

**The University of Texas at Arlington**  
**College of Nursing**  
**N5313-001-003: Clinical Procedures for Advanced Practice Nurses (APNs)**  
**Fall, 2012**

**Instructor(s):** Vicki Patrick MS, RN, ACNP-BC, CEN, FAEN (Lead Teacher)  
Sara Duvall, MSN, RN, FNP-BC, ENP

**Office Number:** (Pickard Hall): Vicki Patrick: 630; Sarah Duvall: 625A

**Office Telephone Number:** (817) 272-2776

**Email Address:** [vpatrick@uta.edu](mailto:vpatrick@uta.edu) ; [duvall@uta.edu](mailto:duvall@uta.edu)

**Office Hours:** By appointment only

**Section Information:** N5313-001-003

**Time and Place of Class Meetings:** Tuesday, 9am-4pm Room # 223 Pickard Hall

**Description of Course Content** A theory and clinical procedures course designed for the APN to acquire skills and perform procedures in the clinical management of selected clients.

**Student Learning Outcomes:** Upon completion of the course, the student will be able to:

1. Demonstrate selected advanced practice procedures in a simulated and actual patient environment.
2. Demonstrate knowledge of federal guidelines regulating procedures in clinical settings.
3. Perform select diagnostic and therapeutic procedures based on patient assessment criteria.
4. Interpret diagnostic test data

**Required Textbooks and Other Course Materials:**

1. Pfenninger, John L. and Fowler, Grant C. *Procedures for Primary Care*. 3rd ed., St. Louis: Mosby, 2011. **ISBN: 9780323052672**
2. Herring, W. *Learning Radiology: Recognizing the Basics* Philadelphia: Mosby, 2012. **ISBN: 9780323074445**
3. Wesley, Keith. *Huszar's Basic Dysrhythmias Interpretation & Management*. 4<sup>th</sup> ed. St. Louis: Mosby, 2012. **ISBN: 9780323039741**

**Supplemental/Optional Textbooks:**

1. Campo, T.M. & Lafferty, K.A. *Essential Procedures for Practitioners in Emergency, Urgent, and Primary Care Settings*. New York: Springer, 2011. **ISBN: 9780826118783**.
2. Roberts, J. & Hedges, J. *Clinical Procedures in Emergency Medicine* 5<sup>th</sup> Ed. Philadelphia: Saunders, 2010. **ISBN: 9781416036234**

### **Descriptions of major assignments and examinations with due dates**

**Evidence Based Paper:** a short paper to discuss current evidence based practice in a specific aspect of care. **Due: October 23, 2012**

**Radiology On Line Assignment:** review assigned on line radiology modules and complete online post tests. **Assignment #1 Due: September 4, 2012; Assignment #2 Due: December 11, 2012**

**Exam 1: October 16, 2012**

**Exam 2: December 11, 2012**

### **Grading Policy:**

**Exam #1- 25%**

**Exam #2- 25%**

**Evidence Based Paper- 30%**

**Class Attendance/Participation-20%**

**Radiology on line assignments- (Pass/Fail)**

**Total- 100%**

**Course Grading Scale:** A = 92 to 100, B = 83 to 91, C = 74 to 82, D = 68 to 73, F= below 74

**Final grade will be rounded up if .5 or above (e.g. 91.5 = A; 91.49=B)**

**Tests:** The two scheduled exams are computer based and held in on campus computer facilities. Approximately 1-2 weeks after Exam 1 a scheduled test review will be offered. This scheduled review will be the only opportunity to review Exam 1.

**Make-up Exams:** Please contact your faculty for make-up exam scheduling then call Sonya Darr at 817-272-2043 to schedule a day/time. Please allow a 24 hour advance notice when scheduling.

**Attendance Policy:** See course Attendance Policy. Regular class attendance and participation is expected of all students. This class has a required attendance participation policy which is a component of the overall grade. Students are responsible for all missed course information.

**Expectations of Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 6-9 hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current graduate catalog.

<http://www.uta.edu/gradcatalog/2012/general/regulations/#grades>

**Drop Policy:** Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office

for more information. The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal>.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online [http://www.uta.edu/nursing/MSN/drop\\_resign\\_request.pdf](http://www.uta.edu/nursing/MSN/drop_resign_request.pdf) or Graduate Nursing office rooms 512 or 606); (2) obtain faculty signature and current course grade; and (3) submit the form to Graduate Nursing office rooms 512 or 606.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online [http://www.uta.edu/nursing/MSN/drop\\_resign\\_request.pdf](http://www.uta.edu/nursing/MSN/drop_resign_request.pdf) or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form in the College of Nursing office room 512 or 606; and (4) The department office will send resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. <http://www.grad.uta.edu/handbook>

**Last day to drop or withdraw Wednesday, October 31, 2012**

**Census Day – Monday, September 10, 2012**

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Per UT System Regents' Rule 50101, §2.2, suspected violations of university standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student's suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

**Plagiarism:** Copying another student's paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** The University of Texas at Arlington has adopted "MavMail" as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There

is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Librarian to Contact:**

**Helen Hough, Nursing Librarian**

Phone: (817) 272-7429

E-mail: [hough@uta.edu](mailto:hough@uta.edu)

Research Information on Nursing:

<http://libguides.uta.edu/nursing>

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**Course Schedule.** See attached schedule.

