**The University of Texas at Arlington**

**College of Nursing**

**N5453** **Adult/Gerontological Nursing III**

**Summer 2013**

**Instructor(s):**

Patti Parker [pattiparkernp@sbcglobal.net](mailto:pattiparkernp@sbcglobal.net) Office # 626

Kelli Kahveci [kahvecik@exchange.uta.edu](mailto:kahvecik@exchange.uta.edu) Office # 530

Kathryn Daniel [kdaniel@uta.edu](mailto:kdaniel@uta.edu) Office # 615

Kim Posey [kimposey@me.com](mailto:kimposey@me.com) Office # 626

Office Telephone Number: (817) 272-2776

Office Hours**:** By Appointment

**Section Information:**

N5453 Sections 001-004

**Time and Place of Class Meetings:**

Time: Saturdays 9 am-5pm

Place: Pickard Hall Room xxx

**Description of Course Content:**

Continued on advanced knowledge in the management of adults (age 12 and older), elders (age 65 and older) their families, and their communities with emphasis on special problems of the adolescent, women, and elders in a variety of settings.

**Student Learning Outcomes:**

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

1. Practice theory and evidence-based comprehensive primary care management for adolescents & adults experiencing common acute and chronic health problems and multi-system health problems in multiple settings (home, clinic, & LTC).
2. Apply principles of gerontology (e.g. physiologic and psychosocial changes of aging) in care of the young-old, frail, and old-old adult.
3. Provide appropriate anticipatory guidance, health counseling, health promotion, and disease prevention services as it relates to relevant individual patient characteristics (e.g. age, culture, gender, risk, & health status)
4. Collaborate with health professionals to coordinate services, allocate resources, and negotiate the health care delivery system and improve/optimize health outcomes along the continuum of care.
5. Provide health education and counseling to adults, their family, and/or caregivers as appropriate.
6. Implement cultural/spiritual sensitive care of adolescents, adults, and elders.
7. Examine practice outcomes using research methodology.
8. Integrate legal and ethical decision making implementing the advanced practice nurse (APN) role.

**Required Textbooks and Other Course Materials:**

**Only one new text required: choose between one of the FIRST TWO books listed below:**

1. **Bernstein, M & Luggen, AS. [2010]. *Nutrition for the Older Adult.* Sudbury, MA: Jones & Bartlett. ISBN-13: 978-0-7637-3624-8; ISBN-10: 07637-3624-4**
2. **Hark, L, Ashton, K & Deen, D. [2012]. *The Nurse Practitioner’s Guide to Nutrition.* [2nd Ed.] Ames, IA: John Wiley & Sons, Inc. ISBN: 978-0-4709-6046-2.**
3. Buttaro, TM, Trybulki, J, Bailey, PP & Sanberg-Cook, J. (2012). *Primary Care—A Collaborative Practice* (4th ed.). ST Louis, MO: Mosby-Elsevier. **ISBN: 9780323075015**
4. Bryant, R.A. & Nix, D.P. (2011). *Acute and Chronic Wounds. (*3rd ed.). St. Louis, MO: Mosby Elsevier. **ISBN: 9780323069434**.
5. Duthie, E.H., Katz, P.R. & Malone, M.L. (2007). *The Practice of Geriatrics. (*4th ed.). Philadelphia: W.B. Saunders. **ISBN: 9781416022619.** This book is out of print—will need to find a used (or new) copy on the web from a site such as Amazon or Barnes and Noble; **however,** a full print copy of this text (plus 40 additional ones) is available to you through MD consult for $299 per year (12 month subscription) or $30 per month—URL is as listed below (select MDConsult Books and Clinics button): <http://www.mdconsult.com/about/303089297-528/pm_SubOps.html>
6. Fenstenemacher, P & Winn, P. *Long Term Care Medicine—A Pocket Guide.* New York, NY: Humana Press/Springer Science + Business Media, LLC. **ISBN: 9781607611417; e-ISBN: 978160761142-4.**
7. Gilbert, D.N., Moellering, R.C., Eliopoulos, G.M., Chambers, HF & Saag, MS. (2012/2013). *The Sanford Guide to Antimicrobial Therapy*. Hyde Park: Antimicrobial Therapy, Inc. **ISBN-10:** **190808704; ISBN-13: 9781930808706**. 2013 edition will be released April 01, 2013—**ISBN: 1-930808-74-7; ISBN-13: 978-1-930808-74-4.**
8. Lacy, C.F., Armstrong, L.L., Goldman, M.P. & Lance, L.L. (2012/2013). *Lexi-Comp's Drug Information Handbook with International Trade Names Index 2011-2012*. Hudson, OH: Lexi-Comp. **ISBN-10:** **1591952921; ISBN-13: 9781591952923**. **ISBN-10:** **190808704; ISBN-13: 978-1930808706**. (Another drug handbook by Lexi-Comp is acceptable, as long as it was published in 2010 or later)
9. Livingston, M & Wolves, T. (2009). *Scottsdale Wound Management Guide.* Malvern, PA. HMP Communications LLC. **ISBN: 9780615288727.**
10. Robnet, RH & Chop, WC. (2010). *Gerontology for Health Care Professionals.* (2nd ed.). Jones & Bartlett. **ISBN: 9780763756055**
11. Rosenthal, T., Naughton, B. & Williams, M. (2006). *Office Care Geriatrics.* Philadelphia: Lippincott, Williams and Wilkins. **ISBN: 9780781761963 0781761964**
12. Story, L. (2012). *Pathophysiology—A Practical Approach. .*Sudbury, MA: Jones & Bartlett Publications. **ISBN: 978-1-4496-2408-8**
13. White, B. & Truax, D. (2007). *The Nurse Practitioner in Long Term Care.* Sudbury, MA: Jones and Bartlett. **ISBN: 978-0-7637-3429-9**

