice and agree to assume the risk and continue at their own risk.

The LCC Nursing Program will make reasonable efforts to establish and maintain a clinical laboratory as free from latex as possible. Efforts will be made to assign students with a latex allergy to clinical placements that limit latex exposure, if this information is reasonably available and can be determined. Students with a latex allergy must access the latex policy of the institution to which they are assigned, and follow said policy while in the clinical setting.

Students with latex allergy are not excused from meeting requirements of the Nursing Program. LCC Nursing Program reserves the right to exclude the student from participation in optional experiences, including but not limited to, observations, field experiences, and community service learning experiences in which a latex free environment cannot be assured.

Students agree to allow communication of their latex allergy status to appropriate clinical agencies and clinical personnel by the LCC Nursing Program to facilitate placement and planning. It is the student's responsibility to ensure that all emergency medications prescribed are carried to the clinical/lab setting and that a medic alert bracelet is worn at all times while in these settings.

Students with other health care product(s) allergies should utilize the aforementioned process for notification, risk acknowledgement acceptance of possible risk in the clinical setting.

Latex/Allergy Procedure:

- All Students will need to fill out a latex allergy questionnaire to determine level of risk.
- Students with concerns regarding a possible Latex allergy should bring this to the attention of the clinical coordinator, course faculty, course coordinator, and Director of the Nursing Program as soon as possible.
- The Director of the Nursing Program will advise students of how to proceed with testing, documentation, and waiver processes.
- Students must notify each clinical coordinator of the latex allergy prior to the start of the semester. Students are responsible for notifying the Clinical Instructor at the beginning of the clinical experience. Clinical faculty will

meet with the student to determine a plan for avoidance of allergen and for emergency management of exposure.
- This document will be updated with each new clinical placement and placed in the student's record. **(Appendix E)**

Note: all other allergies will be documented on the students Emergency notification form.

XII. ACADEMIC POLICIES

The following guidelines have been established to assist the student in obtaining the greatest benefit of learning experiences provided through the curriculum. It is the intent of the LCC Nursing Program to prepare the student to adopt the Professional Performance Standards of Nursing. Failure to follow the guidelines listed will result in a Student Nurse Improvement Plan (SNIP).

Students will be allowed **3 SNIPS** in a semester before dismissal from the nursing program. SNIPS are not cumulative ; they reset every semester.

A. Classroom Attendance/Tardiness

Consistent classroom attendance is expected for all class sessions; therefore, any absence from a class will impact the student's learning. The student is responsible for acquiring all information, handouts, and announcements for classes not attended. Absences and tardiness will result in a SNIP. Students need to be in class seated and situated 10 minutes prior to the scheduled class or exam start time. In the event of an illness, an accident, death in the immediate family, or any other justifiable emergency, the student is responsible for contacting their **instructor or the director, if the instructor is not available,** no later than two hours prior to scheduled class time.

B. Exam Policy

1. Exams will be given at the beginning of class on scheduled exam days and times and are timed.
2. Revisiting questions will not be allowed, and questions will appear on the exam one at a time.
3. If an exam is missed or student arrives late for an exam, the student will receive a five (5) point deduction on the make-up exam. An alternate exam **will** be given. Students need to be in test area seated and situated 10 minutes prior to the exam start time.
4. On all subsequent missed exams, the student will receive a ten (10) point deduction. An alternate exam **will** be given. (These alternate exams may include: essay questions, fill in the blank and any other type of alternative format questions.)
5. Any make-up exams will need to be re-taken within a week (5 working days) of the missed exam, and at the specific scheduled time for make-up exams which will be defined in the individual class syllabus. It is the students responsibility to contact their instructor to arrange with the proctor a scheduled time for retake. If the make-up exam is not taken within the 5 working days, the student will receive a "0" for that exam. There are absolutely no re-takes on any missed exams after the 5 days.
6. Once a student has turned in their exam or finalized an electronic exam they will not be allowed to return into the test site to make changes or view their exam.
7. Quizzes missed, whether scheduled or spontaneous, will not be allowed to be made up.
8. If a student is observed to be cheating during an examination, the examination will be closed by the instructor immediately, and the student will receive a zero. Making copies of exam questions or purchasing exams is considered cheating. Academic dishonesty/plagiarism will not be tolerated and is grounds for immediate or permanent suspension. [Please refer to the LCC catalog]
9. Cell phones, watches, and earbuds ARE NOT ALLOWED with the student in the computer labs during exams. If the student should need noise canceling headphones, they must be approved by the instructor of the course, if they are not available then the Director must approve them. .
10. ABSOLUTELY NO food or drinks ALLOWED in computer labs.
11. Students are not allowed to have any outside items with them in their examination cubical unless approved by the proctor.
12. Aside from official accommodations the only acceptable reasons for missing an exam would be documented hospitalizations, documented emergencies, mandated court appearances, and death of immediate family members.
13. No RETAKES on final exams NO exceptions

Exam Security and Prohibitions:

- **Electronic Devices:** Students are strictly prohibited from bringing cell phones, smartwatches, or any other unauthorized electronic devices into the testing area. Possession of a cell phone or smart device during an exam—regardless of whether it is being used—is considered an act of academic dishonesty (cheating).
- **Removal of Exam Material:** Any attempt to remove test questions or exam content from the testing environment is strictly prohibited. This includes, but is not limited to:
    - Writing questions or answers on paper, clothing, or skin.
    - Taking pictures or screenshots of exam questions.
    - Digital recording or sharing of exam content via social media or messaging apps.
- **Proctoring:** Faculty reserve the right to inspect all materials brought into the classroom and may require students to store personal items in a designated area.

