# The University of Texas at Arlington

**College of Nursing and Health Innovation**

**N5313 Clinical Procedures for Advanced Practice Nurses**

**Summer 2017**

**Instructor(s): Sara Duvall, DHSc, MSN, APRN, FNP- BC, ENP**

***Clinical Assistant Professor/Lead Teacher***

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**Email Address:** Duvall@uta.edu

**Faculty Profile:** [www.uta.edu/profiles/sara-duvall](http://www.uta.edu/profiles/sara-duvall)

**Office Hours:** By Appointment Only

**Instructor(s): Ann Birka, MSN, ACNP-BC, RNFA**

***Clinical Assistant Professor***

**Office Number:** Pickard Hall #624 A

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

**Email Address:** ann.birka@uta.edu

**Faculty Profile:** http://www.uta.edu/profiles/ann%20-birka

**Office Hours:** By Appointment Only

**Section Information:** NURS 5313 Sections 001-004

**Place of Class Meetings:** Pickard Hall, Classroom number 223. Tuesdays 9am-5pm. SMART Lab in University Hall at designated times and days.

**Description of Course Content:** A theory and clinical procedures course designed for the Advanced Practice Nurse to acquire skills and procedures in the clinical management of selected clients. Prerequisites: NURS 5418 or NURS 5334 or concurrent enrollment or Certificate program standing

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

1. Demonstrate selected advanced practice skills and procedures in a simulated patient environment.

2. Demonstrate knowledge of federal guidelines regulating procedures in clinical settings.

3. Perform and select diagnostic and therapeutic procedures based on patient assessment criteria.

4. Interpret diagnostic test data

5. Analyze research findings and health care organization practices related to selected procedures.

**Required Textbooks and Other Course Materials:**

1.Pfenninger, J., & Fowler, G. (2011). Procedures for Primary Care Physicians. (3rd ed.). Philadelphia, PA:  Saunders.  ISBN: 9780323052672

2. Herring, W. (2014). Learning Radiology: Recognizing the Basics. (3rd ed.). Philadelphia PA: Saunders.  ISBN: 978-0-323-32807-4

3. Knechtel, Maureen. EKGs for the Nurse Practitioner and Physician Assistant.  (2nd ed.).  Springer Publishing Company.

ISBN: 13 9780826168887

4. E/M University, “The Basic E/M Coding Curriculum,” available at [www.emuniversity.com](http://www.emuniversity.com/) (Peter Jensen, E/M University).  Click on the course link on the home page.  Each student must register and pay a $21.99 course fee.

5. Skills equipment packet for the on campus course is available at the bookstore.

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

**Assignment Percentage**

Exam #1 25%

Exam #2 25%

Discussion Board Postings 30% (10% points each)

BB Intro, Attendance & Participation 10%

Online Coding Certificate 5%

Clinical Survival Notebook 5%

**TOTAL 100%**

**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 instructors of this course, we have established the following attendance policy: 10% of your grade is based on attendance and participation in on campus classes and labs. Sign in for on campus required classes/labs is required. See detailed policy attached to this syllabus.

**Other Requirements:** NURS 5418 Pre or co requisite or Certificate program standing.

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

Course Grading Scale

A = 90 to 100

B = 80-89

C = 70-79

D = 60 to 69 – cannot progress

F = below 59 – cannot progress

**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 For graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>. For student complaints, see <http://www.uta.edu/deanofstudents/student-complaints/index.php>.

**Make-up Exams:** Please contact your faculty for approval. Upon approval from the faculty, you can schedule an appointment for make-up exams.

**Test Reviews:** Contact faculty for instructions.

**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 \_\_9\_\_\_ hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**CONHI – language**

**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=20166>

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 may, receive a grade of W. Students dropping a course must:

(1)  Contact your graduate advisor to obn the drop form and further instructions before the last day to drop.

**Census Day: June 22, 2017**

**Last day to drop or withdraw July 20, 2017 by 4:00 p.m.**

**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:\Users\olivier\AppData\Local\Temp\jmhood@uta.edu).

**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. Additional information is available at <https://www.uta.edu/conduct/>.

"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](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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**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.

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>

**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 Success Faculty:** In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Barnes will not be available this summer. Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: [donelle@uta.edu](mailto:donelle@uta.edu).

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance.   Course content challenges may also be addressed, with referral to additional resources as indicated.  Dr. Schira can be reached via email:  [schira@uta.edu](mailto:schira@uta.edu).

