**The University of Texas at Arlington**

**College of Nursing**

**N5305 Adult Management I**

**Spring 2015**

**Instructors:**

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| **Kim Posey, DNP, APRN, ANP, GNP, BC**  ***Clinical Assistant Professor***  Office Number: Pickard Hall #626  Office Telephone Number: 817-272-2776  Email Address: [kposey@uta.edu](mailto:kposey@uta.edu)  Faculty Profile:  <https://www.uta.edu/profiles/kim-posey> |
| **Jorjanna Toon, MSN, APRN, ANP, GNP, BC**  ***Clinical Instructor***  Office Number: Pickard Hall #626  Office Telephone Number: 817-272-2776  Email Address: [jtoon@uta.edu](mailto:jtoon@uta.edu)  Faculty Profile: <https://www.uta.edu/profiles/jorjanna-toon> |
| **Charisse Rivers DNP, RN, FNP-BC**  ***Clinical Instructor***  Office Number: Pickard Hall #626  Office Telephone Number: 817-272-2776  Email Address: [crivers@uta.edu](mailto:crivers@uta.edu)  Faculty Profile: <https://www.uta.edu/profiles/charisse-rivers> |
| **Kathryn Daniel, PhD, APRN, ANP, GNP, BC, AGSF**  ***Associate Professor***  Office Number: Pickard Hall #615  Telephone Number: 214-577-5546  Email Address: [kdaniel@uta.edu](mailto:kdaniel@uta.edu)  FacultyProfile:  [https://www.uta.edu/profiles/kathryn-daniel](https://owa.uta.edu/owa/paparker@exchange.uta.edu/redir.aspx?SURL=AVZNvMEReWDJ4FM4UDT7PZbF-A0bM_aM14X-xNrbh5MhNDzU0_zRCGgAdAB0AHAAcwA6AC8ALwB3AHcAdwAuAHUAdABhAC4AZQBkAHUALwBwAHIAbwBmAGkAbABlAHMALwBrAGEAdABoAHIAeQBuAC0AZABhAG4AaQBlAGwA&URL=https%3a%2f%2fwww.uta.edu%2fprofiles%2fkathryn-daniel) |

**Section Information:**NURS 5305 Sections 001-005

**Time and Place of Class Meetings:**

Saturday 9am-5pm Pickard Hall Classroom 209

**Description of Course Content:**

Foundations of clinical management for commonly occurring conditions of adults in primary care.

**Other Requirements:**

Prerequisites: 5418, 5334

**Student Learning Outcomes:**

Upon completion of the course, the student will be able to:

1. Apply theoretical and empirical knowledge of adolescent and adult acute and chronic commonly occurring health problems in primary care practice.
2. Assess, diagnose, and manage the health care needs of the adolescent and adult patient with acute and chronic commonly occurring health problems using evidence-based data.
3. Integrate health promotion, health protection, and disease prevention in the care of the adolescent and adult patient with acute and chronic commonly occurring health problems.
4. Implement health education and counseling strategies for the adolescent and adult with acute and chronic commonly occurring health problems.
5. Function in a beginning NP role within the health care system.
6. Integrate legal and ethical decision-making in the provision of patient care for the advanced practice nurse (APN) role.
7. Provide culturally, spiritually, ethnicity, age, gender, and sexual orientation sensitive care to the adolescent patient, adult patient, and their families.

**Required Textbooks and Other Course Materials:**

1. Dunphy, LM, Winland-Brown, JE, Porter, BO & Thomas DJ. [2015]. Primary Care—The Art & Science of Advanced Nursing Practice [4th Edition]. FA Davis. ISBN-13: 978-8036-3801-3  **\*\*\*see information in email I will send to you for 20% discount if ordered via** [**www.fadavis.com**](http://www.fadavis.com) **use promo code BACK2015**
2. Gilbert, D., Moellering, R., Eliopoulous, G, Chambers, H., Saag, M., (2014/2015).*The Sanford Guide to Antimicrobial Therapy.* (44th /45th ed.). Antimicrobial Therapy, Inc. 2014 Edition-- **ISBN-10:** 193080878X; **ISBN-13:** 978-1930808782; ***always get latest version—updated annually***
3. Esherick, J., Clark, D., Slater, E., (2015). *Current Practice Guidelines in Primary Care 2015 Lange Series.* (13th ed.) McGraw-Hill Professional. **ISBN-13: 978-0071838894  ISBN-10: 0071838899**
4. Story, L. [2014]. Pathophysiology—A Practical Approach [2nd Ed.]. Jones Bartlett. **ISBN-13: 978-1284043891; ISBN-10: 1284043894** **or some comparable CURRENT pathophysiology text**
5. Any refererence guide for quick look up of clinical conditions and treatment in primary care (either electronic or paper) such as Epocrates, PEPID, Lexi-Comp, Ferri’s, 5 minute clinical consult, etc. You can google these and try free version for those that are electronic OR go to a medical book store like Majors in Dallas to browse paper clinical guides for priamry care. I think any of the above will be helpful in clinical. Epocrates is one of the most popular and come in several versions depending on how comprehensive you wish to purchase. Be sure to purchase the latest versions. Uphold & Graham does NOT have a current ADULT version, so do not purchase.
6. **AND Previous Required Texts From Advanced Health Assessment - N5418**