Exceptions to exam point deduction and quiz retakes:

Pregnancy

If a student is pregnant, she will be allowed a maximum of two weeks maternity leave if needed. Her clinicals will need to be rescheduled (if possible, let the instructor/clinical coordinator know the due date so that clinicals are not assigned during that time; missed clinicals will need to be rescheduled with the clinical coordinator as soon as possible). The student will be responsible to reschedule all missed class requirements with her instructors upon return. All make-up exams will need to be completed within one week upon returning in order for the student to progress through the program.

School Closures/Government Mandates/School Sponsored Functions

If the student misses class or clinical due to school closures, school sponsored functions, and other administrative or governmental mandates they will not be penalized.

C. Grading/Evaluation

Course grades are calculated through points accumulation and will be converted to a percentage at the end of the semester. If the student does not receive a passing grade in either/both the theory or the clinical component, they fail the course. To pass the course, a student must earn a minimum grade of 77%. **This means achieving an average of 77% (616 points) or higher on all course exams, including the final exam, before any other assignments are factored into the overall grade.** 770 points are required to pass after all course components are factored in. Students who fail a course should refer to the Progression Policy.

Nursing Department Grading Scale

Grade	Range	Notes
A	**900-1000**	
B	**800-899**	
C	**770-799**	
D	**670-769**	***Grades will not be rounded up unless the student has achieved 77% or higher in the course.**
F	**Below 670**	

D. Skills Check-offs

Students will have three opportunities to successfully complete each skills check-off. If a student does not pass within these three attempts, they will fail the course. Failure of a skills check-off may occur due to a lack of preparation, not completing their GoReact video before the scheduled check-off time, missing supplies or check-off sheet, not being in uniform, or performing the skill unsafely according to the skills check-off sheet.(this list is not all inclusive) The student is responsible for scheduling a make-up based on the instructor's availability.

E. Assignments

Assignments submitted after the deadline specified in the syllabus will not be accepted and will be recorded as a zero. All assignments are expected to be submitted by the designated due date and time. At the instructor's discretion, late assignments may be accepted. however, any assignment submitted after the deadline may be subject to a point deduction. The instructor reserves the right to refuse late work entirely depending on the circumstances and the nature of the assignment.

F. Extra Credit

The LCC Nursing Program **does not** allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties arise within a course. *There will be no extra credit opportunities afforded to allow students who have been unsuccessful in course assignments and exams to achieve passing scores.*

G. Dosage Calculation Policies

The dosage calculation exam will be given each semester in the clinical course. Successful completion will be measured as follows:

Level 1 NMNC 1135	95%
Level 2 NMNC 1235	95%
Level 3 NMNC 2335	95%
Level 4 NMNC 2435	100%

- Students will be allowed three attempts to obtain a passing score.
- The student must pass the dosage calculation exam in order to continue in the clinical course it was given in.
- Failure to pass the dosage calculation exam will result in failure of the clinical course associated with that level.
- The dosage calculation exam must be successfully passed prior to administering medication at clinicals or simulations in Level 2, 3 and Level 4.

H. Student Success Plan and Academic Coaching

Support is available for Nursing Students, the Student Success Plan (SSP) provides specialized and mandatory support for at-risk students. All students will be assigned a mentor with whom they will have weekly meetings. Every semester, all students within the Nursing Program will be placed on the SSP. Once an average above 80% in all classes is achieved, the student will be taken off the SSP.

The Student Success Plan (SSP) consists of the following:

All students begin each semester on the SSP. The student must reach and maintain an average of 80% in any class to be removed from the SSP program.

The student will complete the following, in addition to their regularly scheduled mentor meetings with faculty:

1. Weekly meetings with the Student Success Coach to discuss study techniques and test taking strategies. These weekly appointments will need to be scheduled between the student and the Student Success Coach.
2. Weekly meeting with the Faculty in the class where the student's average is less than 80%. Areas of assistance provided in these meetings will include, one on one assistance, and clarification of course content. These weekly appointments will need to be scheduled between the student and the instructor.
3. Weekly tutoring will be required for any student on SSP. These weekly appointments will need to be scheduled between the student and the Tutor.

Student needs to be aware that meeting time slots fill up quickly and they need to be proactive in scheduling appointments in a timely manner.

Failure to abide by the above requirements will result in a SNIP.

I. Remediation

Students within the Nursing Program who achieve below an 80% on any unit exam, achieve below the benchmark on ATI, submit unsatisfactory clinical work, or perform unsatisfactorily will require remediation. For exams students can expect to receive their remediation via email no later than **16:00 on the Friday following exam**. If remediation is required, the student is responsible for managing the following sequence of actions immediately to ensure completion by the established deadline:

1. **Review Instructor Correspondence:** Check your email for a remediation form.
2. **Instructor Consultation:** Meet with your instructor to discuss the form (unless the form specifically outlines the areas requiring remediation).
3. **Retention Session:** Schedule and attend a one-hour session with the **Retention Specialist**.
4. **Mentor Meeting:** Meet with your assigned **Mentor**.
5. **Final Approval:** Meet with the **Student Success Coach** to submit the completed form, ensuring all required signatures have been obtained.

Note: Students must initiate these arrangements immediately upon receipt of their remediation to guarantee all appointments are completed before the deadline. All remediation requirements and completed documentation must be submitted no later than 16:00 on the second Friday following the initial grade notification.

Failing to meet the requirements of the Student Success Plan and/or Remediation requirements as set forth by the instructor and/or Student Success Coach will result in a SNIP. (Appendices F & G)

J. Syllabus and Policy Changes

Due to unforeseen circumstances, there may be changes to the policies, procedures, syllabi and program information. These changes will be given to students in a written format for students to sign to acknowledge receipt. The signed document will be kept on file by the faculty.

