**NURS 3320:** Holistic Health Assessment Across the Lifespan

Fall 2016

**Description of Course Content:**

Theory and practice of holistic health assessment of individuals and families across the life span with emphasis on normal findings. Prerequisite: NURS 3333 (or concurrent enrollment).

**Credit Hours:**

3 credit hours per semester, which includes 45 lab/clinical hours.

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**NOTE**: Please **use the Blackboard e-mail for normal correspondence with Lead Teacher and Clinical Lab Instructors.** For more urgent notification, please contact instructors by telephone, with adherence to preferred contact numbers and times available by phone.Please verify with any instructor whether texting is acceptable.

**Time and Place of Class Meetings:**

Pickard Hall 104 Section 001 - Tuesday, 8:00-9:50 am

Pickard Hall 104 Section 002 - Wednesday, 8:00-9:50 am

**Time and Location of Clinical Labs:**

Labs Times: Tuesdays/Wednesdays: 11:00-2:00 **or** 2:00-5:00

 Thursdays: 9:00-12:00 **or** 1:00-4:00

Rooms: Smart Lab - 5th floor University Hall

**Student Learning Outcomes:** Refer to Blackboard for more detailed Theory Objectives and Weekly Lab Objectives.

|  |  |
| --- | --- |
| Learning Outcomes | Assignments/Activities for Evaluation |
| 1. Utilize basic principles, techniques and evidence-based tools for physical assessment. | 1. OSCEs2. Lab Write-ups and DocuCare3. Classroom Exams |
| 2. Recognize and document variations from normal assessment findings to selected pathophysiological processes. | 1. Classroom Exams2. Lab Write-ups and DocuCare 3. OSCE Documentation4. Focused Assessment activities and simulation |
| 3. Integrate social, psychological, cultural, spiritual and genetic factors into assessment across the lifespan. | 1. Cultural and Spiritual Self-Assessment2. Heritage Assessment3. Assessment of Health Beliefs and Practices4. Self-Genogram, Genetics Assignment |
| 4. Perform a holistic health assessment, including a detailed health history, comprehensive physical assessment, as well as nutritional, physical, psychosocial, cultural and spiritual dimensions. | 1. OSCEs2. Lab Write-ups and DocuCare3. OSCE Documentation |
| 5. Interpret and analyze normal and abnormal assessment findings for individuals across the lifespan. | 1. Classroom Exams2. Symptom Analyses3. Focused Assessment activities and simulation |
| 6. Analyze subjective and objective data to formulate nursing diagnoses.  | 1. Lab Write-ups and DocuCare2. OSCE Documentation |
| 7. Use effective communication techniques to perform a holistic health assessment on individuals across the lifespan. | 1. Lab Write-ups and DocuCare2. Interview for Health History3. Interview Evaluation4. OSCE Documentation |
| 8. Recognize safety concerns and utilize evidence-based knowledge in their practice. | 1. OSCEs2. Lab Write-ups and DocuCare |

**Requirements:**

1. **Course Syllabus**: This Syllabus provides information on course and clinical lab expectations.
2. **Course Guide**: Available on Blackboard for Course N3320. Please read this helpful document which provides specific details regarding various course and lab assignments.
3. **Letter of Attestation: Course and Clinical Contract.** See the instructions on

page 24 of this Syllabus. You will access Blackboard and locate this Letter of Attestation in Week 1 Assignments. You will review the expectations during Week 1 Lab and THEN submit this document in Blackboard.

1. **A stethoscope**: Please plan to purchase a stethoscope and bring to lab with you each week. There are a variety of stethoscopes from which to choose, including those with a diaphragm and a bell, and those with a “tunable” diaphragm (either is acceptable). The only stethoscope considered **unacceptable** is one with ***neither*** a bell nor a tunable diaphragm. (See handout on Stethoscopes available in Blackboard for more information on types of stethoscopes).
2. **Lab Supplies:**  You have purchased a Clinical Nurse Kit which includes items for both clinical courses. For Assessment these items include the **Patient Gown**, **BP Cuff, Penlight, and Reflex Hammer.** There are also shared items such as **alcohol wipes** that are needed for weekly Assessment Lab. Please bring these required items to lab as directed by your Clinical Lab Instructor.

**Required Textbooks and Other Course Materials:**

 **Req.** CoursePoint for Weber and Kelley. Includes Digital Textbook. Wolters Kluwer ISBN

 9781469873176

 **Req.** – Nurse Pack/Kit (listed as UTA NSG 3320 on UTA Bookstore website)

 **Opt.-** Weber and Kelley. (2014) *Health assessment in nursing*. (5th ed). Wolters Kluwer

 ISBN 9781451142808

**CLASSROOM CONDUCT GUIDELINES:**

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

**Attendance Policy:** At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, please follow the guidelines below.

**NO CHILDREN MAY BE BROUGHT TO CLASS, LAB, OR EXAMS**. Do not leave children unattended in the building.

**LAB CONDUCT, ATTENDANCE & MAKE-UPS:**

The Faculty of the BSN Program believes that clinical laboratory teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