**NOTE: Please purchase the most current edition for any of the textbooks listed above**

**You need a home computer with Microsoft Office 2010 or 2013 (purchase for $35 at Bookstore) and high speed internet connection for this course. You must verify access capability to Blackboard. You must be hardwired to your router or modem for all quizzes and/or exams or you can receive a zero or low grade IF you lose your connection.**

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

**Clinical Content Evaluation (50% of total grade**) **Must pass at 74**

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| --- | --- | --- |
| Preceptor & Site Evaluation by Student (1) | P/F | May 9 |
| Clinical Notebook | P/F | **May 9** |
| Preceptor Evaluation of Student | P/F | **May 9** |
| Conference with Faculty (As Needed) | P/F | **May 9** |
| Self-Evaluations (1) | Credit | **May 9** |
| End of Course Clinical Practicum-must pass | 37% | **May 2** |
| SOAP Notes (1)  SOAP Notes (2) | 18%  22% | **March 28**  **May 1** |
| Motivational Interview MP3 | 15% | **February 28** |
| Participation in Clinical Group activities | 08% | **May 9** |
|  | 100% |  |

**Didactic Content Evaluation (50% of total grade) Must pass at 74**

|  |  |  |
| --- | --- | --- |
| Multiple Choice Exam I | 25.5% | **March 21** |
| Multiple Choice Exam II [comprehensive] | 27.5% | **May 9** |
| BB Quizzes  BB quizz on DM/Resp/ENT  BB quiz on HA/Thyroid  BB quiz on DM/MSK/GI/GU  Prevention Cases  Out of Class Prevention Case #1  Out of Class Prevention Case #2  In class Integrated Case Exercise on HTN/DLP/WH | 21%  18%  08% | **April 11**  **February 14**  **April 18** |
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**Attendance Policy**:

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

**Grading Policy**:

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73 – cannot progress

F = below 68 – cannot progress

Students are responsible for uploading & submitting the correct document in the Blackboard assignment drop box. The document submitted will be graded and no substitution of the document will be accepted. **Submit ONLY MS Word documents or Mp3 files [for audio assignments]—MAC users—do not** submit Pages! Please verify you have submitted the correct document within five minutes of submission. Faculty must be able to open the document or it will receive a grade of zero.

**Late written assignments will not be accepted and may receive a grade of zero unless specific permission is obtained from the lead teacher and your clinical faculty ahead of time.**

**\*\*\*Please do NOT request altered exam or graded assignments dates or times; you are expected to adhere to the course schedule.** E**xceptions will ONLY be granted for an emergency and documentation must be provided [please refer to student handbook and uiversity accepted exceptions].**

Students entering the room more than 10 minutes after the start of the examination may not be allowed to take the examination at that time. If faculty are able to assist to proctor a late start, that may be an option. Otherwise, any make-up examinations given may include questions that are **other** than multiple choice. Make-up examinations will 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. Most in-seat topics will require students to review voiced slides PRIOR to attending class. This is required so students can be informed to participate in in-class activities. **Students are expected to remain in class for the entire session for application of clinical content. Faculty do not review slides during class but support knowledge application activities.**

**Exams and Quizzes: Students must comply with BB online test taking guidelines to assure system compatibility for BB and Respondus lockdown browser. Failure to comply may result in a reduced or grade of zero if unable to successfully access or complete the quiz. You MUST be hardwired to take a quiz—NOT wireless. That means your computer must be connected directly to a modem or router. You are always welcome to make arrangements in advance to come to UTA campus to take a quiz. Also, look carefully at the start time for a quiz as missing a quiz time cannot be corrected. You are expected to login at the start time of the quiz for this course.**

**CLINICAL OVERVIEW-** Forty-five (45) hours are required for this course. The clinical hours will be completed in clinical sites approved by UTACON. You are expected to have clincial experiences in a family medicine or internal medicine practice NOT in a specialty practice or nursing home. Your clinical hours must be approved by your clinical faculty adviser or your clincial hours may need to be repeated.