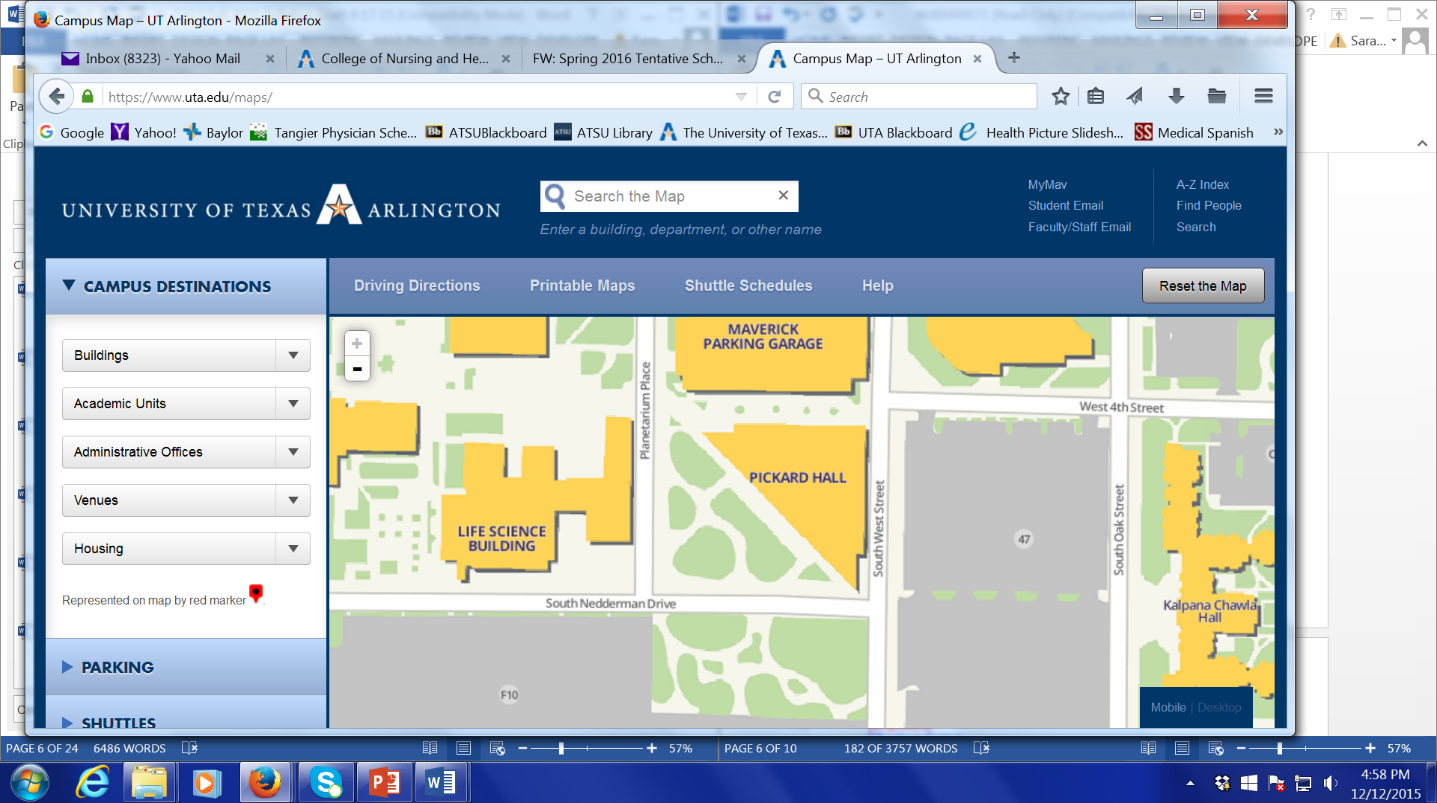
**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. **All students are assigned a MavMail account 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](mailto:helpdesk@uta.edu).

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** For semester-long courses**,** 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.