* Attendance in all labs is **REQUIRED, including the Simulation Labs**.
* Labs will typically occur in the scheduled Lab rooms except on days during Simulation or OSCEs. Labs may occur in the regular lab rooms or at the Smart Hospital. Lab times will vary on days when an OSCE is scheduled.
* Students will be partnered with a student(s) and perform weekly subjective and objective assessments, and OSCEs. Students will apply and practice physical assessment skills on their lab partner or standardized patient, while applying principles of maintaining privacy similar to what is expected in the clinical setting when working with patients.
* No exams of breast or genitalia will be done. (Simulation manikins may be used to practice this content).
* Students must wear **UTA College of Nursing uniforms** in the lab, whether for Weekly Lab, or additional Lab Practice time (i.e. BP Practice and OSCE Practice). Refer to the Student Handbook re: dress **not appropriate for lab**, i.e. visible piercings/tattoos, dangling earrings, hair off collar, etc. To be considered **IN UNIFORM**:
* Students will wear UTA College of Nursing uniforms.
* Students MUST wear **the MAV ID.**
* Anytime you are in lab and in uniform you are to wear a **watch and bring your stethoscope.**
* Students must have **Exercise Attire available to change into during lab** (shorts, t-shirts, sports bra, tank top, as appropriate). Exercise wear is required in order for a student to be able to assess his/her partner and vice versa. Examinations are **not** performed over clothing. Physical exams are practiced in a private area. NOTE: Some labs will require the student to bring the student gown to lab and wear during the exam practice (available from the Clinical Nurse Pack).
* Students are expected to come prepared with the required equipment and supplies necessary for each week’s lab.
* Lab time should be used wisely to demonstrate proficiency in all skills. **Students are not to leave until dismissed by the Clinical Lab Instructor.**
* Absences or Tardiness (See language below):
* All missed lab time must be made up. Lab hours will be made up in a manner determined by the Lab Instructor in consultation with the Lead Teacher. Under normal

circumstances, missed labs must be made up within one week of the missed lab, at the Lead Teacher’s discretion.

* IT IS THE RESPONSIBILITY OF THE STUDENT to coordinate with the Lab Instructor and/or Lead Teacher to schedule make-up activities for any missed labs or OSCEs. If the missed lab hours are not made up within the time determined by the Lead Teacher/Clinical Lab Faculty, **the student will fail the course due to inability of the student to meet all course requirements.**
* **If you are not prepared for lab with the appropriate exercise attire and supplies you the Clinical Lab Instructor will implement a Performance Improvement Plan.**
* Students are expected to participate in lab, including donning appropriate exercise gear and/or patient gowns and to practice lab skills as directed by Faculty. Failure to adhere to this expectation will result in a Performance Improvement Plan being implemented.

Lab is considered a clinical area and clinical time. Therefore you should be prepared for verbal quizzes regarding current week’s material and past weeks’ material at all times. In addition you should be prepared to perform any skills that have been taught at any time. This includes knowing rationales, understanding the differences between normal and abnormal exam findings and the meaning of abnormal findings.

**UTA COLLEGE OF NURSING GRADING CRITERIA COURSE REQUIREMENTS**

1) Internet access

2) Blackboard ID & password (given to you)

| **Course Requirements and Grading** |
| --- |
| Exam 1 | 17% |
| Exam 2 (may be cumulative)  | 19% |
| Exam 3 (may be cumulative | 19% |
| Final Exam (cumulative)  | 20% |
| Blood Pressure Competency | Pass/Fail |
| OSCE 1 (including documentation)  |  **Pass/Fail 70% required for OSCE 1** |
| OSCE 2 (including documentation) | **Pass/Fail 90% required for OSCE 2** |
| Participation Grade: Quizzes,  Classroom Activities, Prep U Adaptive  Quizzes, VSim  | 6% |
| Weekly Lab Write-ups/electronic documentation in DocuCare | 6% (10 @ 0.6 each) |
| Lab Assignments:  1. Genomics A. Self-genogram (1%) B. Genetics Assignment (1%)  2. Symptom Analysis #1 (1%) 3. Symptom Analysis #2 (6%) (**MUST**  **ACHIEVE 70%, ON 2 ATTEMPTS).**  **See details in Course Guide.** 4. Cultural Assignments: A. Self-Assessment (FICA) (1%)  B. Cultural Assessment of Client  (1%) 5. 20 BP Assignment (2%)  | 13%  |
| Completion of all Essential Passport Skills and assignments related to completion of these skills. SLUMS Mental Status Assessment Interview Evaluation Focused Assessment Activities  | Pass/Fail |

**For Due Dates for Exams and** details of major assignments with due dates, refer to the Course Schedule included as a supplement to this document, and to the Course Guide.

**NOTE:** In determining the final course grade, the weighted average on proctored exams will be checked first. If a student achieved a 70.00% with no rounding of weighted averages on proctored exams, the remainder of the course grades for Participation, Lab Assignments and Lab Write-ups will count toward the final course grade. If the student did not achieve a 70.00% with no rounding of weighted average on proctored exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on proctored exams.

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on proctored exams.

70% weighted average on major written assignments.

90% on math test (if applicable).

90% on practicum skills check offs (if applicable).

**Grading Policy**:

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including course/clinical faculty) if their performance drops below satisfactory levels; see “Student Support Services,” below.

In undergraduate nursing courses, all grade calculations, including exams, OSCEs and other assignments will be carried out to two decimal places and are NOT ROUNDED. There will be no rounding of final grades. Letter grades for exams, written assignments and end-of-course grades, etc. shall be:

A 90.00 100.00

B 80.00 89.99

C 70.00 79.99

D 60.00 69.99

**NOTE:** No extra credit projects are available to raise individual exam or final grades.

The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.

If a student is not passing the exams with a 70% the student is responsible for making a plan of how to improve future grades and should make an appointment with the Lead Teacher, and the Student Success Coordinator, to discuss how remediation will take place).

Final grades are not rounded: To pass the course, you must have a 70% weighted average on your 4 exams. (example of how to calculate this is attached)

* This means the percentage of your grade from papers, quizzes, Lab Assignments, or classroom assignments cannot help your exam grades.