Clinical hours are for direct patient care in the clinical site seeing adult patients (i.e., lunch hours do not count). Hospital hours (for rounds or patient visits with your preceptor will NOT count as clinical hours for this course. You may see clients 12 and older, but adults [those 20 and older] are strongly preferred. Your clinical schedule must be approved by your clinical faculty prior to beginning your hours or your hours may not be counted!! Arrange your clinical hours over the course of the semester to enhance your learning experiences. You may not complete the majority of your hours prior to the mid-term date [in most cases] or within a brief period such as one week [unless this falls near the end of the semester].

**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 for availability at [sdarr@uta.edu](mailto:sdarr@uta.edu). Please allow a 24 hour advance notice when scheduling.

**Expectations of Out-of-Class Study Requirements:**

Beyond the time required to attend each class meeting (in seat or viewing online content), students enrolled in this course should expect to spend at least an additional 9-12 hours per week on their own time in course-related activities, including reading and/or listening 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 University Catalog. <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

**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 Office of Financial Aid and Scholarships at <http://wweb.uta.edu/aao/fao/> . The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20146>

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) Contact course faculty to obtain permission to drop the course with a grade of “W”.

(2) Contact your graduate advisor to obtain the form and further instructions.

**Census Day: February 4, 2015**

**Last day to drop or withdraw: April 03, 2015 [by 4:00 pm]**

**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.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted.

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s 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/plagiarism/index.html> You are accountable for complying with this information so invest the 10 minutes to work through the module!

**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.

**Electronic Communication:** UT 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.** In N5305, you are expected to check this email at least daily. 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>.

**Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Librarian to Contact:**

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**Peace Williamson**, *Nursing Librarian*

Phone: (817) 272-7433

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

Research Information on Nursing:

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

Library Home Page <http://www.uta.edu/library>

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Catalog <http://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

**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.

**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.

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

1. Preceptor Agreements must be **signed and dated** 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](mailto:npclinicalclearance@uta.edu).
2. **Student** is responsible to ensure that all of his/her preceptor agreements are signed and complete including their student 1000 number and course number before beginning clinical experience and those agreements are scanned and emailed to Kim Hodges @ [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) or Janyth Arbeau at [arbeau@uta.edu](mailto:arbeau@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. If he/she is a returning preceptor have them fill out the phone number and email address section of the preceptor agreement.
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.
5. All communications to the NP Clinical Coordinator should be made to the following email address: [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu). This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.
6. The preceptor agreement provides the legal sanction for you to be sponsored by the preceptor in the setting. Failure to have a signed agreement from DAY ONE may result in a voiding of any clinical hours with required repeat of those hours.

**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).

Students can access their Elogs by entering their own unique Elogs username and password which will be accessible their first clinical semester. <http://totaldot.com/> The username consists of the student’s first, middle, and last initials (in CAPS) with the last four digits of their 1000#. Example: Abigail B. Cooper, 1000991234 is ABC1234. If the student does not have a middle initial, then only two initials will be used. The student’s password is simply their last name. Example: Cooper (note first letter is a capital letter).

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 and can result in dismissal from the program or course failure. Students should have a minimum of 45 patient encounters this semester in N5305.**

**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)

**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: is <http://www.uta.edu/nursing/student-resources/scholarship> 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 Writing Center provides the workshops below to help guide graduate students through the demands of writing at the graduate level. In order to sign up for workshops, students must register with the Writing Center at http://uta.mywconline.com/. Workshops are listed on the regular appointment schedule. If you experience any difficulty signing up for any of these, please call (817)272-2601 and one of our staff will be happy to assist.

All Workshops hosted by the Writing Center are held in 411 Central Library and are offered at 6 p.m. on Mondays, Tuesdays, Wednesdays or Thursdays. These are not recorded and are not available online.

**Department of Advanced Practice Nursing**

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| **Mary Schira,** PhD, RN, ACNP-BC  Associate Dean and Chair; Graduate Advisor  Email: [schira@uta.edu](mailto:schira@uta.edu) | **Rose Olivier**, Administrative Assistant I  Office # 605-Pickard Hall, (817) 272-9517  Email: [olivier@uta.edu](mailto:olivier@uta.edu) |
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**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.