XIV. CLINICAL POLICIES

The following guidelines have been established to assist the student with obtaining the greatest benefit of learning experiences provided through the curriculum and prepare students to adopt the type of conduct that is expected in the nursing workplace. It is the intent of the LCC Nursing Program to prepare the student to adopt the Professional Performance Standards of Nursing. Failure to follow the guidelines listed will result in a SNIP.

Clinical grades are included within the didactic part of the class grade. Failure to complete the required objectives will constitute a failing grade for the clinical component resulting in the student failing the course. **The student must pass both the didactic and clinical sections to receive a passing grade for the course**.

A. Clinical Description

A clinical is defined as a faculty-assigned activity taking place in and during clinical/laboratory settings and times. These may include campus laboratory, (these may take place virtually or in person) observational sites, hospital settings, community

agencies, and clients' homes. The student is prohibited from practicing or carrying out activities or specialized skills which the student has not practiced with a passing score in the practice lab, and those activities which are beyond the scope of practice for a nurse in the respective level for which the student is presently training. The student is required to complete all scheduled clinical hours. The student must use universal precautions with all clients. Students are responsible for being familiar with and administering all care required by their client during clinical.

B. **Clinical/Lab/Simulation Attendance Policy**

Arrival Requirement Students must report to their clinical site at least **15 minutes prior** to the scheduled start time.

Emergency Absence Protocol In the event of an illness, accident, bereavement, or other justifiable emergency, students must report their absence at least **two hours before** their scheduled start time. Contacts must be made in the following order of priority:

1. **Clinical Instructor**
2. **Course Instructor** (if the Clinical Instructor is unavailable)
3. **Program Director** (if both of the above are unavailable)

Follow-Up & Rescheduling Within **24 hours** of the absence, the student is responsible for contacting their Level **Clinical Coordinator** to arrange for clinical or lab rescheduling. Failure to reschedule a missed clinical will result in a SNIP.

Other behaviors which will result in a SNIP include: tardiness, lack of preparation for the day, failure to meet the dress code regulations, and/or disruptive conduct. The student may be removed from the clinical experience and sent home at the instructor's discretion when there are safety concerns.

A clinical may be canceled by the clinical instructor due to an emergency or inclement weather using the Nursing Department Clinical Call Tree. The student will be notified of the cancellation by their instructor and re-scheduling will be done by the clinical instructor. Because the service area is widespread, due to the rural nature of the communities served by the college, conditions may vary within those areas. The student is encouraged to make individual judgment decisions regarding travel. Use extreme caution and do not travel if conditions are serious.

- Stay informed concerning weather conditions. All students must sign up for RAVE through LCC for college alerts. Local radio and television stations announce weather forecasts, road conditions, and school closures.
- When a snow day is declared by LCC, the policy is that all in person clinicals are canceled, however a virtual clinical may be substituted.
- **If a <u>two-hour</u> delay is announced the policy is that clinicals will start at 10 a.m. and end as scheduled.**

C. **Clinical Appearance Guidelines**

Consequences for failure to abide by any of the following clinical appearance guidelines will result in a SNIP.

The LCC Nursing Uniform is required to be worn for all class, lab, clinical, or simulation.

Proper clinical attire, personal hygiene, and cleanliness are required. The instructor will send the student home if the uniform policy is not followed. Any presence in a hospital or other clinical setting requires a professional appearance and valid student identification as required by the clinical facility.

***Additional uniform protocols may be required in some clinical settings such as surgery, obstetrics, pediatrics, and mental health.

1. **Uniform**: All LCC student nurse uniforms will be a *teal* top with *teal* pants (Butter-soft brand) with the LCC Nursing School patch placed on the left upper arm. Uniforms and patches must be purchased through the LCC bookstore store so that the color remains consistent. Uniforms should fit properly (no sagging or tight fitting) and be clean and free of wrinkles. The official LCC student identification/badge is required to be attached to scrub tops at all times. The students must wear predominantly black tennis shoes with black laces. If an undershirt is worn under the scrub top, it must be black, this is to include sleeves to cover tattoos. Black Scrub jacket or black lab coat may be worn, if the jacket is deemed inappropriate by the instructor, students will be asked to remove the

jacket. The scrub jacket or lab coat is required to have the LCC Nursing School patch on the left upper arm. **Students will not alter the school uniform in any way.**

2. **Fingernails**: Natural nails must be clean, trimmed, smooth and neat and not interfere with safe client care. **NO** nail polish is permitted including clear nail polish. Artificial nails are prohibited due to danger of transmitting infection.
3. **Jewelry**: The only jewelry permitted other than a watch with a second hand (NO SMART WATCHES ARE ALLOWED), is a medical alert bracelet or necklace, or religious jewelry. Accessory jewelry or body piercings or modification are not permitted. You will be asked to remove all jewelry prior to starting your clinical experience. **Any visual dermals must be covered.**
4. **Earbuds:** Earbuds are prohibited during testing, check-offs, class, and clinical. If earplugs are desired for testing, only foam earplugs supplied by the proctor are permitted.
5. **Hair**: Hair that is shoulder length or longer must be tied back with a plain accessory including bangs that interfere with vision. Hair should be kept from falling forward onto clients or bedside equipment. Male students must have neatly groomed facial hair (beards, mustaches, and side burns); beards and sideburns should not extend below the chin to assure proper mask fit. Extreme hair colors are not permitted.
6. **Make-Up**: Facial makeup must be kept simple. Contacts must be clear or natural colored. No false eye lashes or extensions are allowed.
7. **Tattoos**: Any visible tattoos must be completely covered during class and clinical experience.
8. **Equipment**: A stethoscope, bandage scissors, black pen (not erasable), black sharpie, watch with second hand (NO SMART WATCHES ARE ALLOWED), and pen light are required.
9. **Odors**: Students must maintain proper hygiene and control offensive body odors; use of perfumes/cologne and scented lotions are discouraged. Smoking is discouraged prior to clinical or during clinical breaks as cigarette odor may remain on clothing and may be offensive to the client.
10. **Pimple patches** are authorized but need to be covered with a bandage.