You must also make at least a 70% on each of your major written papers, if applicable, to pass the course **(Symptom Analysis #2 for this course), because it is an assignment that integrates major course/clinical concepts and objectives.**

**Figuring out your Exam Grade with Weighted Averages**

Example: This student made 100% on all exams:

|  |  |  |  |
| --- | --- | --- | --- |
| Exam 1 | 17%  | 100 | x .17 = 17 |
| Exam 2 | 19% | 100 | x .19 = 19 |
| Exam 3 | 19% | 100 | x .19 = 19 |
| Final Exam | 20% | 100 | x .20 = 20 |
| Total | 75% |  | Total = 75 |

**Last step**: If you divide the 75 by 0.75 (75%—the weight of each exam to date) you will know what the average weighted score is on exams, in this case 100.00.

Example: This is the student who makes 70% on everything.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weight of exam** | **Student grade** | **How to figure** |
| Exam 1 | 17%  | 70 | x .17 = 11.9 |
| Exam 2 | 19% | 70 | x .19 = 13.3 |
| Exam 3 | 19% | 70 | x .19 = 13.3 |
| Final Exam | 20% | 70 | x .20 = 14 |
| Total | 75% |  | Total = 52.5 |

**Last step**: If you divide the **52.5** by 0.75 (75%-the weight of each exam to date) you will know what the average weighted score is on exams, in this case 70.00.

Example**:** This example shows a student making low grades, & demonstrates the “no rounding.” Note: 52.4785 (69.97 is less than the 70% requirement for passing.)

|  |  |  |  |
| --- | --- | --- | --- |
| Exams | **Weight of exam** | **Your grade** | **How to figure** |
| Exam 1 | 17% | 70.5 | x .17 = 11.985 |
| Exam 2 | 19% | 59.3 | x .19 = 11.267 |
| Exam 3 | 19% | 68.75 | x .19 = 13.0625 |
| Final exam | 20% | 81.00 | x .20 = 16.2 |
| Total | 75% |  | Total 52.4785/0.75= 69.971= 69.97 |

**Last step**: If you divide the total of the fourth column by 75% (the total weight of each of our exams) you will know your weighted average score. This is the sum total of the 75% of your grade. **You must have 52.5 or more in column 4 to pass this course**.

**Grid for your Grades in Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| Exams | **Weight of exam** | **Your grade** | **How to figure** |
| Exam 1 | 17% |  | x .17 =  |
| Exam 2 | 19% |  | x .19 =  |
| Exam 3 | 19% |  | x .19= |
| Final exam | 20% |  | x .20=  |
| Total | 75% |  | Total |

**Last step**: If you divide the total of the fourth column by 75% (the total weight of each of our exams) you will know your weighted average score. This is the sum total of the 75% of your grade. **You must have 52.5 or more in column 4 to pass this course**.

**EVALUATION METHODS:**

**NOTE**: If questions arise regarding any grade (including quizzes, written assignments, exams or OSCEs), the student must bring these to the attention of the Lead Teacher and/or Clinical Lab Instructor within one week after grades are posted. After that time, no adjustments will be made.

**EXAMS: (75% of total grade)**

1. There are three unit exams and one final exam. Blueprints for exams will be posted on Blackboard in advance of the testing.
2. Exams may include multiple choice, matching, short answer questions, matching or picture identification.
3. Make-up exams will be given in an alternate format, including multiple choice questions, short answer, and/or fill-in the blank questions. The exam could consist of a blend of question types. If multiple exams require a make-up the exam could consist entirely of alternate format questions.
4. No extra credit questions are included.
5. Unit exams may be cumulative (from previous material). The Final Exam is cumulative.
6. Any student scoring less than 70% on any unit exam **must** schedule an appointment with the Lead Teacher to discuss progress in the course. The student is also encouraged to contact the Student Success Coordinator for assistance in exam-taking strategies. Individual appointments for exam review will be scheduled at the discretion of the Lead Teacher, with priority being given to students scoring less than 70%, as stated above.

**Cheating on any exam will result in referral for academic dishonesty and automatic failure of the course.**

**ADDITIONAL COURSE WORK:**

**PARTICIPATION GRADE: (6% of total grade).**

See Specific Assignment details found in the Course Guide. **Includes In-Class Closed-Book Quizzes, Classroom Activities, VSim and PrepU Quizzes.** Students are expected to attend class and actively participate. In-Class Quizzes and Classroom Activities will be given or assigned **PERIODICALLY** during the semester. If a student misses class, whether for an excused or unexcused absence, ANY class quiz or activity for that day **may NOT be made up**, and the grade is recorded as zero (0). If a student arrives late to class or after the quiz or activity has started, no extra time will be allowed; the student may take the quiz or complete the activity until time is called. PrepU quizzes are assigned to be completed outside of regular class. **Note**: The lowest quiz/activity/PrepU grade will be dropped. See specific details in the Course Guide.

**Lab Activities: (6% for Lab Write-ups, 13% for Lab Assignments; 19% total)**

**Weekly Lab write-ups/DocuCare** (6% of total grade) are assigned to assist in developing proficiency in documentation of assessment findings. Clinical Lab Instructors will give feedback to assist the student to improve and excel in documentation, and to be successful in documenting OSCE findings. Some Lab Write-ups may be completed electronically and submitted in Blackboard. Additional documentation of assessment findings will be completed using DocuCare. See complete guidelines and Rubrics in the Course Guide.

**Lab assignments** **(13%** of total grade) will be given as part of the lab experience, including the (1) Two Genomics Assignments (a Self-genogram, and a Genetics Assignment); (2) Two Symptom Analysis (COLDSPA) assignments; (3) Two Culture Assignments; and (4) Twenty (20) Blood Pressure Assignment). See detailed instructions in the Course Guide.

**NOTE**: Completion of all Essential Skills and assignments related to completion of these skills are outlined in the Course Guide for credit but are required to be completed (SLUMS Mental Status Assessment, Interview Evaluation, Focused Assessment activities, and Blood Pressure Competency.