**Highly Suggested:**

1. Ham, RJ, Sloane, PD, Warshaw, GA, Bernard, MA & Flaherty, E. (2007). *Primary Care Geriatrics: A Case Based Approach. (*5th ed.). **ISBN: 0323039308.**
2. Melillo, KD & Houde, SC. (2011). *Geropsychiatric and Mental Health Nursing.* Sudbury, MA: Jones and Bartlett Learning. **ISBN: 9780763773595**
3. Paget, S.A., Gibofsky, A. & Beary, J. (2005). *Handbook of Rheumatology and Outpatient Orthopedic Disorders*. Philadelphia: Lippincott, Williams & Wilkins. **ISBN: 078176300-2**
4. Reeves, JRT. (1991). *Clinical Dermatology Illustrated: A Regional Approach*—(3rd ed.). FA Davis Publications. **ISBN-13: 9780803602793** **(this book is out of print, you will be able to find a good used copy on Amazon, Barnes and Noble or a site such as these)**
5. Tuggy, M & Garcia, J. (2011). *Atlas of Essential Procedures*. Philadelphia, PA: Elsevier/Saunders. **ISBN: 9781437714999 OR** Pfenninger, JL & Fowler, GC. (2011). Pfenninger & Fowler’s *Procedures for Primary Care*. Philadelphia, PA: Elsevier/Mosby. **ISBN: 9780323052672**
6. Washington University School of Medicine. (2010). *Washington Manual of Medical Therapeutics*. (33rd Edition). Philadelphia, PA: Lippincott, Wilkin & Williams. **ISBN-10: 1608310035 ISBN-13: 9781608310036**

**Suggested:**

1. ANA. (2004). Scope *and Standards of Gerontological Nursing Practice.* Washington, DC: American Nurses Publishing. ISBN: **1558101594**
2. Morrison, RS & Meier, DE. (2003). *Geriatric Palliative Care.* Oxford University Press. **ISBN: 0195141911**

**Other Requirements:**

**Prerequisites: N5451; 5552**

1. Multiple Choice Examinations/Quizzes
2. Out-of-Class/Clinical Assignments
3. In Class Case Critiques
4. In-class Case
5. SOAP notes
6. Papers/Presentations
7. Poster Sessions
8. Creation of Educational Materials for Patients/Peers
9. Clinical e-logs and Clinical Journals
10. Clinical Practicums

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

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Percentage** | **Date Due** |
| In Class Poster Session & Critique  Class Brochure Present & Critique  Multiple Choice Quiz I | 14%  13%  17% | 07/18/13  07/18/13  08/03/13 |
| Multiple Choice Quiz II  [quiz is comprehensive] | 19% | 08/12/13 |
|  |  |  |
| Assignments: |  |  |
| Case Critiques (4) | 10% | 6/29 &  07/13/13 |
| Poster in Bb  Brochure in Bb | 09%  11% | 07/06/13  07/06/13 |
| Class Activities\* | 07% | 08/03/13 |
| TOTAL- 100% | | |

*\*Includes class attendance and participation, critical thinking exercises, Blackboard modules and soap notes as assigned by your clinical faculty.*

**Grading Policy:**

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

Course Grading Scale

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73

F = below 74 – cannot progress

Late assignments will not be accepted and will receive a grade of zero unless an exception is negotiated with the faculty in advance.