*As the instructors for this course, we reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Any updates to the course schedule will be posted in Blackboard.*

**UTA College of Nursing additional information:**

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify Dr. Mary Schira, Associate Dean, Department of Advanced Practice Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**Confidentiality Agreement:** You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. Please do not sign other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**Graduate Student Handbook:** Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <http://www.uta.edu/nursing/handbook/toc.php>

**Student Code of Ethics:** The University of Texas at Arlington College of nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/nursing/handbook/toc.php>

**No Gift Policy:** In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: [http://www.uta.edu/nursing/scholarship\\_list.php](http://www.uta.edu/nursing/scholarship_list.php) would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

**Online Conduct:** The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTACON Student Handbook for more information.

*For this course Blackboard communication tools and UTA MAV email will be used extensively and should be checked often.*

*For this course, the discussion board is NOT used by faculty and NOT monitored by faculty. Direct all questions to faculty’s UTA email.*

*Generally responses by faculty to email messages occur at least once in 24-48 hours Monday – Friday. While responses may occur more frequently, please do not view anything other than this timeframe as the expectation.*

**Writing Center:** The English Writing Center, Room 411 in the Central Library, provides support to UT-Arlington undergraduate and graduate students and instructors. Undergraduate and graduate student consultants in the Writing Center are trained to help student writers at any stage in their writing processes. Consultants are trained to attend to rhetorical and organizational issues that instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers.

The Writing Center offers tutoring for any assigned writing during enrollment at UT-Arlington. During Fall 2012, Writing Center hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 2 p.m., Friday; and 2 p.m. to 6 p.m. Sunday. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at [clought@uta.edu](mailto:clought@uta.edu) or 817-272-2517.



## **Departmental Office/Support Staff**

### **Department of Advanced Nurse Practice**

**Mary Schira**, PhD, RN, ACNP-BC

Associate Dean and Chair; Graduate Advisor

Email: [schira@uta.edu](mailto:schira@uta.edu)

**Sheri Decker**, Assistant Graduate Advisor

Responsibilities: Student advising/support, Degree plan revisions/questions,

Registration holds, BON/ANCC/PNCB Paperwork, Degree Verifications

Office # 606-Pickard Hall, (817)-272-0829

Email: [s.decker@uta.edu](mailto:s.decker@uta.edu)

**Rose Olivier**, Administrative Assistant I

Responsibilities: Assistant to Associate Dean and Support Directors of NP Programs as needed

Class schedules, Room schedule, Website issues, Assist with student support, Catalog Changes, C-Grades, Job postings

Office # 605-Pickard Hall, (817) 272-9517

Email: [olivier@uta.edu](mailto:olivier@uta.edu)

**Leah McCauley**, Admissions Assistant

Responsibilities: Program inquiries, New Student processing and admissions, Orientation, Forum

Office #602-Pickard Hall, (817) 272-2329

Email: [mccauley@uta.edu](mailto:mccauley@uta.edu)

**Janyth Arbeau**, Clinical Coordinator

Responsibilities: Clinical placement, Clinical Clearance, Background checks,

Facility contracts, Assists with immunization documentation, Clinical deficiencies

Office # 609- Pickard Hall, (817) 272-0788

Email: tba or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu)

**Kimberly Hodges**, Senior Office Assistant

Responsibilities: Assists Clinical Coordinator, Immunization

Documentation/clearance, Elog set-up student/preceptor/faculty; Preceptor documentation,

Evaluations, Maintain Clinical Blackboard website

Office #610 Pickard Hall, (817)-272-9373

E-mail: [khodges@uta.edu](mailto:khodges@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu)

**Sonya Darr**, Senior Office Assistant

Responsibilities: NP Director support, Course Support, Course evaluations,

Syllabi updates, Blackboard course support, Test reviews, Make-up exams

Office # 610-Pickard Hall, (817)-272-2043

Email: [sdarr@uta.edu](mailto:sdarr@uta.edu)