*All lab assignments and write-ups are due per the course schedule unless the student makes alternative arrangements with the clinical instructor PRIOR to the assignment due date. Assignments that are late will be assessed a -10 point penalty (or 10%) per day for up to three days. After the end of the third day, the assignment grade will be recorded as zero. Some assignments must be submitted, even if no credit is to be received (documentation necessary for clinical instructor to evaluate student performance and Symptom Analysis #2.)* **All assignments submitted in Blackboard must be submitted in Microsoft Word, unless otherwise instructed by your faculty. If you have difficulty with submission of assignments, please notify your instructor. It is the student’s responsibility to assure that correct documents and assignments are submitted in Blackboard in a timely manner.**

**NOTE:** All questions about grades (participation grades, lab write-ups and lab assignments) must be discussed with the Instructor assigning the grade, WITHIN ONE WEEK OF THE GRADE BEING POSTED. EXTRA CREDIT is not a part of this course and will not be offered at any time.

**Exam Guidelines:** Please use the restroom facilities before the exam. If you must leave during the exam to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room, and you must leave any testing materials with the Faculty/Exam Proctor while you are gone.

1. Purses, backpacks and all class materials are to be placed in a designated area away from the student during the exam period. There is no space in the testing area or Learning Resource Center for books, backpacks or personal items to be stored during the exam. Please plan to leave these items in a car, locker or elsewhere.
2. Students must present the UTA MAV ID in order to take an exam or an OSCE.
3. All cell phones, pagers, PDAs, laptop computers, and any other electronic devices must be turned **OFF** (not on vibrate), and placed in a designated area away from the student during the exam period.
4. Testing Attire:
	1. Students must remove outer garments with pockets; no hoodies may be worn during testing. Students should dress in layers if needed for warmth.
	2. Baseball caps, hats with brims, etc. must be removed or turned so that the “bill” of the cap is at the back of the head during exams.
5. NO FOOD OR DRINKS are allowed during testing unless approved by the Proctors. At the discretion of the Computer Testing areas, clear water bottles **may** be allowed.
6. Only instructor-given materials may be on the desk (exam, scratch paper, calculator, etc.)
7. All testing materials must be returned at the end of the exam.
8. Talking is not allowed between students during testing.
9. Students are expected to keep their eyes on their own computer screen/exam materials, and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
10. Head phones may **NOT** be used during exams. Ear plugs are acceptable.
11. ONLY the testing “window” on the computer should be open during the exam. Absolutely **NO** Internet browsing. (Lockdown Browser required to be used for accessing the exam).
12. Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates, or will be asked to leave the area.
13. When you have finished the exam, please do not enter the room again until the testing period has ended. Non-compliance with these guidelines will result in disciplinary action and may result in course failure.

**Testing EnvirOnment:**

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors. If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.

**Exam Follow-up:**

Test review of missed exam items and/or rationales, will be available at the conclusion of each exam. Test reviews may be postponed until all students have completed the testing at the lead teacher’s discretion.

**NOTE**: No adjustments to the exam will be made after one week from original posting of grades. Please make sure you contact the Lead Teacher with questions prior to that deadline.

Students are not allowed to review previous exams more than 1 week after the exam date or to review all old exams prior to taking the Final Exam.

**Objective Structured Clinical Exams (OSCEs) Skills check-offs): (Pass/Fail)**

**OSCE 1 (Mid-Term OSCE):**

**1.** OSCE 1 consists of competency in performing manual blood pressure AND performing and

 organizing physical examination skills learned in the Assessment lab, on a standardized

 patient. (In the event of student illness, or inability to complete the OSCE on the scheduled

 day, on a standardized patient, the student will work with the Lead Teacher and Clinical Lab

 Instructor to make alternate arrangements to complete the OSCE). Students will be

 expected to perform the examinations, verbalize normal/abnormal findings and document

 the findings of the exam. **(See detailed instructions in the Course Guide and**

 **Blackboard).**

2. **The Blood Pressure Competency must be successfully PASSED prior to the student**

 **being able to participate in OSCE 1** (Exceptions must be approved by the Lead Teacher

 and/or Clinical Lab Instructor). Taking a manual blood pressure is an essential skill which is

 demonstrated and then practiced in the clinical setting. **Failure to successfully complete**

 **the Blood Pressure Competency prior to mid-term will result in the student**

 **demonstrating failing clinical performance at mid-term. This will result in clinical and**

 **subsequent course failure, OR the student may withdraw before the drop date to**

 **avoid a course failure.**

3. OSCEs will be timed. The Clinical Lab Instructor will use the detailed Rubric to assign

 points corresponding to required actions. Certain elements of the OSCE exam, including

 patient safety, or correct procedure, may be weighted more heavily than others. Failure to

 include or successfully perform these items will result in failure of the OSCE.

4. **Equipment**: Each student is responsible for knowing how to operate his/her equipment in

 the lab and for check-off/OSCEs.

5. Students will document the findings of their OSCE in Blackboard, and submit to the Clinical

 Lab Instructor, for feedback.

6. Students must perform OSCE 1 with a minimum score of **70%**, prior to mid-term to be

 successful in meeting course requirements at mid-term, and to progress to the 2nd half of

 the semester. **OSCE 1 (mid-term OSCE) serves as an indicator of how the student has**

 **integrated knowledge and skills at mid-term, shows the student is prepared to**

 **perform assessments in the clinical setting, and** **indicates areas for improvement to**

 **focus on for the 2nd half of the semester.**

7. Students who score greater than 70% but less than 90% should work with their Clinical Lab

 Instructor to plan activities to improve proficiency to be successful on OSCE 2.

 Students who score less than 70% on OSCE 1 MUST meet with the Clinical Instructor

 and/or the Lead Teacher to plan remediation activities. A Performance Improvement Plan

 will be implemented detailing the actions required to prepare the student for the second

 attempt at the OSCE. A second attempt to perform the OSCE with a score of 70% or

 greater will be scheduled prior to the drop date.

