**The University of Texas at Arlington**

**College of Nursing and Health Innovation**

**NURS 5331-5631 Adult-Gerontology Primary Care Nurse Practitioner**

**Clinical Practicum**

**Fall 2015**

**Instructor(s): Kathy Daniel, PhD, RN, ANP-BC, GNP-BC**

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Office Telephone Number: 817-272-0175

Cell phone: 214 577-5546

Email Address: kdaniel@uta.edu

Office Hours**:** By appointment

**Faculty Profile**: <https://www.uta.edu/profiles/kathryn-daniel>

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Email Address: jtoon@uta.edu

Office Hours**:** By appointment

**Faculty Profile**: <https://www.uta.edu/profiles/jorjanna-toon>

**Section Information:**

**N5331-012 [Daniel]**

**N5631-011 [Daniel]**

**N5631-010 [Toon]**

**Time and Place of Class Meetings: on campus from 9-5 in 205** Pickard Hall on September 5 and December 5; off campus synchronous event on October 17.

**Course Schedule.**

**September 5, 2015 course overview – 9-5 – Pickard 205**

**October 17, 2015 Collaborate session 9-11 AM (online)**

**October 29, 2015 BON Webinar on APRN Application Process (online)**

***November 14, 2015 APRN Application Paperwork 1-3 PM – Pickard 212***

**December 5, 2015 Final exam and program review – Pickard 205**

***December 17, 2015 Commencement – College Park***

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Kathryn M. Daniel*

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

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

1. Use evidenced-based knowledge to manage health care in selected populations.
2. Provide comprehensive health care (e.g. 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, culturally appropriate care.
5. Implement the nurse practitioner role in selected settings.

 **Required Textbooks and Other Course Materials:**

No additional texts; just texts for previous courses

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

1. Attendance and participation in Seminars
	1. September 5 on campus, 9-5 in 205 Pickard Hall.
	2. October 17, synchronous Collaborate session.
	3. October 29, 2015 - BON webinar on APRN Application Process, 10-11 AM (free, but registration required)

To register for a Texas Board of Nursing (BON or Board) Workshop or Webinar, please visit our website at [www.bon.texas.gov](http://www.bon.texas.gov) and select on *Education* and then

*Continuing Nursing Education & Competency*. You will register for all BON educational offerings: the online continuing education course, workshops and webinars through the BON course catalog. You will receive a purchase confirmation and event reminders via your email address, leading up to the scheduled activity, and post activity reminders in order to help you receive your CNE certificate or certificate of completion. Webinar attendance may require some advance technical preparation. Instructions and help for confirming that your workstation is compatible with the online webinar process are provided for each event. The Board also recommends joining at least 15 minutes early to ensure that you can attend the entire webinar. All of the BON CNE activities include online components that must be completed in conjunction with the activity in order to receive completion credit and certificates. When you register online, a BON Lifelong Learning Account is created and that will be your home for all BON continuing education courses, workshops and webinars.

* 1. December 5 on campus, 9-5 in 205 Pickard Hall
1. Chat Participation
2. Prescriptive Authority Agreement Development
3. Clinical practicum (must pass to pass course)
4. Documentation of all patient encounters in E-Logs
5. Evaluation of Clinical Objectives
6. Passing clinical evaluation by all preceptors
7. Mock Certification exam on December 5 (must pass to pass course)
8. Professional CV development

**Attendance Policy:** As the instructor of this section, I will not take attendance, but class attendance is strongly encouraged. Since this class meets so few times and the majority of the course consists of clinical practice, it would be impossible for students to successfully complete all the course objectives and assignments without attending the class meetings.

The attendance rules applied in this course are my own and *not* a matter of institutional policy.

**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.

This is a Pass/Fail course. Students must have at least an 83% to receive a “P”. Students receiving below a 83% will receive an “F”.

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

**Course Evaluation/Faculty Site Visit(s)**

Practicum Evaluation(s) – Passing with specified grade of B (83% or better).