Students are required to turn in **two copies** of all **written assignments** with an **attached guiding criteria and clinical guideline**

**CLINICAL: Pass/Fail**

1. Clinical Objectives (specific) credit
2. Clinical Schedule (specific) credit
3. Clinical Documentation sheet credit
4. Clinical Journal (Notebook) credit
5. Mid-clinical site visit credit
6. Preceptor(s) evaluation of Student **Pass/Fail**
7. Student evaluation of objectives credit
8. Student evaluation of preceptor(s) credit
9. Faculty Evaluation of Student Practicum **Pass/Fail**

**Clinical Overview:**

One hundred thirty five [135] clinical hours are required for N5453. The clinical hours will be completed at non-campus clinical practice sites arranged by the student. The student is to work in conjunction with their clinical faculty to ensure that the clinical placement is appropriate for N5453. Clinical hours are for medical management of the patient. Clinical hours may be given for some of the didactic class hours. Therefore, clinical hours are not to include travel to and from sites, preparation for clinical or recording of clinical experiences. These activities will not be acceptable.

After you have made contact with your clinical preceptor—you are to notify **your clinical faculty and Dr. Kathy Daniel. Dr. Daniel will be keeping a master list of all students and their preceptors this semester. Coordinated recording of your preceptors will help your faculty ensure that you are in a place that provides a positive environment for your learning this semester. Failure to notify your faculty and Dr. Daniel of your preceptor [s] prior to beginning clinical in each site could result in forfeiture of those clinical hours and encounters.**

The MSN Clinical Facilities Coordinator is:

Janyth Arbeau

Office: Pickard Hall 610

Office Phone: (817) 272- 0788

Email: [Arbeau@uta.edu](mailto:Arbeau@uta.edu)

**Suggested Clinical Hours:** for N5453 Adult and Gerontological Nursing III

Total of 135 hours. **At least 3-4 days of clinical time should be in in LTC, rehabilitation, subacute or dedicated geriatric setting; the remainder of the hours should be complex adult patients.**

**Make-up Exams:**

Please contact your faculty for make-up exam scheduling then contact Sonya Darr at [sdarr@uta.edu](mailto:sdarr@uta.edu) to schedule a day/time. **Only university approved excuses will allow an exam to be rescheduled**. Please allow a 24 hour advance notice when scheduling.

**Test Reviews:**

Test reviews may be scheduled up to two weeks after grades have been posted to blackboard for the current exam. Due to time constraints, you will only be allowed 30 minutes to review your test. Unfortunately, we will not be able to allow multiple test reviews. Contact Sonya Darr to schedule at [sdarr@uta.edu](mailto:sdarr@uta.edu) . Please allow a 24 hour advance notice when scheduling.

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

**Grade Grievances:**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current graduate catalog. <http://www.uta.edu/gradcatalog/2012/general/regulations/#grades>

**Attendance Policy:**

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

**Drop Policy:**

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. The last day to drop a course is listed in the Academic Calendar available at [http://www.uta.edu/uta/acadcal.](http://www.uta.edu/uta/acadcal)

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online <http://www.uta.edu/nursing/MSN/drop_resign_request.pdf> or Graduate Nursing office rooms 512 or 606); (2) obtain faculty signature and current course grade; and (3) submit the form to Graduate Nursing office rooms 512 or 606.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online <http://www.uta.edu/nursing/MSN/drop_resign_request.pdf> or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form in the College of Nursing office room 512 or 606; and (4) The department office will send resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. <http://www.grad.uta.edu/handbook>

**Last day to drop or withdraw Thursday, July 18, 2013**

**Census Day: Thursday, June 20, 2013**

**Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

**Plagiarism:**

Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Student Support Services**:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:**

The University of Texas at Arlington has adopted “MavMail” as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu). ***Students are responsible for checking their MavMail regularly.***

**Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Librarian to Contact:**

**Helen Hough**, *Nursing Librarian*

Phone: (817) 272-7429

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

Research Information on Nursing:

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

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**UTA College of Nursing additional information:**

**Clinical Evaluations:**

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

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

1. All Preceptor Agreements must be **signed** by the student and the preceptor the first day the student attends clinical (may be signed on that day), scanned and emailed to [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) AND [kdaniel@uta.edu](mailto:kdaniel@uta.edu)
2. **Student** is responsible to ensure that all of his/her preceptor agreements are signed and complete before beginning clinical experience and those agreements are scanned and emailed to the NP Clinical Coordinator @ [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) by the third week of the semester. (For instance, if a student starts working with a particular preceptor late in the semester, he/she would contact that preceptor during the first 3 weeks of the semester.
3. If this is the first time a preceptor is mentoring a graduate nursing student for The University of Texas at Arlington, please have him/her complete the Preceptor Biographical Data Sheet.
4. The signed/completed preceptor agreement is part of the clinical clearance process. Failure to submit in a timely fashion will result in the inability to access the E-log system.
5. All communications to the NP Clinical Coordinator should be made to the following email address: [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu). This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.
6. All required clinical forms are located in Blackboard, Organization ID, org\_nursing hospitals1