8. **Failure to successfully complete OSCE 1 with a score of at least 70% on two attempts, will result in the student failing clinically, and failure of the course. A failing grade will be recorded, or the student may withdraw from the course prior to the drop date, to avoid a course failure.**

**OSCE 2 (Final OSCE):**

1. OSCE 2 consists of performing and organizing physical examination skills learned over the course of the semester in Assessment lab, which closely resembles a hospital shift assessment, on a student partner. Complete guidelines are located in the Course Guide and Blackboard. The student will be expected to perform the examination technique, verbalize normal or abnormal findings and document the findings of the exam.

2. OSCE 2 is designed to validate that each student is able to perform a shift assessment, in a timely manner, prior to completion of the course.

3. OSCEs will be timed. The Clinical Lab Instructor will use the detailed Rubric to assign

 points corresponding to required actions. Certain elements of the OSCE exam, including

 patient safety, or correct procedure, may be weighted more heavily than others. Failure to

 include or successfully perform these items will result in failure of the OSCE.

4. **Equipment**: Each student is responsible for knowing how to operate his/her equipment in the lab and for check-off/OSCEs.

5. Students will document the findings of their OSCE in Blackboard, and submit to the Lab Clinical Instructor for feedback.

6. Students must perform the OSCE within the time limit with a **minimum score of 90%** to

 demonstrate successful achievement of learning objectives, and pass the course. OSCEs

 are scored on the student’s ability to perform assessment techniques in an organized

 manner. A detailed Rubric will be provided. **The student will have 2 attempts to**

 **successfully pass OSCE 2.** Students who score less than 90% on the first attempt MUST

 meet with the Lead Teacher and/or Clinical Lab Instructor to plan remediation activities to

 help the student improve clinical skills, and to assist with successful performance on the

 second attempt. (This may include additional practice or written assignments). The second

 attempt will be observed by two faculty members. The second attempt MAY be videotaped.

7. Should the student be unsuccessful after 2 attempts to perform the OSCE with a minimum score of 90%, **the student will fail the OSCE. This results in a clinical/lab failure and subsequent course failure. The OSCE 2 is entered in the Gradebook as a Pass/Fail.**

**OSCE Documentation:** (Pass/Fail). Students will document the exam findings from each OSCE.

**NOTE: See guidelines under Academic Integrity regarding OSCE Performance and Documentation.**

**MID-TERM AND FINAL CLINICAL EVALUATIONS:** Mid-term and Final Clinical Evaluations will be used to assess the student’s progress in the course. The student will complete a self-evaluation and the Instructor will provide feedback based on course outcomes.

Mid-Term Clinical Evaluation: By mid-term, students must be meeting Course Objectives1, 2, 4, 6, 7, and #8, as measured by:

1. Pass BP Competency; and
2. Score a minimum of 70% on OSCE 1; and
3. Submit at least 85% of all written assignments **(lab assignments, lab write-ups, and assignments linked to completion of Essential Skills, in order that faculty can accurately evaluate your performance at mid-term;** and
4. Demonstrate ongoing progress in written communication (documentation of lab findings) and safe and effective verbal communication skills with Clinical Lab Instructors, lab partners, standardized patients, and during lab and simulation activities.

**Failure to meet any requirements above at mid-term and documentation by the Clinical Faculty of Unsatisfactory on the Mid-Term Evaluation means the student is failing clinically and must withdraw from the course.**

Final Clinical Evaluation: At the end of the semester, students must have demonstrated achievement of Course Objectives evaluated at mid-term AND meet Course Objectives #3 and 5, as measured by:

1. Demonstration of beginning competency in psychological, cultural, spiritual, and genetic factors by completion of related assignments; and
2. Score a minimum of 90% on OSCE 2; and
3. Achieve a score of 70% or higher on Symptom Analysis #2 integration assignment (2 attempts); and
4. Demonstrate effective written and verbal communication through improvement and/or progress in written documentation, and safe and effective verbal communication skills with Clinical Lab Instructors, lab partners, standardized patients, and during lab and simulation activities.

**Failure to achieve one or more course objectives will result in course failure.**

**Performance Improvement Plan**

1. A **Performance Improvement Plan** is a document that details an area of difficulty experienced by a student, including, but not limited to: arriving late to lab or exam, repeatedly missing exams, failing to submit written work or late submissions, (including weekly lab write-ups or other lab assignments), failing to come prepared to lab with necessary attire, equipment or supplies, unexcused absences from Lab, and unsafe or ineffective written or verbal communication, as documented by Faculty.

2. **In addition to the above instances noted, if the Lead Teacher or Clinical Lab Instructor believes a student’s conduct requires corrective action, in any areas of professional behaviors, a Performance Improvement Plan may be implemented.**

3. If a student experiences difficulty, a Performance Improvement Plan will be implemented, setting forth the behavior(s) of the student, and the required actions needed to evidence that behaviors have subsided or improved, including the deadline for completion, and will be filed with the student’s evaluation documents. If a student successfully meets the terms of the

Performance Improvement Plan, no further action is required.

4.The Performance Improvement Plan may include additional assignments or papers to be completed and will detail the consequences of failing to complete said assignments.