D. Clinical Expectations

Consequences for failure to abide by any of the following clinical expectations will result in a SNIP.

The student is required to obtain a schedule of his/her clinical assignment based on individual course requirements.

1. Students are not allowed to reschedule their own missed clinical without prior approval from the clinical coordinator. Special circumstances will be detailed by the course instructor for out-of-town clinicals.
2. Adequate preparation is essential, including but not limited to: review of client data, medications, procedures, family dynamics, etc. Specific requirements will be outlined in each course syllabus.
3. The student must be prepared to administer medications at the same standard as licensed personnel.
4. **The student must maintain strict confidentiality in handling client information. No patient names, initials or other identifying information should be placed on paperwork.**
5. The student must demonstrate a professional demeanor. This includes no chewing gum, no loud conversation at the nurse's desk, and maintaining respect for the students' fellow classmates and staff members. Students should **always be willing to help** when needed.
6. The student must not leave a clinical setting without first directly notifying the instructor or clinical preceptor. Having another student notify the instructor or clinical preceptor is not acceptable.
7. If the student is unprepared, lacks professional appearance, or demonstrates unsafe practice, they will be dismissed from the clinical and marked absent for that clinical. The student will be responsible for rescheduling the make-up clinical with the clinical coordinator (Instructor for Clinical Course).
8. If the student is ill, she/he must notify the instructor or a no call – no show will be given. A student who becomes ill during the clinical day may be sent home at the discretion of the instructor.
9. The student will not be allowed to take phone or verbal physician orders for medications, treatments and procedures. All physician orders must be taken and noted by a primary nurse in the clinical setting before the student can carry out those orders. Those orders will then be carried out under the direction and supervision of the clinical instructor.
10. Students will not be allowed to act as a legal witness to a consent form or permit.
11. Since clinical areas pose a risk of exposure to communicable diseases, students who are in their first trimester of pregnancy are required to obtain a physician's written statement of release before being assigned to that clinical area.
12. Students will not be allowed to care for clients that are in airborne precautions unless they have been fitted with a high particulate (N-95) filter mask, must show proof.
13. Students must follow the facilities policies for smoking on site.

14. Students who work in facilities where clinicals take place, may not utilize their staff/employee privileges (i.e. work access keys/badges) while attending clinicals as an Luna CC nursing student.Nor should students use their student badges to gain access to facilities when they are not scheduled.
15. Students will be required to stay in their educational context while attending clinicals at assigned facilities.

XV. STUDENT CONDUCT

A. Disruptive Student Conduct

Nursing students are expected to maintain high moral and ethical standards of conduct at all times. Students should behave in a manner that reflects positively upon themselves, LCC, and the Nursing Profession, and are responsible for complying with all policies and regulations of LCC and the laws of the State of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies may justify disciplinary action, including administrative withdrawal or suspension. Disruptive conduct will not be tolerated in the Nursing Department, classrooms, labs, or clinical areas. The nursing department will follow the policy and procedure as outlined in the LCC 2025-2026 Catalog under Student Rights and Responsibilities. Additionally, the student will receive a SNIP.

B. Student Incivility

Students are required to behave in a responsible, adult, mature manner while attending classes/clinicals whether on-site or on-line. The Nursing Department will not tolerate any type of student incivility. Students who engage in behavior that is: disrespectful, abusive, intimidating, disorderly or dangerous, will receive the consequences outlined in the LCC Policy for Prohibited Activities in the Student Handbook (pgs. 43-48). Additionally, the student will receive a SNIP. This behavior will not be tolerated against any faculty, staff member, or fellow student(s). **The person leaving the program under this disciplinary action will no longer be able to apply for readmission into the Nursing Program.**

Some examples of behavior that are unacceptable (**non-inclusive**):

- Unprofessional postings (YouTube, Facebook, or other media)
- Posting of official Nursing Department documents containing LCC letterhead on the internet
- Physical assault (hitting, slapping, spitting, etc.)
- Verbal abuse (cursing, yelling, name calling, etc.)
- Intimidating/bullying (making someone the butt of jokes, verbally/physically threatening, etc.)
- Unsafe behavior in class/clinicals (not following unit protocol, not following clinical instructor's directions, etc.)
- Bringing items to class that include but not limited to stun gun, knives, guns, etc.

C. Social Media Expectations

Students in the LCC Nursing Program are expected to adhere to the ANA's principles for social networking. Failure to do so will result in a SNIP.
The ANA Principles are as follows:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

D. Student Suspected of Impairment

The Nursing Program has adopted the following policy statement and procedures for dealing with situations of actual or suspected student chemical impairment.

The LCC 2026-2027 Catalog policy on Substance Abuse is enforced by the Nursing Department. The Nursing Department requires additional policies, due to the serious nature of the courses and clinical expectations. To fulfill the provision of safe, effective, and supportive care, the student must be free of any substance (regardless of whether the use of the substance is legal or illegal), which may impair the student's ability to make sound judgment decisions, whether in the clinical, lab, or classroom. Impairment, or possible impairment of clinical judgment places the safety of clients, students, faculty, and the general public at unacceptable risk.