Please meet at the entrance located at South Nedderman Drive and South West Street

**S**ubscribe to the MavAlert system that will send information in case of an emergency to your cell phones or email account. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**Librarian to Contact:**

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| --- | --- | --- | --- |
| Peace Williamson  817-272-6208  [peace@uta.edu](mailto:peace@uta.edu) | Lydia Pyburn  817-272-7593  [llpyburn@uta.edu](mailto:llpyburn@uta.edu) | Heather Scalf  817-272-7436  [scalf@uta.edu](mailto:scalf@uta.edu) |  |

Contact all nursing librarians:

[library-nursing@listserv.uta.edu](mailto:library-nursing@listserv.uta.edu)

**Helpful Direct Links to the UTA Libraries’ Resources**

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| **Research Information on Nursing** | [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing) |
| **Library Home Page** | <http://library.uta.edu/> |
| **Subject Guides** | <http://libguides.uta.edu> |
| **Ask us** | <http://ask.uta.edu> |
| **Database List** | <http://libguides.uta.edu/az.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** | [library.uta.edu/how-to](http://library.uta.edu/how-to) |
| **Connecting from Off- Campus** | <http://libguides.uta.edu/offcampus> |
| **Academic Plaza Consultation Services** | [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza) |
| **Study Room Reservations** | [openroom.uta.edu/](http://openroom.uta.edu/) |

In addition to providing the general library guide for nursing (<http://libguides.uta.edu/nursing>), we can put together course specific guides for your students.

**Course Schedule:** See detailed schedule in Blackboard

“*As the instructors for this course, we reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course*

**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 80%) 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 80%), the **maximum** grade the student can receive for the exam for purposes of grade calculation is 80%. If the student fails the retake, the student will receive a grade of “F” for the course. Lab Evaluation Forms are attached to this syllabus.

**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 College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy. www.uta.edu/nursing/file\_download/234/BSNDressCode.pdf **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.**

**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/conhi/students/msn-resources/index.php>

**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/conhi/students/msn-resources/index.php>

**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/conhi/students/scholarships/index.php> would be an appropriate way to recognize a faculty member’s contribution to your learning.  For information regarding Scholarship Funds, please contact the Dean’s office.

**Online Conduct:** The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTA CONHI Graduate Student Handbook for more information.

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

**Students are also expected to check UTA email and Blackboard for course announcements and updates at least weekly; always check on Monday after 5pm for updates about Tuesday’s class. You may want to download Blackboard Mobile Learn to your phone for easy course access, but it is not free (about $2.00).**

**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. For non-emergencies, call 817-272-3381.

**Graduate Nursing Support Staff**

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| **Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**  Associate Dean  Chair, Graduate Nursing Programs  Pickard Hall Office #514  Email address:  [jleflore@uta.edu](mailto:jleflore@uta.edu) | **Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF**  Associate Chair, Graduate Nurse Practitioner Programs  Pickard Hall Office #511  817-272-0175  Email address: [kdaniel@uta.edu](mailto:kdaniel@uta.edu) |
| **Rose Olivier**, Administrative Assistant II  Pickard Hall Office # 513  (817) 272-9517  Email address: [olivier@uta.edu](mailto:olivier@uta.edu) | **Lauri John, PhD, RN, CNS**  Associate Chair, Graduate Educator and Administration Programs  Pickard Hall Office #519  817-272-0172  Email address: [ljohn@uta.edu](mailto:ljohn@uta.edu) |
| **Angel Trevino-Korenek,** Clinical Coordinator  AO & On-campus  Pickard Hall Office # 518  (817) 272-6344  Email address: [angel.korenek@uta.edu](mailto:angel.korenek@uta.edu) | **Janette Rieta,** Clinical Coordinator  AO & On-campus  Pickard Hall #518  817-272-1039  [jrieta@uta.edu](mailto:jrieta@uta.edu) |
|  | **Christina Gale,** Administrative Assistant  Nursing Education and DNP  Pickard Hall Office #518  817-272-1039  Email address:  [christina.gale@uta.edu](mailto:christina.gale@uta.edu) |

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| **Graduate Advisors – see the link below**  <http://www.uta.edu/conhi/students/advising/nursing-grad.php> |

**Tests**

**50% of Your Grade**

The faculty team for this course does not provide test blueprints. We expect you to use the content objectives to guide your study. Test questions are developed from in class and lab lectures, recorded lectures, required readings, required videos, and required radiology assignments. There will be a test content review before each test. The final exam is comprehensive.

**Discussion Board Introduction, Attendance & Participation**

**10% of Your Grade**

• This component of the course grade is designated for attendance AND participation in laboratory exercises, surveys, and non-graded quizzes.