5. If the Lead Teacher determines that the student has not met the terms of the **Performance Improvement Plan**, by the time specified, resulting in ability to meet course requirements, **a clinical failure/course failure will result.**

**Absences and Tardiness Defined:**

* Absences for Lab, Exams or OSCEs may be considered excused or un-excused.
* Excused Absences: Excused absences occur for **unexpected** events such as illness, illness of child, critical illness or death of family member or certain other events including court or legal matters, and military commitments that are **unplanned and cannot be rescheduled.**
* Un-excused Absences: Un-excused absences occur due to reasons other than those listed above, or due to the student failing to notify the Instructor of an absence.
	+ Missing an exam, Lab or OSCE due to the student’s work schedule is considered an UNEXCUSED ABSENCE**.**
	+ It is not acceptable to miss or attempt to reschedule an exam for convenience of vacation travel. This would constitute an UNEXCUSED absence.
	+ It is NOT ACCEPTABLE to miss Assessment lab to attend another class, clinical or make-up unless prior arrangements have been made with the Lead Teacher.
	+ Un-excused absences will result in deduction of points for an exam.
	+ Un-excused absences will result in implementation of a Performance Improvement Plan.
* The Lead Teacher will make the final determination regarding whether the circumstances constitute an excused absence.
* **Tardiness for lab** is defined per the BSN Student Handbook as greater than 5 minutes after the lab/clinical scheduled start time.
* **Tardiness for exams:** tardiness may mean the student arrives late and can complete the test. Extreme tardiness results when a student is late to the point that at least one other student has completed the exam and left the testing room by the time the tardy student arrives (See below for consequences for Exam Tardiness).

**Actions/Consequences for Exam Absences:**

1. Students must contact the Lead Teacher about any absence for an exam **PRIOR** to the exam time, as stated above. **The best method of notification is to make direct contact by telephone or text message, if acceptable, followed up in writing via e-mail.** If you are unable to reach the Lead Teacher, you must email through Blackboard to notify of the absence.
2. The student must then provide written documentation to support the absence (doctor’s

excuse detailing the date for return to school, obituary, court summons, etc.). This documentation must be supplied in person to the Lead Teacher (or designee) within **24 hours** of the missed exam, unless the Lead Teacher approves an extension.

1. When the Lead Teacher has determined that an absence is excused, and supporting

 documentation has been received, a make-up exam will be given within one week, at the

 Lead Teacher’s discretion, or the student will receive a zero (0).

1. Make-up exams will be given in an alternate format, including multiple choice questions,

short answer, and/or fill-in the blank questions. The exam could consist of a blend of question types. If multiple exams require a make-up the exam could consist entirely of alternate format questions.

1. Exams missed for unexcused absences must be made up within one week of the

original exam, and will result in **a 10 point deduction**. If the exam is not made up within the designated time frame, a grade of “0” will be recorded.

1. The student must be accountable to follow up with the Lead Teacher to schedule make-

up testing.

1. If students miss more than one exam, a Performance Improvement Plan will be

implemented.

**NOTE:**

1. Students who have an illness that may be contagious should refrain from attending class,

 labs, exams or OSCEs. The Lead Teacher may use discretion as to whether a student

 with a potentially contagious illness will be allowed to test on the day of an exam or

 OSCE.

1. If a student is ill or is experiencing some other unusual situation or emergency, YET

 CHOOSES TO PROCEED WITH THE EXAMINATION, the grade earned will stand and

 is not subject to a make-up.

**Actions/Consequences for Exam Tardiness:**

1. Students must notify the Lead teacher as soon as they realize they will be tardy for an exam **(ideally by telephone call or text, if acceptable).** A student who is tardy for the exam may enter the testing area quietly and begin the testing. No extra time will be given. Time will be called when the scheduled exam time has ended. Due to the nature of computerized testing, this may require manually stopping and submitting the exam.
2. If any student has completed the exam and left the testing room by the time the tardy student arrives, the tardy student will not be allowed to test that day. A make-up exam will be given within one week, at the Lead Teacher’s discretion, or the student will

receive a zero (0). The format will differ from regularly scheduled exams (may be short

answer, discussion, essay, alternation question format, etc.),and the student will receive **a 5 point deduction**.

1. Students who are late for an exam on more than 1 occasion, will have a Performance Improvement Plan implemented.

**Actions/Consequences for Absence or Tardiness to Lab or OSCEs:**

1. If a student must be absent for a lab or an OSCE, notification should be made to the Clinical Lab Instructor and/or Lead Teacher PRIOR to the time of the Lab or OSCE. **The best method of notification is to make direct contact by telephone or text message,**

**if acceptable, followed up in writing via e-mail.** If you are unable to reach either your Clinical Lab Instructor or the Lead Teacher, you must initiate an e-mail through Blackboard to notify faculty that you will be late.

1. Two tardies to lab will result in implementation of a Performance Improvement Plan. Continued tardiness behaviors may result in clinical/course failure.
2. All missed labs or OSCEs must be made up. (See language under Lab Conduct, Attendance and Make-Ups).

When UTA cancels school, clinical is also cancelled. Verify school cancellations by calling

1-866-258-4913. It is also announced on area TV/radio networks.

**WITHDRAWAL FROM THE COURSE:**

If a student withdraws from the course, he/she will be required to withdraw from Clinical Nursing Foundations as well, as concurrent enrollment in both courses is a requirement.

**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/#undergraduatetext>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. 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. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Disability Accommodations:** UTArlington 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. 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).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Cmandell%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses 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. If any exams are administered in a non-proctored environment, I reserve the right, at any time, to require a student to take or re-take any or all exams in a proctored environment. If I deem this necessary, the student is responsible for making the proctoring arrangements, subject to my approval. This policy applies to any and all assignments required in this course.

