**The University of Texas at Arlington**

**College of Nursing**

**N5631/5331/5332 Family Nursing Advanced Practicum**

**Fall 2012**

**Instructor(s): Phyllis Adams**, Ed D, RN, FNP, APRN-BC, NP-C

Clinical Associate Professor

Office: 619 Pickard Hall

Office Phone: 817-272-7334

Office Fax: 817-272-5006 (for all faculty)

Email Address: pcadams@uta.edu

**Susan Carlson**, PhD, RN, FNP, APRN-BC

Clinical Assistant Professor

Office: 626 Pickard Hall

Email Address: scarlson@uta.edu

**Sara Duvall**, MSN, FNP, ENP, APRN-BC

Clinical Instructor

Office # 624-A

Office Phone: (817) 272-2776

Email: duvall@uta.edu

**Beverly Ewing**, DNP, RN, FNP, APRN-BC

Clinical Assistant Professor

Office: 626 Pickard Hall

Email Address: ewing@uta.edu

**Beth McClean**, PhDc, MSN, RN, FNP, APRN-BC

Clinical Instructor

Office: 626 Pickard Hall

Email Address: mcclean@uta.edu

**Office Hours:** By Appointment

**Section Information: N5631/5331/5332**

**Time and Place of Class Meetings:** Saturday, 8am-6pm Room # 212

**Description of Course Content:** Clinical preceptorships in selected health practice sites with opportunities to apply knowledge, skills and concepts in a guided, progressive context of advanced nursing practice. Graded P/F/R.

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

1. Use evidenced-based knowledge to manage the health care of selected populations.

2. Provide comprehensive health care (eg. age, gender, cultural, ethnic sensitive) to patients, families, and/or groups within the ethical and legal scope of advanced nursing practice.

3. Evaluate patient and family outcomes for the purpose of monitoring and modifying care.

4. Collaborate with other health care professionals to provide comprehensive care.

1. Implement the nurse practitioner role in selected settings.

**Requirements:** Prerequisites: N5431 (See Graduate Catalog)

1. Out-of-Class Assignments
2. Multiple Choice Examination
3. Out-of- Class Clinical Assignments
4. Clinical Practicum
5. Blackboard
6. Presentations

**Required Textbooks and Other Course Materials:**

1. Barker, LR, Burton, Fiebach, N., Kern, D. Thomas, P. Ziegelstein, R. Zieve, P. *Principles of Ambulatory Medicine, (*7th ed.). Lippincott Williams & Wilkins, 2006. **ISBN 978-0781762274**
2. Burns, C.E., Barker, N., Brady, M.A., and Dunn, A.M., Starr, N., Blosser, C. (2008). *Pediatric Primary Care: A Handout for Nurse Practitioners*. Philadelphia: W. B. Saunders Company., **ISBN 9781416040873**
3. Collins-Bride, G. M. and Saxe, JoAnne M. (2011). *Clinical Guidelines for Advanced Practice Nursing: An Interdisciplinary Approach.2nd ed.* Burlington: Jones & Barlett Publishing. **ISBN: 978-0-7637-74141**
4. Fishbach, F. *A Manual of Laboratory & Diagnostic Tests*. 8th Edition. Philadelphia: Lippincott Williams & Wilkins, 2008. **ISBN 9780781771948**
5. Geissler, E. *Pocket Guide to Cultural Assessment*. (2007) 4th ed. St. Louis: Mosby Publishers, 2007. **ISBN 9780323048347**
6. Herring, W., *Learning Radiology: Recognizing the Basics* Philadelphia: Mosby, (2012) **ISBN: 9780323074445**
7. McCaffery, M. and Pasero, C. *Pain Clinical Manual*. St. Louis: Mosby, (1999) 2nd ed. **ISBN 9780815156093**
8. Gilbert, D., Moellering, R. Eliopoulos, G. *The Sanford Guide to Antimicrobial Theory (Guide to Antimicrobial Therapy)*. Dallas, Texas: Antimicrobial Therapy, Inc., 2011.
**ISBN 9781930808652**
9. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Family Practice,* 4th ed*.* Gainesville, Florida: Barmarrae Books, (2003). **ISBN 9780964615168**
10. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Child Health,* 3rd ed. Gainesville, Florida: Barmarrae Books, (2004). **ISBN 9780964615175**
11. Wright, L. M. and Leahey, M. (2009) 5th ed. *Nurses and Families: A guide to Family Assessment and Intervention*. Philadelphia: F. A. Davis Company. **ISBN: 9780803621305**
12. Youngkin, E.Q., (2012) 4th ed. *Women’s Health: A Primary Care Clinical Guide*. Norwalk: Appleton & Lange, **ISBN: 9780132576734**
13. Reuben, D., (2012). *Geriatrics at Your Fingertips* (14th ed.). Fry Communications. **ISBN:** **9781886775572**
14. Buppert, C., (2007). *Nurse Practitioner’s Business Practice and Legal Guide.* Sudbury: Jones & Bartlett. **ISBN: 0763733415**
15. Wright, L.M. and Leahey, M. (2009) *Nurses and Families:* *A Guide to Family Assessment and Intervention*. Philadelphia: F.A. Davis Company. SIBN: 9780803621305
16. Previously required textbooks from Advanced Health Assessment – N5418, Adult Management I - N5305, Psychiatric Management – N5203, and Pediatric Management - N5306, Family – N5430 (as applicable).