**Clinical Clearance:**

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

**Clinical E-Logs:**

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

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

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

**Status of RN Licensure:**

All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify Dr. Mary Schira, Associate Dean, Department of Advanced Practice Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:**

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

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

**UTA Student Identification:**

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

**Unsafe Clinical Behaviors:**

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

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

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

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

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

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

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

**Blood and Body Fluids Exposure:**

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

**Confidentiality Agreement:**

You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. Please do not sign other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**Graduate Student Handbook:**

Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <http://www.uta.edu/nursing/msn/msn-students>

**Student Code of Ethics:**

The University of Texas at Arlington College of nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/nursing/msn/msn-students>

**No Gift Policy:**

In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: is <http://www.uta.edu/nursing/student-resources/scholarship> would be an appropriate way to recognize a faculty member’s contribution to your learning.  For information regarding Scholarship Funds, please contact the Dean’s office.

**Online Conduct:**

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

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

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

**Writing Center:**

The English Writing Center, Room 411 in the Central Library, provides support to UT-Arlington undergraduate and graduate students and instructors. Undergraduate and graduate student consultants in the Writing Center are trained to help student writers at any stage in their writing processes. Consultants are trained to attend to rhetorical and organizational issues that instructors value in student writing. Although consultants will assist students in identifying and correcting patterns of grammatical or syntactical errors, they are taught to resist student entreaties to become editors or proofreaders of student papers.

The Writing Center offers tutoring for any assigned writing during enrollment at UT-Arlington. During Spring 2013, Writing Center hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 2 p.m., Friday; and 2 p.m. to 6 p.m. Sunday. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), or by visiting the Writing Center.

The Writing Center Director, Assistant Director, or tutors are available to make classroom presentations describing Writing Center services. The Writing Center also offers workshops on topics such as documentation and will design specialized workshops at the request of instructors. To schedule a classroom visit or inquire about a workshop, please e-mail or call Tracey-Lynn Clough, Writing Center director, at [clought@uta.edu](mailto:clought@uta.edu) or 817-272-2517.

**Departmental Office/Support Staff**

**Department of Advanced Practice Nursing**

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

Associate Dean and Chair; Graduate Advisor

Email: [schira@uta.edu](mailto:schira@uta.edu)

**Sheri Decker**, Assistant Graduate Advisor

Responsibilities: Student advising/support, Degree plan revisions/questions,

Registration holds, BON/ANCC/PNCB Paperwork, Degree Verifications

Office # 606-Pickard Hall, (817)-272-0829

Email: [s.decker@uta.edu](mailto:s.decker@uta.edu)

**Rose Olivier**, Administrative Assistant I

Responsibilities: Assistant to Associate Dean and Support Directors of NP Programs as needed

Class schedules, Room schedule, Website issues, Assist with student support, Catalog Changes,

C-Grades, Job postings

Office # 605-Pickard Hall, (817) 272-9517

Email: [olivier@uta.edu](mailto:olivier@uta.edu)

**Leah McCauley**, Admissions Assistant [this lady is out until August—maternity leave]

Responsibilities: Program inquiries, New Student processing and admissions, Orientation, Forum

Office #602-Pickard Hall, (817) 272-2329

Email: [mccauley@uta.edu](mailto:mccauley@uta.edu)

**Janyth Arbeau,** Clinical Coordinator

Responsibilities: Clinical placement, Clinical Clearance, Background checks,

Facility contracts, Assists with immunization documentation, Clinical deficiencies

Office # 610- Pickard Hall, (817) 272-0788

Email: [Arbeau@uta.edu](mailto:Arbeau@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu)

**Kimberly Hodges,** Senior Office Assistant

Responsibilities: Assists Clinical Coordinator, Immunization

Documentation/clearance, Elog set-up student/preceptor/faculty; Preceptor documentation,

Evaluations, Maintain Clinical Blackboard website

Office #610 Pickard Hall, (817-272-9373

E-mail: [khodges@uta.edu](mailto:khodges@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu)

**Sonya Darr**, Senior Office Assistant

Responsibilities: NP Director support, Course Support, Course evaluations,

Syllabi updates, Blackboard course support, Test reviews, Make-up exams

Please contact Sonya via her email [rather than calling her]

Office # 609-Pickard Hall, (817)-272-2043

Email: [sdarr@uta.edu](mailto:sdarr@uta.edu)

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