Completion of e-log, written documentation of patient encounters and seminar requirements.

**Make-up Exams:** Please contact your faculty for approval.

**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 24-30 hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**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://www.uta.edu/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 last day to drop will receive a grade of W. Students dropping a course must contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

**Census Day: September 14, 2015**

**Last day to drop or withdraw November 4, 2015 by 4:00 p.m.**

**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>

**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).

**The English Writing Center (411LIBR)**: Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at [http://uta.mywconline.com](http://uta.mywconline.com/). Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

**Student Success Program:** Dr. Mary Schira is directing the college’s Student Success Program for graduate students. Some of you may find it helpful to contact her for assistance as you assess and problem solve your progress in the course. Please email her schira@uta.edu to request assistance. Your clinical faculty are happy to assist you also.

**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.** 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.

**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 – 817-272-6208peace@uta.edu | Lydia Pyburn – 817-272-7593llpyburn@uta.edu | Shawn Lee – 817-272-5352 |

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://uta.summon.serialssolutions.com/#!/>

E-Journals <http://pulse.uta.edu/vwebv/searchSubject>

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>.

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> .

**UTA College of Nursing and Health Innovation - 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.
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 Doubrava (Hodges) @ npclinicalclearance@uta.edu or Janyth Mauricio (Arbeau) at arbeau@uta.edu by the third week of the semester.
3. All preceptors precepting a graduate nursing student for The University of Texas at Arlington in the fall semester of 2015 must complete the Preceptor Biographical Data Sheet and sign a preceptor agreement for each student that they precept.
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. This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.

**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.**

**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 the Associate Dean, Department of Graduate 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 and Health Innovation 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 and Health Innovation 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 and Health Innovation 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/>

**Ebola exposure**: Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

**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 and Health Innovation 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 and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing and Health Innovation 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 UTA CONHI Student Handbook for more information.

***For this course, Blackboard communication tools, discussion boards, and UTA MAV email will be used exclusively and should be checked often.***

**Graduate Nursing Support Staff**

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| **Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**Interim Associate DeanGraduate Nursing ProgramsDirector, PNP, ACPNP, NNP ProgramsPickard Hall Office #518Email address:  jleflore@uta.edu | **Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF**Associate Chair, Graduate Nurse Practitioner ProgramsDirector, AG PCNP Program Interim Director, FNP ProgramPickard Hall Office #615817-272-0175Email address: kdaniel@uta.edu |
| **Rose Olivier**Administrative Assistant IPickard Hall Office # 605(817) 272-9517Email address: olivier@uta.edu  | **Kim Doubrava (Hodges)**Support Specialist IIPickard Hall Office #612(817) 272-9373Email address: khodges@uta.edu or npclinicalclearance@uta.edu |
| **Janyth Mauricio (Arbeau)**Clinical CoordinatorPickard Hall Office # 610(817) 272-0788Email address: janyth.mauricio@uta.edu ornpclinicalclearance@uta.edu | **Angel Trevino-Korenek**Clinical CoordinatorPickard Hall Office # 610(817) 272-6344Email address: angel.korenek@uta.edu |

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| **Graduate Advisors:** |
| **NP Students with last Name A-L:**Sheri DeckerGraduate Advisor IIPickard Hall Office # 611(817) 272-0829Email: s.decker@uta.edu  | **NP Students with Last Name M-Z:**Luena WilsonGraduate Advisor IPickard Hall Office # 613(817) 272- 4798Email: lvwilson@uta.edu  |
| **ADM/EDU/FNP - AP with last name A-G**Lisa RoseGraduate Advisor IPickard Hall Office #628-B817-272-9087Email: lirose@uta.edu | **ADM/EDU/FNP-AP with last name H-O**Rebekah BlackGraduate Advisor IPickard Hall Office #630817-272-2291Email: rjblack@uta.edu |
| **ADM/EDU/FNP-AP with last name P-Z**Caitlin WadeGraduate Advisor IPickard Hall Office #631817-272-9397Email: cwade@uta.edu |  |

**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.