**Recommend Textbooks:**

1. Berek, J.S., *Berek* and *Novak’s Gynecology*. Baltimore: Lippincott Williams & Wilkins, (2011). 15th ed. **ISBN 9781451114331**
2. American Medical Association. Color-Coded. ICD-9-CM. 6th Edition. *The International Classification of Diseases*. 9th Revision Clinical Modification. Vol. I Diseases: Tabular List. Vol.2 Diseases Alphabetic Index ADP/Content. **ISBN# 1563298171 \***Download and review, for class, the ICD-9 Internet data: [www.HCFA.GOV/audience/planprov.htm](http://www.HCFA.GOV/audience/planprov.htm) (53 pages) **(OR one of your choice)**
3. Hatcher, R.A., et al. *A Pocket Guide to Managing Contraception*. Tiger, G.A. The Bridging The Gap Foundation, 2010-2012. **ISBN 9780979439520 (free download**) [**www.managingcontraception.com**](http://www.managingcontraception.com)**)**
4. Hillard, P. J. A. (2008). *The 5-Minute Obstetrics and Gynecology Consult*. Philadelphia: Lippincott Williams & Wilkins. **ISBN: 9780781769426**
5. Besdine, R.W., Rubenstein, L.Z., and Snyder, L. (1996) *Medical Care of the Nursing Home Resident:* ***:*** *What Physicians Need to Know* American College of Physicians: Philadelphia, PA, **ISBN 9780943126487**
6. Ham, R.J. and Sloan, P.D. (2006) 5th ed. *Primary Care Geriatrics: A Case-Based Approach*. St. Louis: Mosby Company, **ISBN 9780323039307**
7. Duthie, E., Katz, P., Malone, M., Duthie, E., (2007). *Practice of Geriatrics* (4th ed.). Philadelphia: Saunders Elsevier **ISBN: 9781416022619**
8. White, B., Truax, D., (2007). *The Nurse Practitioner in Long-Term Care Guidelines for Clinical Practice*  Sudbury, MA: Jones and Bartlett. **ISBN:** **9780763734299**
9. Schuiling, K. D. & Likis, F. (2011). *Women's Gynecologic Health (Schuiling, Women's Gynecologic Health)*. (2nd.) Burlington, MA.: Jones & Bartlett Learning.  **ISBN: 978-0-7637-5637-6**

***Please purchase the most current addition for the textbooks referenced above.***

**Supplemental Materials:**

1. <http://eValvels.elsevier.com/section/default.asp> (EKG)
2. <http://www.fammed.wisc.edu/medstudent/pcc/ecg/ecg.html> (EKG)

**Recommended Certification Review Books (NP Certification):**

1. Millonig, Virginia.  (2013).  *Adult Nurse Practitioner Certification Review Guide*. Potomac, Maryland: Health Leadership Associates, Inc.  **ISBN:** 9781449670467.
2. Millonig, Virginia.  (2011).  *Pediatric Nurse Practitioner Certification Review Guide*.  Potomac, Maryland: Health Leadership Associates.  **ISBN:** 0763775983
3. Moskosky, Susan.  (2011).  *Women’s Health Care Nurse Practitioner Certification Review Guide*.  Potomac, Maryland: Health Leadership Associates.  **ISBN:** 9781449615000

The above book is available to purchase individually from:

**Majors Scientific Book Store**

**2137 Butler**

**Dallas, TX 75235**

**(214) 631-4478**

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

**SEMINAR:**

1. Business Plan/Practice Framework 5% 9/08/12
2. Family Theory Paper 30% 12/01/12
3. Multiple Choice Exam (Pre-Mock) Credit 9/22/12
4. Multiple Choice Exam (Mock) 35% 12/01/12
5. Case Presentation Project/ 30% a. 8/23-24/12

 Certification Review 30% b. 9/22/12 & 11/03/12

1. Ethics Assignment Credit 11/03/12
2. Generalized Care of Hospitalized Patient Credit 11/03/12
3. In Class Activity Credit 9/22/12

 100%

**CLINICAL:**

1. Preceptor evaluation of student 10% 12/01/12

 (one per preceptor)

1. Clinical Practicum 55% 12/01/12
2. Mid-term Clinical Portfolio 10% 11/03/12
3. Final Clinical Portfolio 15% 12/01/12
4. Self-Evaluation (one) P/F 12/01/12
5. Student evaluation of preceptor 5% 12/01/12

 (one per preceptor)

1. Clinical E logs -midterm 5% 11/03/12

 -final 12/01/12

 8. Pearls of Practice Credit 12/01/12

 100%

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.

-FNP Faculty

**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.

**Test Reviews:** Test reviews may be scheduled up to two weeks after grades have been posted to blackboard for the current exam. Due to time constraints, you will only be allowed 30 minutes to review your test. Unfortunately, we will not be able to allow multiple test reviews. Contact Sonya Darr to schedule at 817-272-2043. Please allow a 24 hour advance notice when scheduling.

**Attendance Policy:** Regular class attendance and participation is expected of all students. Students are responsible for all missed course information.

**GRADING:**

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73

F = below 74 - cannot progress

In order to pass a course containing seminar and clinical requirements, the student must pass both the theoretical (seminar) and clinical components of the course. A passing grade is considered **83% or greater. This course is a PASS/FAIL Course.** Students deemed unsafe or incompetent will fail the course and receive a course grade of "F." The following behaviors constitute clinical failure:

1. Demonstrates unsafe performance and makes questionable decisions.
2. Lacks insight and understanding of own behaviors and behavior of others.
3. Needs continuous specific and detailed supervision.
4. Has difficulty in adapting to new ideas and roles.
5. Fails to submit required written clinical assignments.
6. Falsifies Clinical hours

Students are responsible for uploading, downloading and submitting the correct document in the assignment drop box. The document submitted will be graded and no substitution of the document will be accepted. All assignments should be accompanied by the **grading criteria/guideline to all assignments as provided in the course syllabus. If an assignment is late, 10 points will be deducted per day (this includes Saturday and Sunday) until assignment is submitted. This can result in a failing grade of a zero (0) on an assignment. An assignment is considered “late” if it is received after the scheduled due date and time.**  Examinations will be taken on the assigned date or will receive a grade of zero.

Students entering the room more than 10 minutes after the start of the examination will not be allowed to take the examination at that time. Any make-up examinations given may include questions that are **other** than multiple choice. Make-up examinations may be given at the convenience of the faculty and availability of staff proctors.

Students are responsible for assigned readings, web-based assignments, classroom and/or participatory assignments as given by faculty and a grade may be assigned on any of the above.

It is the student’s responsibility to contact University of Texas at Arlington Computing Help Desk (817-272-2208) for computer issues that distract from the completion of assignments. It is the student’s responsibility to ensure maintenance of Internet/software needed to complete all assignments.

**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.](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> 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> 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, 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. ***Students are responsible for checking their MavMail regularly.***

**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

Research Information on Nursing:

[**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing)

**\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \***

**UTA College of Nursing additional information:**

**Clinical Evaluations:** Students must pass both the didactic and clinical portions of a clinical course in order to pass the course. In order to pass the clinical portion, the student must receive a passing grade (minimum of 83%) on the faculty evaluation of the student’s clinical performance (Nurse Practitioner Clinical Evaluation). Students who fail a faculty evaluation have a one-time option to retake the practicum. A second faculty member will be present during the clinical performance retake. If the student passes the clinical performance retake (minimum of 83%), the **maximum** grade the student can receive for the exam for purposes of grade calculation is 83%. If the student fails the retake, the student will receive a grade of “F” for the course.