In the event that an instructor suspects that a student is under the influence of a substance that is prescribed or not prescribed that impairs or could impair clinical judgment, the instructor will implement the following steps:

1. Remove the student immediately from the lab, clinical, or classroom to a private area.
2. Inform the student of the observed behavior or signs.
3. Observed behavior may include but not be limited to the following signs: disheveled appearance, blood shot eyes, inappropriate language/behavior. A Suspicious Behavior Form must be completed and signed by the instructor. If the student refuses or is unable to sign the form, the instructor will document the reason given by the student for not signing the form. **(Appendix H)**
4. Document any witnesses to the behavior and actions initiated and request a witness signature on the form.
5. As soon as possible, contact the Director of the Nursing Program of the situation and actions taken.
6. The student must have a drug screen performed as soon as documentation on the behavior status has been completed. A urine drug or alcohol screening test with proper laboratory identification and procedure by a licensed medical or scientific laboratory must be conducted. LCC Security or an authorized personnel will transport him/her to the laboratory facility and home.
7. The instructor will provide the student with the required referral form for the specific blood or urine drug screening with proper chain of custody. If the results are positive, the student may request a re-test of the same sample at another properly licensed laboratory. Results of the test and contents of the suspicious behavior form will remain confidential unless required by law. The fees for testing will be the responsibility of the student. **(Appendix I)**
8. When chemical influence has been confirmed, the student must enter into a "Student Wellness Agreement" **(Appendix J)** for the purpose of professional evaluation of chemical dependency status and determination of a treatment plan. The terms of the contract and academic consequences resulting from chemical dependency are discussed. The student will then sign the contract, agreeing to the terms and acknowledging understanding of the contract and academic consequences resulting thereof.
9. Due to the serious nature of the program, the student will be placed on academic and clinical suspension until the situation is resolved by the student obtaining, either a negative drug test, or a written recommendation from a Licensed Chemical Counselor.
10. The Academic consequences resulting from the implementation of the Student Wellness Contract is that; Participation in clinical and classroom nursing courses will not be permitted until the terms of the contract are fulfilled. A semester grade of an "I" (Incomplete), "W" (Withdrawal) or "F" (Failing) may be assigned, depending on factors such amount of course work completed to date, ability of the student to complete the requirements, and deadline for withdrawing from a course.
11. The student will be required to obtain random drug and alcohol screenings during the remainder of the Nursing Program.
12. If subsequent chemical impairment occurs following these procedures, the student will be terminated from the LCC Nursing Program.

E. Client Confidentiality

The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) protects all individually-identifiable health-related information pertaining to individuals. Nursing students will have access to protected information during clinical experiences and may **only** discuss cases in confidential conferences with faculty and other students. They may not discuss this information with others outside of the activities of the Nursing Program. **Any such breach of privacy shall be considered a breach of client confidentiality and constitutes grounds for immediate dismissal from the LCC Nursing Program.** Students will sign a Confidentiality Agreement provided by the clinical agencies which will remain in the student's file for the duration of the program.

F. Academic Honesty and Integrity

The Nursing Department maintains a zero-tolerance policy regarding cheating. **Cheating will result in immediate dismissal from the Nursing Program.** Examples of cheating include, but are not limited to:

1. Possession of a mobile phone or unauthorized electronic device during an examination.
2. The unauthorized reproduction or removal of test materials (e.g., taking pictures of questions or writing them down to take out of the room).
3. Sharing exam content with students who have not yet taken the assessment.
4. Plagiarism or falsifying clinical/ADN Capstone documentation.
5.

G. Plagiarism

The program requires that the student adhere to the LCC policy regarding plagiarism. The Nursing Program may use a plagiarism checker to confirm any suspicion in papers. If the student submits work, which has been plagiarized, the student will receive a "0" on the work submitted in addition to possible termination from the program. Refer to the LCC 2025-2026 Catalog policy regarding academic honesty and integrity for additional information.

H. Student Nurse Improvement Plan (SNIP)

Failure to abide by the policies in this handbook will result in being placed on a SNIP. Failure to comply with a SNIP may result in further discipline up to and including dismissal from the program. **(Appendix K)**

XVI. APPEAL PROCESS

To appeal a decision the student must follow the following process:

1. Submit an Appeal form **(Appendix** L**)**.
2. Submit a letter of request, and performance improvement plan, if indicated.
3. Meet with the Appeal Committee made up of a majority of the faculty and staff in the Nursing Program including the Director.
4. Appeal Committee decisions will be rendered within 48 hours
5. Students may appeal a maximum of three times.

XVII. GRIEVANCE PROCESS

LCC has established procedures for initiating a grievance process, which is available in the LCC 2025-2026 Catalog under Grievances. A complaint or grievance must be handled following the chain of command:

- Point of Origin
- Department/Academic Director
- LCC Student Success Center Director (File a formal grievance)

XVIII. APPENDICES

Appendix A: American Nurses Association (ANA) Code of Ethics

ANA Code of Ethics

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

Appendix B: NMNEC Progression Policy



NEW MEXICO | NURSING EDUCATION CONSORTIUM

NMNEC Progression Policy

NMNEC is dedicated to the success of nursing students and safest nursing practice for our communities throughout New Mexico. In support of nursing student success and safe nursing practice, this policy applies to all NMNEC nursing courses in the NMNEC statewide curriculum degree plans with NMNC prefix.

All NMNEC nursing courses in each level must be completed with a minimum passing grade (77%) or greater before a nursing student can continue to the next level.