• Attendance will be taken for each morning and afternoon class/laboratory session. It is the student’s responsibility to sign in on time for each class session. Excessive tardiness will result in the deduction of attendance points.

• Attendance at every class session is required; if a student cannot come to class, the student is expected to communicate with the Lead Teacher concerning a reason for absence. Students are responsible for obtaining class notes from a colleague. Course Faculty will determine if the reason for absence is excused or unexcused. Unexcused absences: 3 attendance points will be deducted from the course grade for each class session missed.

• Active participation in course labs is required. If Faculty determines a student is not participating, attendance points will be deducted from the course grade.

• Selected classes have supervised laboratory sessions. If a student misses a laboratory session, the student cannot complete the course until a make-up laboratory is successfully completed the following semester. Because of equipment and set up procedures, labs cannot be made up in the current semester. The student will receive a course grade “Incomplete” and will be required to complete laboratory objectives in a future semester in order to resolve the Incomplete status and receive a final course grade.

Required Lab Sessions:

* Suturing/Dermatology
* EENT
* Splinting/Musculoskeletal

**Guidelines for Online Coding Assignment**

**“The Basic E/M Coding Curriculum”**

**5% of Your Grade**

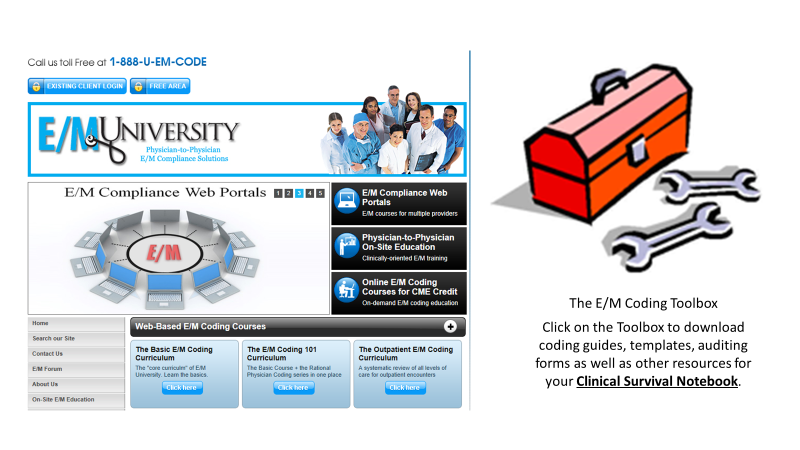
Purpose: The purpose of this online assignment is to apply appropriate coding for evaluation and management of selected office visits and clinical procedures, and to develop competencies utilizing the current coding system in clinical practice.

Content: Complete the “**The Basic E/M Coding Curriculum,”** which can be found online at E/M University, located at <http://www.emuniversity.com/>

Each student must register as a user, and then purchase the *Basic E/M Coding Curriculum* course at a cost of **$22.99**. This web-based coding course is approximately 60 minutes long and is the "core curriculum" of learning more about coding in the E/M educational series. In a step-by-step manner, you will learn everything you need to know about coding the key components of history, physical exam and medical decision-making related to coding.

Module Completion:

Successful completion of this coding curriculum requires a grade of >70% on the quiz. You may retake the quiz until you achieve > 70%. Following successful course completion, a “Physician Completion Certificate” will become available on the course web site. Click the link, and the certificate will be sent electronically to your email. You must submit an electronic via Blackboard of the “Physician Completion Certificate” by the due date listed in the syllabus



**Your Personal Clinical Survival Notebook**

**5% of Your Grade**

**Due Date Sunday midnight before the Ortho Lab Day**

**Purpose**

This assignment was created to help you gather the information from this course so it is readily available when you go to the clinical setting. **Please do not submit all my powerpoint slides.** Your notebook should be developed so that you can submit it electronically in Blackboard, but you will also need access to the information in class on the afternoon of the Ortho Lab day. You might consider additional sections in the notebook as you progress through your courses to also help you prepare for your certification exam. Your notebook should contain for future use in the clinical setting. It should be organized into the following sections:

CXR interpretation

ECG lead placement, ECG Interpretation, Drugs that prolong the QRS

PFT Interpretation

Urine and Vaginal Microscopy Interpretation

Wound Management (anesthesia, suture size, location, removal)

Types and application of splints

Post procedure handouts for laceration repair, splint application, therapeutic knee injection

Coding Levels and CPT Codes for Procedures in this course (in your textbook)