**N5313 and N5314 Course Class Schedule – Fall 2012 \*\*check for schedule updates on Blackboard\*\***

vp: 8/10/11: Classes confirmed 8/28-10/16; schedule tentative after 10/16

Date	Room	Topic	Content	FNP	ANP/ GNP	PNP	ACNP	ACPNP (post- Masters cert.)	PNP & ACPNP dual majors
<b>Aug 28</b> <b>9:00</b>	223	Course Introductions		X	X	X	X	X	X
9:30-10:30		Procedure Documentation	Principles of procedure documentation	X	X	X	X	X	X
10:30- 12:00; 1:00-2:30		Coding Fundamentals	Documentation coding requirements	X	X	X	X	X	X
2:30-3:30		Specialty and Hospital -based Coding	Inpatient and specialty coding				X	X	X
<b>Sept 4</b> 9:00-4:00	223	Basic Radiology	Chest, abdominal, bone x-rays	X	X	X	X	X	X
Radiology Assignment #1 Due									
<b>Sept 11</b>		<b><u>No Class</u></b>							
<b>Sept 18</b> 9-4	223	Suturing/Derm Procedures	Suture techniques, local anesthesia, biopsy	X	X	X	X	X	X
<b>Sept 25</b> 9-12	223	Respiratory Procedures	Oral airways, LMA, Tracheal intubation				X	X	X
1-4	223	Ventilator Management	Oxygen delivery devices, vent modes/settings; pulse ox				X	X	X



Date	Room	Topic	Content	FNP	ANP/ GNP	PNP	ACNP	ACPNP (post- Masters cert.)	PNP & ACPNP dual majors
<b>Oct 2</b> 9-12	223	Advanced EKG	Anatomy for 12 lead EKG, axis, hypertrophy, BBB	X	X	X	X	X	X
1-3	223	Adult EKG	Injury/infarct; drug effect	X	X		X		
1-4	220	Pediatric EKG	general/ advanced EKG for pedi			X		X	X
<b>Oct 9</b>		<u>No Class</u>							
<b>Oct 16</b> TBA	LRC	Exam I		X	X	X	X	X	X
DE	Video	Wound Care	(content from this video will be on Final Exam)	X	X	X	X	X	X
<b>Oct 23</b> 9-12	223	Pulmonary Function Testing	Peak flow meters; PFT procedure; equipment; analysis; hand held inhalers	X	X	X	X	X	X
12:00-12:45	TBA	Test Review							
1:30-4:00	220	Microscopy	Spun urine; vaginal smears: other microscopy skills; CLIA	X	X	X	X		X
<b>Oct 30</b>		<u>No Class</u>							
<b>Oct 31</b>		Last day to drop							
<b>Nov 6</b> 9-12	223	Musculoskeletal Skills/Splinting	Splinting extremities, ace wrap, spints	X	X	X	X	X	X
1-4	223	Joint Injection Lab		X	X		X		
1-4	220	Pedi Skills Lab	PICC Line Insertion					X	X

Date	Room	Topic	Content	FNP	ANP/ GNP	PNP	ACNP	ACPNP (post- Masters cert.)	PNP & ACPNP dual majors
<b>Nov 13</b> 9:00- 12:00	223	ENT Skills		X	X	X	X	X	X
1:30-4	223	Non invasive & Invasive Imaging	CT, MRI ultrasound, Doppler, embolization, angio, indications, contraindications	X	X	X	X	X	X
<b>Nov 20</b>		<b><u>NO CLASS</u></b>	Happy Thanksgiving! 						
<b>Nov 27</b> <u>8:00</u> —9:00	<b>TBA</b>	Surgical Asepsis- Group A	Sterile technique; gowning and gloving				X	X	X
9-12:30	Lecture-223 <b>Lab-TBA</b>	Circulation Procedures; Lumbar Puncture	Insertion of lines: subclavian/IJ/EJ, arterial, femoral, umbilical; intraosseous; chest tubes, lumbar puncture, needle thoracostomy				X	X	X
1:30-4	223	Adult Hemodynamic Monitoring	CVP, SLR, CI, PA pressures				X		
1:30-4:00	220	Pedi Hemodynamic Monitoring	CVP, SLR, CI, PA pressures					X	X

Date		Topic	Content	FNP	ANP	PNP	ACNP	ACPNP (post- Masters cert.)	PNP & ACPNP dual majors
4:00-5:00	TBA	Surgical Asepsis Lab B	Same as A lab				X	X	X
<b>Dec 4</b> 9-12		Hold date for TBA class							
1-4									
<b>Dec 11</b> <b>10:30-</b> <b>12:30</b>	LRC	FINAL EXAM		X	X	X	X	X	X
Radiology Assignment #2 Due									