Nursing students who are considering withdrawal from one or more NMNEC nursing courses should reach out to their program director to discuss their situation. If nursing students withdraw from NMNEC nursing courses on their own without this conversation, they risk withdrawing from all NMNEC nursing courses for that level and they may not be able to be reinstated. The program director has the ability to break corequisite links allowing students to drop one or more classes while staying enrolled in the program but will not override the other steps of this NMNEC Progression Policy.

NMNEC nursing course failures/withdrawals cumulate from Level 1 through Level 4 and across all NMNEC programs which means that when a student takes classes at one NMNEC program and wants to transfer to another NMNEC program, the course failures and withdrawals from the first NMNEC program will count in the second NMNEC program.

With two NMNEC nursing course failure/withdrawals, the nursing student will be dismissed from the NMNEC nursing program and if wanting to complete a NMNEC nursing program, will need to wait to reapply for admission or readmission. Waiting periods before being able to apply or reapply for admission vary by NMNEC nursing program from a minimum of one year to a maximum of two years. NMNEC programs base their waiting periods based on a number of factors which include but are not limited to number of annual admissions, program size, and demand for seats. NMNEC nursing program applicants who have been dismissed from NMNEC nursing programs for NMNEC nursing course failures or withdrawals, will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

NMNEC nursing students wanting to utilize an appeal process in relation to progression, need to follow the appeal process in place in their program as each NMNEC nursing program has their own program-specific student appeal process.

Level 1:

With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in Level 1.

With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability.

With two NMNEC nursing course failure/withdrawals, the student will be dismissed from the program.

Levels 2, 3, 4:

With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in the level. A nursing student who is considering withdrawal from a NMNEC nursing course needs to communicate with program director or designee first to prevent the student from inadvertently dropping all NMNEC nursing courses for the level.

With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability.

With two NMNEC nursing course failures and withdrawals the student will be dismissed from the NMNEC nursing program.

Appendix C: Code Blue - Active Shooter Guidelines

Luna Community College
Life Safety and Security
366 Luna Dr.
505-454-5334
mgriego@luna.edu
www.luna.edu

Luna Community College

Emergency Guidelines for Active Shooter Incidents

- **If Possible**:
  - **Exit** - the building or area immediately
  - **Notify** - others you may encounter of the danger
  - **Call** - for help by dialing 911 from any telephone
  - **Inform** – the emergency services dispatcher of the following:
    - Tell them there is an emergency
    - The location of the incident
    - What is happening
    - How many people are involved (Shooters and Victims)
    - Your name, location and phone number
  - The dispatcher may ask you to stay on the line until officers are on scene
- If you cannot safely exit the building, the following are recommended:
  - **GET** to a room or office as far away from the incident as possible and lock the door
  - **COVER** any door windows or windows facing the hallway
  - **KEEP QUIET** and **DO NOT** answer the door
  - **CALL 911** and let the emergency services dispatcher know what is happening
    - Tell them there is an **"EMERGENCY"**
    - The **LOCATION** of the incident
    - **WHAT** is Happening
    - How many people are involved (Shooters and Victims)
    - Your name, location and phone number
  - **STAY PUT** until police get to you, unless the level of danger is increasing
  - **LOOK** for means of escape **FIGHT or FLIGHT**
  - **STAY OFF** the phone so the dispatcher may contact you with information

Please be aware that if you are locked in an office or classroom, police officers may take quite some time to get to you. They are securing the building. The fact that you do not hear or see officers right away means that you are away from the immediate threat. Once rescued, follow the police officers' directives as they guide you to safety.

Appendix D: SBAR Form

Student Communication Form

This form has been designed to provide you with an opportunity to clearly communicate with the faculty and staff in the Nursing Department. Please answer the following questions to assist you with describing your comments/concerns. After you have completed the form, please give to Elaine Montano and she will provide a copy to the appropriate individual.

1. Your name: _____Date: _____
2. Who do you need to talk with/to: _____
3. Your phone number: _____ Call: _____ Text: _____

   Level of Urgency: □Urgent (within 24 hours) □Not Urgent (within a week)

4. **Situation**: Please describe the current situation that has warranted this communication form.

5. **Background:** Please describe the relevant background information specific to this situation or circumstance.

6. **Assessment:** This is your opportunity to offer your analysis of the problem (determine the essential features and their relations).

7. **Request or Recommendations:** Please describe what you would like to happen or what would help to resolve the situation.

(Faculty/Staff area only):

8. **Solution:**

Date: _____

Student's Signature: _____ Faculty/Staff Signature: _____

*When possible please utilize faculty's office hours. Please be advised faculty may not be able to respond to your request within 24 hours due to being out of the office, in clinicals, or in class.

Appendix E: Latex Allergy Questionnaire

LUNA COMMUNITY COLLEGE
Department of Nursing
Latex Questionnaire

1. Have you ever been diagnosed as having a latex allergy?

Yes_____ No _____

2. Do you have any food allergies such as bananas, kiwi?

Yes_____ No _____

If yes, please list: _____

3. Have you ever had red hands, a rash or itching after using latex gloves?

Yes_____ No _____

4. Have you ever had the following allergic symptoms after caring for patients in clinical or simulation?

Watery Eyes, Itching, Headache, Wheezing, Eye or Sinus Irritation, Hives, Shortness of Breath, Coughing

Yes_____ No _____ (***If yes, circle symptoms you have experienced.)***

5. Have you ever experienced swollen eyes or lips after blowing up a balloon?

Yes_____ No _____

6. Have you ever had any unusual dermatological reactions after a dental or gynecologic exam?

Yes_____ No _____

7. Do you have a history of asthma, atopic dermatitis, eczema or multiple allergies?

Yes_____ No _____

8. Have you exhibited any dermatological reactions when your skin comes in contact with latex or latex products?

Yes_____ No _____

9. Have you remained free of allergic symptoms during clinicals or simulated lab experiences including skills check offs?