After this course, you may want to add information, such as diagnostic testing for common medical problems (sono, CT, dexa, HIDA, stress test)anatomy charts, dental numbering, dermatology terms, normal vital signs of various ages, cranial nerves, dermatomes, immunization schedules, surface anatomy, musculoskeletal exam tests, (drawer test) diagnostic signs (Murphy’s sign), pharmacologist agents for diabetes, hypertension, hyperlipidemia, and asthma, safe medications during pregnancy and lactation, dressings for chronic wounds, guidelines for care, etc…

**Discussion Board Topic Postings**

**30% of Your Grade**

* There is a minimum requirement of TWO postings, one original post and one individual follow-up post to a peers’ comments. The original discussion post should be 200 – 300 words. The follow up should be at least 100 words and incorporate additional literature. Just agreeing with each other and being supportive is not sufficient.
* The original post for the week should be posted no later than Wednesday at midnight and the response post should be posted between Thursday and Sunday at midnight. Please avoid the trend of late or early postings as this does not meet the expectations of active and timely participation, and will affect the timeliness portion of your grade. See the schedule for the weeks for the discussion board postings.
* Each of you bring a wealth of experiences to this class. Sharing of these experiences, ideas, thoughts, and opinions provides for a rich online learning environment to supplement on campus learning experiences.
* We hope to provide feedback that inspires you to learn more and motivates you reflect and further analyze your posts and the posts of your peers. We look forward to reading your posts. Grading will be completed by the following Thursday of the due date for the discussion.

**Discussion Board Posting Grading Rubric**

**Knowledge of the Content/Topic**

Exemplary 2 (20%) points 

Original post brings forth new or expanded ideas and demonstrates practical application.

Good 1 (10%) points 

Original post illustrates basic knowledge of the topic without applying or expanding ideas.

Poor 0 (0%) points 

Original post displays only a minimal grasp of the topic covered.

Feedback:

**Evidence of Research**

Exemplary 2 (20%) points 

Original post applies possible associated literature or research to support and extend ideas. Original post should be 200-300 words. Citations provided support posting.

Good 1 (10%) points 

Original post uses associated literature or research to support ideas, but fails to provide citations.

Poor 0 (0%) points 

Original post lacks supporting research.

Feedback:

**Responses to Others**

Exemplary 2 (20%) points 

Supports or refutes the original posting and furthers the discussion with critical analysis. Follow-up responses should be at least 100 words with citations.

Good 1 (10%) points 

Supports or refutes the original posting without furthering the discussion through critical analysis.

Poor 0 (0%) points 

Does not refer to the posting directly or simply agrees or disagrees without explanation or no response.

Feedback:

**Timeliness**

Exemplary 2 (20%) points 

Initial posting completed by Wednesday AND response posted by Sunday to others.

Good 1 (10%) points 

Initial posting completed by Thursday and response by Sunday.

Poor 0 (0%) points 

Initial posting after Thursday OR response after Sunday.

Feedback:

**Grammar, Punctuation, Spelling, APA formatted references**

Exemplary 2 (20%) points 

Absence of errors. Uses compound sentence structure. Clear that posts have been proofread and/or run through grammar and spell check. References are cited using APA format.