Per UT System *Regents’ Rule* 50101, §2.2, which states *“Academic 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.” S*uspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Community Standards. Being found responsible for violating Regents’ Rule 50101, §2.2 by the Office of Community standards will result in course failure. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Academic Integrity Specific to OSCE Performance and Documentation:**

Academic integrity includes both written assignments and clinical performance of skills (OSCEs), as well as documentation of assessment findings. See section above regarding the University guidelines on Academic Integrity. In the context of an OSCE or performance of assessment skills, the following guidelines apply:

1. When performing skills demonstration on your partner (OSCE), it will be considered dishonest for a student to prompt his partner in any way. For instance, the student being examined realizes that his partner forgot to examine the pulses in his feet, and the student being examined wiggles his leg or toes in an attempt to “cue” his partner.
2. Another example is when a student realizes that his partner is attempting to perform an exam over the clothing, such as listening to heart or lung sounds, and the student offers to remove his/her clothing.
3. Students being examined should remain quiet and allow the examining partner to proceed through the exam without offering any assistance. Such assistance will be viewed as Academic Dishonesty, and will be handled in the same manner as outlined by University guidelines, which may result in course failure.
4. Academic honesty also includes reporting and documentation of findings. Students will perform assessments and OSCEs, and honestly and accurately report findings verbally and in the written or electronic health record. If uncertain about assessment findings, students should seek assistance or clarification from Instructors prior to documentation. Reporting or documentation of assessments not performed or haphazard documentation of findings when uncertain about accuracy, is considered academic dishonesty, and students will be disciplined in accordance with University regulations and procedures.
5. Students are NOT to discuss any aspect of the OSCE experience with others, including details of the OSCE scenarios and faculty grading. Further, students working with standardized patients during OSCEs MUST keep patient information confidential and private, and must not share information with others.

**Patient Confidentiality and Privacy**

As in any clinical setting, students in assessment will work with student lab partners and standardized patients for their lab experience. Any and all health history information and physical assessment findings are private and confidential, and are NOT to be released or discussed with others. This includes weekly Assessment lab simulations and standardized patient experiences or OSCEs.

**PLAGIARISM:** Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. 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 at the end of each paragraph. 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 encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.html>. Papers are now checked for plagiarism and stored in Blackboard.

**Cheating: copying the work of another; allowing someone to copy your work; giving aid to or seeking aid from another when not permitted by the instructor; using, obtaining, or attempting to obtain by any means, the whole or part of a work assignment that is not provided for your use by your instructor.**

**Collusion: unauthorized collaboration with another in preparing work that is offered for credit/grade. (UTA Office of Student Conduct, 2013)**

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

**Electronic Communication Policy:** 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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**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>.

**Professional Conduct on Blackboard and Social Media Sites**

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).

Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

**Communication:**

One of the essential skills to be learned in this and other nursing courses is that of professional communication. If a student experiences difficulty, it is the student’s responsibility to approach the Lead Teacher or Clinical Lab Faculty to ask for assistance. The Faculty are willing and eager to provide assistance or refer students to the appropriate personnel to help resolve problems. Students may contact faculty via Blackboard e-mail or UTA telephone to schedule an appointment.

The primary means of communication regarding the course is via Blackboard and Blackboard e-mail. **It is the student’s responsibility to access Blackboard at least daily to be aware of ongoing course events, including explanations of assignments, changes in assignments, room assignments for exams, etc.** The primary location for vital information is the Announcements Page or Lead Teacher Discussion Boards. For communication with Clinical Lab Instructors: Please consult with individual Clinical Lab Instructors regarding preferred method for contact, (e-mail, telephone, cell phone, text message, etc.) when absent or tardy to lab.

**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 exams 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 stairwell. 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.

**LIBRARY INFORMATION: Peace Ossom Williamson, MLS, MS, AHIP**

Nursing Liaison Librarian, Central Library Office 216

<http://www.uta.edu/library> | peace@uta.edu

Research information on nursing:

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

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Administrative Assistant I, Pre-nursing & Senior II***

643 Pickard Hall, (817) 272-7295

 Email: hwoods@uta.edu

 **Suzanne Kyle*, Administrative Assistant I, Junior I - Senior I***

 645 Pickard Hall, (817) 272-0367

 Email: skyle@uta.edu

**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.

**CODE OF PROFESSIONAL CONDUCT**

Nursing students in the UTA CON are considered to be part of the nursing profession.  As members of the profession, students are expected to commit to and maintain high ethical standards.

Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences.

Students will demonstrate self-discipline throughout all aspects of their nursing education, including meeting academic responsibilities and exhibiting professional conduct in the classroom and in the community, as outlined in the Texas Nurse Practice Act and Texas State Board of Nursing Policies.

It is each student’s responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment.  Students are expected to guard public safety by immediately reporting to faculty, any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of and failing to report such behaviors constitutes a breach of both academic and professional responsibilities.

Refer to the Student Handbook for more information.

**APA FORMAT:**

*APA* style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook: <http://www.uta.edu/nursing/bsn-program/>

**ESSENTIAL SKILLS EXPERIENCE:**

Each UTACON clinical course has a designated set of essential nursing skills.  An essential nursing skill is one that is “required” for each student to have instruction on AND either laboratory or clinical experience performing.  Experience is defined as “hands on” performance of a skill in a laboratory setting using standardized patients, manikins, human patient simulators, task trainers, and computer simulation modules or in a clinical setting involving actual patients or communities.

UTACON students are responsible for acquiring essential skills experiences, documenting these experiences, obtaining verification from their clinical instructors, and maintaining an ongoing record of essential skills experience during all Junior and Senior clinical courses.

Each course syllabus will list the Essential Skills required for that specific course. Each course will make the Course Specific Essential Skills Experience Passport available to the student either by attaching it to syllabus or in the course material in Blackboard. The Course Specific Passport must be used to document skills experiences during clinical or simulation laboratory sessions.  After performing an essential skill, a student will record the date and the setting, and then his/her initials in the appropriate boxes on the passport.  The student will then provide the record to his/her clinical instructor for verification.  Students are responsible for the accuracy and integrity of Passport documentation.  Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA’s Academic Dishonesty policies.

UTA students are required to perform and document ALL the essential skills for each course in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in completing all essential skills designated on the Passport.  It is the student’s responsibility to obtain the required essential skills experiences in a timely manner throughout the semester. The completed Course Specific Passport will be attached to the final clinical evaluation and maintained in the student’s record located in the Student Services Office.