Yes_____ No _____

10. Do you have any history or spina bifida or multiple allergies?

Yes_____ No _____

Appendix F: Academic Remediation Policy

LUNA COMMUNITY COLLEGE
Department of Nursing
2025-2026
Academic Remediation Requirements

Students within the Nursing Program who achieve below an 80% on any unit exam, achieve below the benchmark on ATI, submit unsatisfactory clinical work, or perform unsatisfactorily on any graded class component will be placed on an Academic Remediation Plan with the Student Success Coach. The purpose of an Academic Remediation Plan is to ensure student comprehension of material and promote success within the Nursing field. To accomplish this, each plan is individualized based on the student's needs.

Once students have received their grade, it is the student's responsibility to check their email for a Remediation Form from the Student Success Coach and complete all necessary requirements within the Remediation Plan, including getting all signatures required in a timely manner, in order to progress in the program. All appointments and/or arrangements should be made immediately to ensure completion by the deadline.

Students have **a week from the day their Remediation is sent** to complete the entire process. If the due date lands on a holiday, the due date will be the following day the campus is opened. Remediations will be sent out no later than Fridays by 4 p.m. and will be due by the following Friday by 4 p.m.

Failing to meet the Remediation deadlines or failure to submit the completed assigned Remediation Form will result in point deductions on the PPS grade rubric and/or the generation of a SNIP.

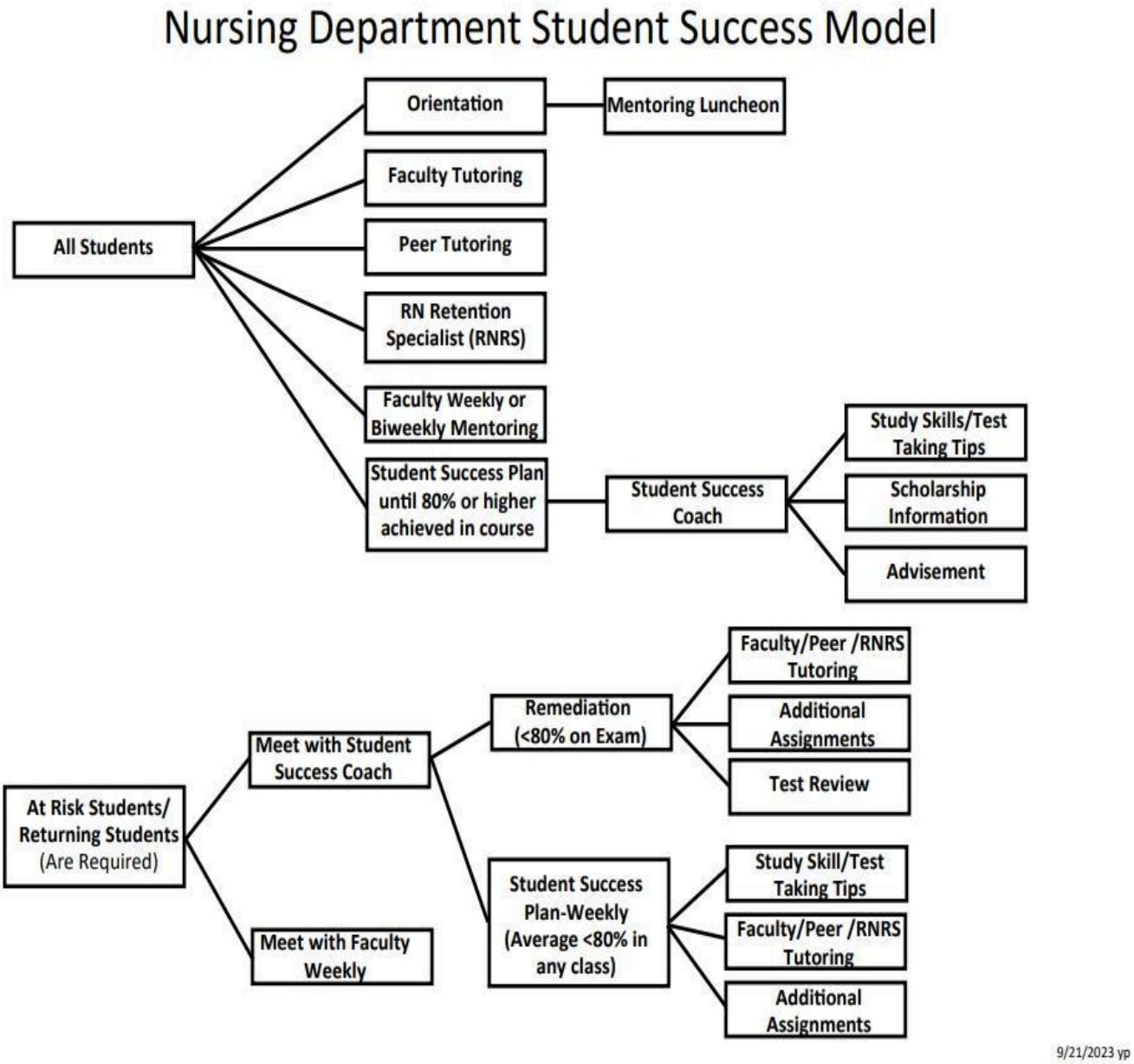
The following is the Remediation process:

1. The grade is posted and/or work is reviewed by the instructor.
2. The required Remediation Plan is sent to the Student Success Coach by the instructor on the same day grades are posted/work is reviewed or a few days later, depending on the instructor's schedule. The instructor will send a list of students who need a Remediation and their requirements for completion of the plan to the Student Success Coach.
3. The students will receive their Remediation through their student email, a read receipt is required by the Student Success Coach. If there are questions about the Remediation, it is the student's responsibility to contact the Student Success Coach as soon as the question arises.
4. Students must complete the plan and get all required signatures (tutor, instructor, etc.) before the deadline of Friday at 4 p.m. Plan accordingly.
5. Once ALL the assigned tasks are completed, the student must meet with the Student Success Coach to go over the Remediation before the deadline of Friday at 4 p.m.
6. The Remediation must be completed by the following Friday that it was sent and turned in no later than 4pm, this includes all required signatures and steps required by the plan.