Good 1 (10%) points 

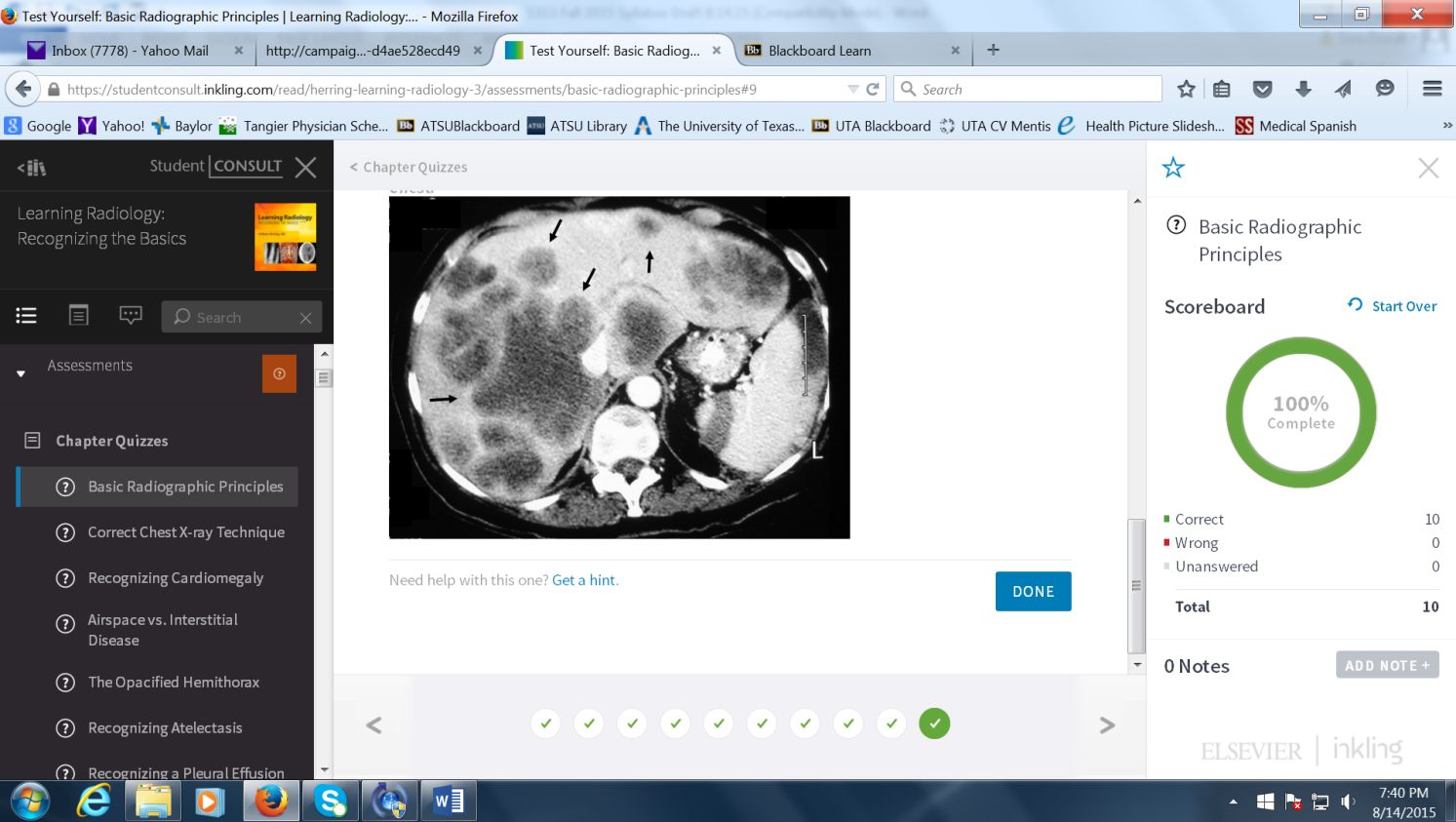
Minimal errors. Sentence structure correct, but basic.