**Student Requirement for Preceptor Agreements/Packets:**

1. All Preceptor Agreements must be **signed** by the student and the preceptor the first day the student attends clinical (may be signed on that day), scanned and emailed to npclinicalclearance@uta.edu.
2. **Student** is responsible to ensure that **all** of his/her preceptor agreements are signed and complete before beginning clinical experience and those agreements are scanned and emailed to the NP Clinical Coordinator @ npclinicalclearance@uta.edu by the third week of the semester. (For instance, if a student starts working with a particular preceptor late in the semester, he/she would contact that preceptor during the first 3 weeks of the semester.)
3. If this is the first time a preceptor is precepting a graduate nursing student for The University of Texas at Arlington, please have him/her complete the Preceptor Biographical Data Sheet.
4. The signed/completed preceptor agreement is part of the clinical clearance process. Failure to submit in a timely fashion will result in the inability to access the E-log system. Completed clinical hours may not be accepted.
5. All communications to the NP Clinical Coordinator should be made to the following email address: npclinicalclearance@uta.edu. This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.
6. All required clinical forms are located in Blackboard, Organization ID, org\_nursing hospitals1

**Clinical Clearance:** All students must have current clinical clearance to legally perform clinical hours each semester. If your clinical clearance is not current, you will be unable to do clinical hours that are required for this course and this would result in course failure.

**Clinical E-Logs:** Students are required to enter all patient encounters into the E-Log system.  E-Log is both a student learning opportunity and an evaluation method for clinical courses.  Patient encounters include patients the student assesses, diagnoses, and manages as part of their clinical coursework.  Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g. types of encounter required, number of patients required during course).

The student’s E-Log data provides a description of the patients managed during the student’s clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated.  As a result, E-Log data are an essential requirement of the student’s clinical experience and are used to evaluate student clinical performance.  The data are used to meet course requirements and to evaluate student clinical performance.  Upon completion of the Program, students will receive an executive summary of their E-Log entries for their professional portfolio.

**Students are expected to enter information accurately so that (if needed) faculty may verify/validate the information provided.  Falsifying and/or misrepresenting patient encounter data is considered academic dishonesty.**

**Status of RN Licensure: [REVISED]** 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)

**MSN Graduate Student Dress Code:** The University of Texas at Arlington College of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

**Please View the College of Nursing Student Dress Code on the nursing website:** <http://www.uta.edu/nursing/msn/msn-students> **.**

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing ID in the clinical environment.**

**Unsafe Clinical Behaviors:** Students deemed unsafe or incompetent will fail the course and receive a course grade of “F”. **Any of the following behaviors constitute a clinical failure**:

1. Fails to follow standards of professional practice as detailed by the Texas Nursing Practice Act \* (available at [www.bon.state.tx.us](http://www.bon.state.tx.us))

2. Unable to accept and/or act on constructive feedback.

3. Needs continuous, specific, and detailed supervision for the expected course performance.

4. Unable to implement advanced clinical behaviors required by the course.

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

\*Students should also be aware that violation of the Nursing Practice Act is a “reportable offense” to the Texas Board of Nurse Examiners.

**Blood and Body Fluids Exposure:** A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at:<http://www.cdc.gov/>

**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/msn/msn-students>

**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/msn/msn-students>

**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> 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, discussion boards, and UTA MAV email will be used extensively and should be checked often.***

**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 or 817-272-2517.

**Departmental Office/Support Staff**

**Department of Advanced Practice Nursing**

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

Associate Dean and Chair; Graduate Advisor

Email: 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

**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

**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

**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

**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 or 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

**Clinical Overview:** Three hundred sixty (360) hours are required for N5631/5331/5332. The clinical hours will be completed at non-campus clinical practice sites arranged by the UTA College of Nursing faculty and/or Graduate Clinical Director or the student with Clinical Faculty approval. Clinical hours are for medical management and health promotion/health maintenance of the patient and families throughout the life span. Clinical hours must be accomplished according to the specifications set for the various areas as identified for the total family program. Clinical hours are not to include grand rounds or rounds in the hospital unless with the Hospitalist preceptor. These activities will not be acceptable.

**Assignments:** Submit via email to the Clinical Advisor the following data on the preceptor clinical arrangements for the semester no later than the **third week** of the semester.

* Preceptor name and title
* Name of Practice
* Complete address including zip code
* Telephone number of clinic
* Fax number of clinic
* Dates of the arranged clinical experiences
* Time of the arranged clinical experience
* Student contact telephone number**s**