**VITALS SIGNS**

1. Heart rate (apical pulse) & rhythm
2. Respiratory rate & rhythm
3. Temperature
4. Blood pressure - manual and/or automated device
5. Pulses – rate, quality
6. Auscultation of heart sounds
7. Auscultation of lung sounds
8. Pain assessment

**INFECTION CONTROL PROCEDURES**

1. Handwashing/cleansing

**MISCELLANEOUS**

1. Documentation
2. Therapeutic communication techniques– patients

**ASSESSMENT**

1. Physical assessment; Head to toe
2. Level of consciousness
3. Mental status exam
4. Obtain a patient health history r/t chief complaint
5. Interpret & analyze normal & abnormal assessment findings

**CLINICAL DRESS CODE:**

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing (UTACON), and has two primary purposes: To insure that, whenever in the clinical setting, students of the UTACON: 1) represent the nursing profession and UTACON in a professional and appropriate manner, and 2) are readily identifiable as students. Students should be identified at all times by wearing their nursing student identification badge/name tag.

Students are to adhere to the dress code any time they present themselves to a clinical agency in the role of nursing student. This includes going to the agency prior to clinical to select a patient, arriving at the agency in street clothes to change into hospital scrubs, and attending post-conference or classroom time at the agency, as well as when attending clinical. Clinical faculty has final judgment on the appropriateness of student attire. Refer to the Student Handbook for more information.

*Undergraduate, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor are present on site. Students who provide nursing care to patients when an instructor or preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”.*

**OBSERVANCE OF RELIGIOUS HOLY DAYS:**

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: (<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6>

**Clinical Attendance When University is Closed**

Some programs in the College of Nursing, such as the Academic Partnership Program, may require students to attend clinical on evenings, nights, week-ends, or holidays. Students are expected to attend their assigned clinical rotation as scheduled, even when the University is otherwise closed.

**Honors College Credit**

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from http://honors.uta.edu/documents/credit.pdf). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at http://honors.uta.edu/, where you will find an application form for electronic submission.

**No Gift Policy:**

In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to the UTA College of Nursing Scholarship Fund would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office.

**Hazardous Exposure To Blood, Blood Products Or Body Fluids:**

Note:  The Centers for Disease Control and Prevention recommend that individuals who have been exposed to needle sticks or to potentially infectious blood, blood products, or body fluids should be evaluated and, when appropriate, have treatment initiated within two hours.

Upon sustaining a contaminated needle stick or being exposed to hazardous blood or blood products, the student will:

1. Immediately report the incident to the clinical faculty member and the appropriate person in the clinical agency.
2. Have the wound inspected, cleansed, and dressed.
3. Complete the institutional incident report and follow institutional policy as applicable.
4. Seek medical attention as necessary based on level of exposure.

Please note that all students are responsible for obtaining and maintaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment and follow-up that are not covered by the student's health insurance.  Students should be aware of the coverage on their health insurance policy as most may not cover the full cost of required medical treatment and services in the case of a contaminated needle stick or hazardous exposure to blood or blood products.

**Policy on Invasive Procedures**

Allowing students to practice invasive skills (e.g., IM, SQ, IV's, NG tubes, intubation) on other students in the learning lab will no longer be used as a teaching strategy. Skills may be practiced on the simulators in the learning lab. Students will be able to perform the skills in the clinical setting under the appropriate faculty or preceptor supervision.

**CLINICAL PASS/FAIL:**

Clinical Failing Behaviors

Clinical failing behaviors are linked to the Texas Board of Nursing Standards of Professional Practice. Issues related to professional conduct, management of stress, clarification of course, clinical assignment, and/or professional role expectations, may warrant clinical warnings, contracts for remediation, or course failure.

|  |  |
| --- | --- |
| Clinical Failing Behaviors | Matched to NPA |
| 1. Performance is unsafe. | 1,2,3,5,6,7,9,10,11,12,13,14 |
| 2. Questionable decisions are often made. | 1,2,3,4,5,6,7,8,9,10,11,12,13,14 |
| 3. Lacks insight into own behaviors and that of others. | 1,2,3,4,5,6,8,9,10,11,12,13,14 |
| 4. Difficulty in adapting to new ideas/functions. | 4,5,6,7,8,9,10,11,13,14 |
| 5. Continues to need additional guidance and direction. | 1,2,3,5,6,7,8,9,10,11,14 |

**Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)**

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Please refer to the Board of Nursing at [www.BON.state.tx.us](http://www.bne.state.tx.us) for any additional information regarding the Texas Nursing Practice Act.

***The Undergraduate BSN Student Handbook can be found by going to the following link:*** <http://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook.pdf>.

**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.

**Letter of Attestation – Course and Clinical Contract**

**INSTRUCTIONS Course Contract:**

1. Go to Blackboard, Week 1, Assignments and locate the Letter of Attestation—Course and Contract document.

2. Read the Syllabus and the Course Guide. PRINT THIS DOCUMENT and take to Lab Week 1. If you have questions, please ask the Lead Teacher and/or your Clinical Instructor to clarify any areas of uncertainty. After reading and reviewing the expectations:

3. Complete the document including:

 A. Name

 B. Date

 C. Assessment Clinical Lab Instructor’s name.

 D. UTA ID Number.

 E. Contact PHONE NUMBER.

**4. Submit this document (in Microsoft Word) to Blackboard by the due date listed. This indicates your acknowledgement of course expectations. DO NOT PRINT, SIGN AND/OR SCAN A DOCUMENT OR CHANGE THE FORMAT OF THIS DOCUMENT.**

**5. If you have difficulty, please contact Ms. Hixon for assistance.**