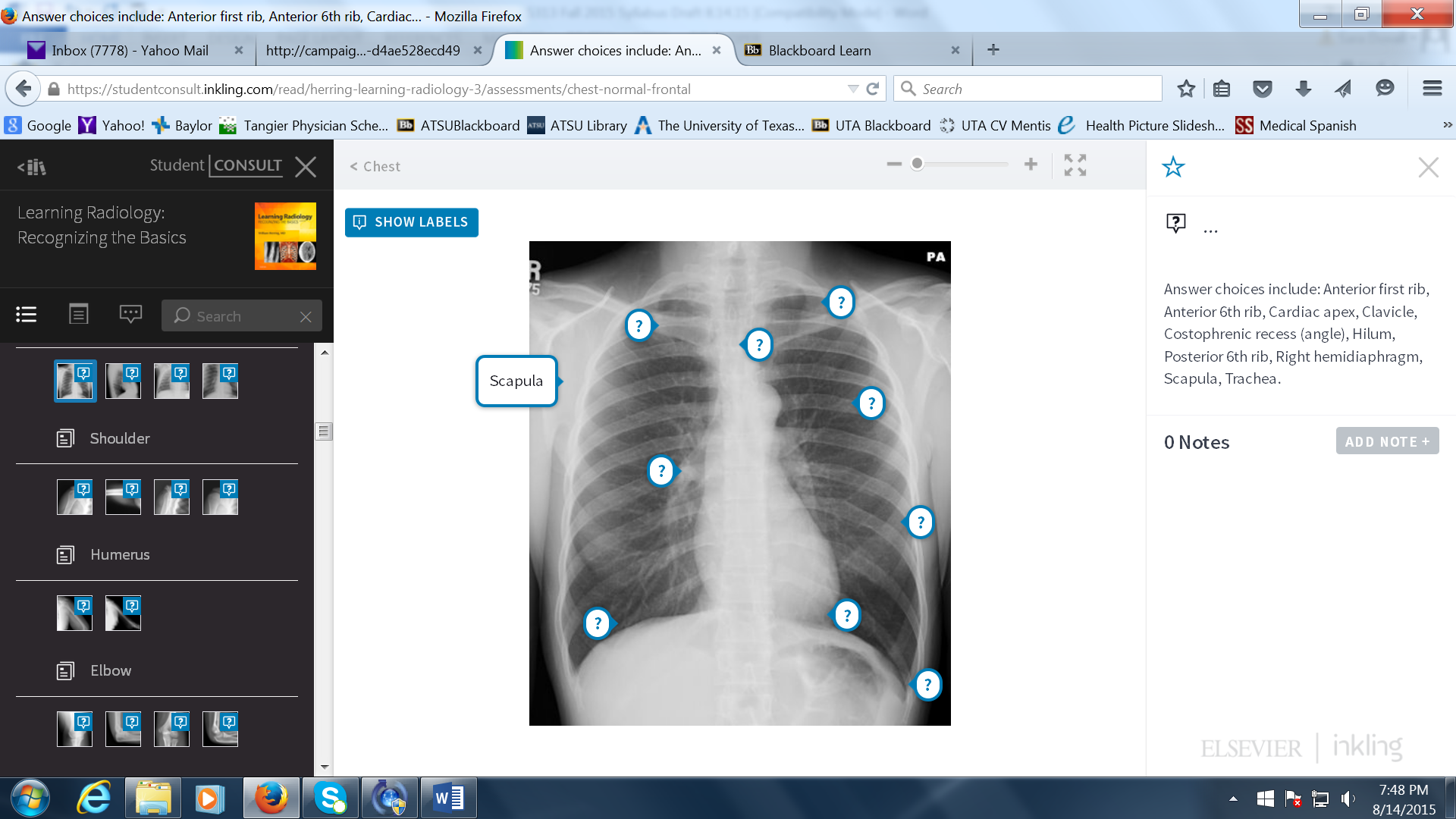
Poor 0 (0%) points 

Substantial errors with significant grammatical and structural problems.

**N5313** **RADIOLOGY Modules**

The radiology tutorial website is associated with your Herring *Learning Radiology* textbook. You will need a NEW copy of the Herring *Learning Radiology (3rd edition)*. Follow the directions on the inside of the book cover. Scroll down on the left, find the Assessments, and you will see the chapter and anatomy quizzes. Below are some screen shots of what you will see.





The chapter and anatomy quizzes are excellent to test your understanding of the required reading content and relevant anatomy. You may want to print some of the quizzes such as the chest x-ray to create a reference to in your clinical notebook. You will need to complete the following chapter and anatomy quizzes before the first and second exams. Be aware that the book chapter text may not match the chapter quiz.

**To be completed before TEST 1**

|  |  |
| --- | --- |
| CHAPTER QUIZZES | ANATOMY QUIZZES |
| * Basic Radiographic Principles * Correct Chest X-ray Technique * Recognizing Cardiomegaly * Airspace vs. Interstitial Disease * Recognizing a Pleural Effusion * Recognizing Pneumonia * Pneumothorax or Not? * Plain Films of the Abdomen * Abnormal Bowel Gas Patterns * Recognizing Free Air * Fracture or No Fracture? | * Chest * Shoulder * Elbow * Forearm * Hand * Abdomen * Pelvis * Knee |

You will need to allow at least 2 to 4 hours or more to complete this assignment.

**To be completed before TEST 2**

|  |  |
| --- | --- |
| CHAPTER QUIZZES | ANATOMY QUIZZES |
| * Plain Film Cardiac Abnormalities * The Faces of CHF * Pulmonary Abnormalities (CTs) * Abdominal Calcifications * CT of Abdominal Abnormalities * Abnormalities of Bone Density * Neuroimaging Abnormalities | * Skull and Sinuses * C-Spine * L Spine * Hip * Leg * Ankle * Foot |

You will need to allow at least 2 to 4 hours or more to complete this assignment.