Students are required to turn in completed forms to the Student Success Coach, if unable to comply please notify the Student Success Coach prior to due date/time for further instruction.

If the student wishes to go over any exams or quizzes, the student must fill out an SBAR and make an appointment to meet with their instructor during the instructor's office hours.

Appendix G: Student Success Model



Appendix H: Suspicious Behavior Form

LUNA COMMUNITY COLLEGE
Department of Nursing

Suspicious Behavior Form

On _____ (Date & Time) at _____ (Place)
_____(Student) demonstrated the following behaviors:

[ ] Unsteady Gait
[ ] Slurred Speech
[ ] Aggressive Tone (describe) _____
[ ] Smell of Alcohol
[ ] Smell of Marijuana
[ ] Physical Aggression (describe) _____
_____

[ ] Other_____
_____

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

The action(s) taken were (time & initial on each).

_____ Student was removed from the client care setting.
_____ Student was removed from the classroom/lab setting.
_____ Other (describe)

Notification to _____ occurred on _____ (Date & Time)
Student may not return to clinical until she/he has met with the Director of Nursing. The student was informed of the need to submit to an immediate drug screening or face possible suspension or other action (s).

_____ Date_____
Instructor

_____ Date_____
Student

_____ Date_____
Witness

If student is unable to sign, please indicate reason or reasons given: _____
_____

Appendix I: Drug Screen Referral Form

LUNA COMMUNITY COLLEGE
Department of Nursing

Drug Screening Referral Form

To: Rio Grande ATP or Alta Vista Hospital

From: Director of Nursing Department
Luna Community College
366 Luna Drive
Las Vegas, NM 87701

_____ (Student) is to obtain a **urine or blood drug/alcohol screen** with proper chain of custody. Results of the tests are to be marked "Confidential" and are to be sent to _____, Director of Nursing Department.

_____ _____
Instructor/Administrator Date/Time

Appendix J: Student Wellness Agreement

LUNA COMMUNITY COLLEGE
Department of Nursing

Student Wellness Agreement

By entering into the following agreement:

_____ I understand and agree that I will receive a comprehensive substance abuse evaluation conducted by a Certified Drug and Alcohol Counselor, or a Licensed Chemical Dependence Counselor, selected from the approved list of accredited agencies provided to me by the Director of Nursing.

_____ I understand and agree that the payment of the evaluation, treatment, and follow-up care will be my responsibility.

_____ I understand and agree to provide the Director of Nursing, with a clearance from the Licensed Counselor of a negative drug and/or alcohol test prior to re-entering the Nursing Program.

_____ I have also been informed that a written request for reinstatement and sobriety commitment agreement must be completed prior to reentry into the program.

_____ I understand and agree that a grade of "I" (Incomplete), "F" (Failure) or "W" (Withdrawal) will be earned for nursing courses interrupted by my treatment, depending on the circumstances.

_____ I understand and agree that if I do not complete the treatment program successfully, I will be administratively dismissed from the Nursing Program.

_____ I understand and agree to submit to random drug and or alcohol testing, as required by the Director of Nursing.

_____ I understand and agree that any subsequent positive drug or alcohol test will result in dismissal from the Nursing Program.

Student Signature:

Agreement_____ Date _____

Disagreement_____ Date _____

Nursing Director: _____ Date _____

Witness: _____ Date _____

Appendix K: Student Nurse Improvement Form

NURSING DEPARTMENT

Student Nurse Improvement Plan

Student Name:		**Level:**	**Date:**	
Student's Strengths (completed by student and instructor)	Concerns (include level-specific SLO followed by a brief narrative)	Strategies to address concerns: (what student can do to help with improvement; can include what student needs from a faculty member)	Measures/Outcomes (what student behaviors need to be exhibited consistently by the end of the course)	Evaluations
	Concerns: **SLOs in jeopardy:**			

- Failure to demonstrate program expectations and/or course evaluation guidelines may lead to removal for the duration of the course(s) involved and/or a failing grade.
- The Student Nurse Improvement Plan may be shared with instructors involved in the course to assist the student in successfully completing the plan.
- The student must demonstrate passing performance for each of the program expectations and performance measures in the Clinical Evaluation tool and continue to meet them in order to avoid removal from the course.

Signatures:

Student:		Program Director:	
Clinical Instructor/Instructor:		Achievement Coach (if needed):	
Date:		Date:	

Appendix L: Appeal Form

Luna Community College

Department of Nursing

APPEAL FORM

Student Name:	Date:
Action Appealing:	
Reason Appealing Action (attach Performance Improvement Plan, if indicated) (see attached detailed Letter of Appeal):	
Meeting with Appeal Committee	Date:
Appeal Committee Decision:	
Due date for follow up requirements, **if any**:	
Final Decision after follow-up with Review Committee:	

Signatures

Student: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Director: _____ Date: _____