**The University of Texas at Arlington**

**College of Nursing and Health Innovation**

**NURS 5367 Evidence-Based Practice (Online)**

**Fall 2017**

**Instructor(s):** Deborah Behan, PhD, RN-BC

**Office Number:** Pickard Hall - 522

**Office Telephone Number:** (817) 272-4860 Best way to contact me is by cell phone givenduring orientation and posted in announcements

**Email Address:** [dbehan@uta.edu](mailto:dbehan@uta.edu)

**Faculty Profile:** <https://mentis.uta.edu/public>

**Office Hours:** Online in Blackboard; or by appointment.

**Section Information:** NURS 5367-003

**Time and Place of Class Meetings:** Blackboard can be accessed at <http://elearn.uta.edu>

All classes including orientation are online in Bb. See the weekly schedule for important dates.

**Description of Course Content:** Preparation to lead evidence-based project, to interpret best evidence, to plan for change, to evaluate outcomes, and to disseminate the project.

**Student Learning Outcomes:**

1. Search for appropriate literature to answer a PICO question. (MSN Essentials IV-6; MPO2).

2. Perform rigorous critique of evidence for nursing practice. (MSN Essentials IV-6; IX-2; MPO2).

3. Synthesize the literature to answer the PICO question. (MSN Essentials IV-3; MPO2).

4. Plan for the change in practice using an EBP model with a team. (MSN Essentials IV-4; IX-11; MPO2).

5. Develop an evaluation plan for the change in practice. (MSN Essentials IV-1; MPO2).

6. Develop a plan to disseminate project results. (MSN Essentials IV-2; MPO2).

**Student Learning Program Outcomes:**

1. Translate and integrate scholarship into practice (Masters-Level Nursing Practice Essential IV).

2. Apply best evidence as the foundation for practice (Masters-Level Nursing Practice Essential IX).

**Required Textbooks and Other Course Materials:**

Brown, S. J., (2017). Evidence-Based Nursing: The research-practice connection (4th ed.) Burlington, MA: Jones & Bartlett Learning. ISBN: 978-1-284-09943-0

LoBiondo-Wood, G., & Haber, J. (2014). *Nursing research: Methods and critical appraisal for evidence based practice* (8th ed.). New York: Mosby Elsevier. ISBN: 978-0-323-10086-1

**Articles within Bb**

**Recommended Textbooks:**

American Psychological Association. (2010). Publication Manual of the American Psychological Association (6th Ed.). Washington, DC: Author. ISBN: 978-1-4338-0561-5

Hacker, D., & Sommers, N. (2011). A writer’s reference (8th ed.). Boston: Bedford/St. Martin’s. ISBN-10:0-312-60143-3

Pyrczak, F., (2013). Evaluating research in academic journals (5th ed.).

Glendale, CA: Pyrczak Publishing. ISBN: 978-1-936523-02-3

**Research Textbook of Choice**

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

1. **Multiple-choice exams: Taken online in Blackboard**

There are three (3) exams that cover the content of the reading assignments and lectures for those weeks. The purpose of the exam is to test your knowledge of the content, or see where you need to learn more.

Exams are open all day, beginning at 12 a.m. until 23:55 p.m., on the scheduled date (see weekly schedule below). They are timed exams, meaning that once you begin you will only have a certain number of minutes to take them. You must complete the exam by 23:55 p.m. More instructions are included in Blackboard.

During the exam, you may have the course textbook, articles, and notes next to you at your computer. You may refer to it during the exam. You may NOT confer with other students or any other individual during the exam. It should be your work alone.

1. **Four Short Papers: Submitted online in Blackboard**

The final outcome of this course is the development of an EBP project with dissemination of the knowledge. This portion of the course includes writing four short papers that focus on the process of the Evidence-Based Practice Project (EBP). The focus of each paper contributes to the development of the final EBP project. Students will write a short paper on:

1. The Trigger and PICOTS question

2. The Pinch Table of synthesized literature found on the topic

3. Team plan to make the change

4. Evaluation and roll-out of the EBP project.

**Short Papers are due by 23:55 p.m. on the due date (see weekly schedule below).**

1. **EBP Poster: Submitted online in Blackboard.**

The final outcome of this course is that students will create a poster of the Trigger and PICOT, synthesis of literature, team change project, and the evaluation of the project. The focus of all course assignments will contribute to the development of the poster. Students will use the best evidence with the help of a team for the change in practice.

**Grading Percentages for this Course:**

EBP Exams (3 X 10% each) 30 %

Four Short Papers (4X 10% each) 40 %

Poster Presentation 30 %

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TOTAL 100 %

**Attendance Policy:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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, regular class attendance (online) and participation is expected of all students. No points are given for online attendance; however, students are responsible for all online course content and information, including all announcements and discussion board posts. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Other Requirements:** Graduate standing. **Pre-Req: NURS 5327** Exploration of Science and Theories for Nursing and **NURS 5366** Principles of Research in Nursing. We will not use Respondus for this course.

**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 = 80-89.99

C = 70-79.99

D = 60 to 69.99 – 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. <http://catalog.uta.edu/academicregulations/grades/#graduatetext> <http://www.uta.edu/deanofstudents/student-complaints/index.php>

**Make-up Exams: Please do NOT request altered exam dates or times; you are expected to adhere to the course schedule. An exception will be granted only for an emergency.**

If you become ill, have an accident or family **emergency** and do not believe you can complete an assignment on time, you should phone or email the instructor immediately – **BEFORE** - the due date and time. The instructor may postpone the deadline without penalty, depending on the circumstances. Once the due date is passed, a grade of zero will be assigned regardless of the excuse.

**Any make-up examinations given may include questions that are other than multiple choice, and/or T/F. Additionally, make-up exams may be set so that the highest grade possible is a 70%. Make-up examinations may be given at the convenience of the faculty and availability of staff proctors.**

**Late Exams:** In Blackboard, if you exceed the number of minutes allowed for the exam, the software notifies you that the time has expired. **If you remain in the exam beyond the expiration time, five (5) percent will be deducted from the exam** grade for each minute that you remain in the exam. Be sure to save and exit the exam when the time has expired.

**Late Work:** The faculty will impose penalties for late work. **Five (5) percent will be deducted** from the final grade of the assignment for each day the work is late. Work is considered “late” if it is received after the scheduled due date and time.

**Test Reviews:** Contact faculty to request a review of your exam. The review may be done via phone, or email.There are no online test reviews in order to protect test questions.

**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 12-20 hours per week on 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 Academic 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=20176>

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 obtain the drop form and further instructions before the last day to drop.

**Census Day:  September 11, 2017**

**Late Registration – August 24 – August 30**

**Last day to drop or withdraw - November 1, 2017 by 4:00 p.m.**

**Last day of classes – December 6, 2017**

**Final Exams – December 9 - 15**

**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. **Additionally, students may not use a previous written paper unless first receiving permission with the current faculty and the previous faculty, or it is considered plagiarism of self, and will be reported to the Office of Student Conduct.** 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 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. Students can drop in, or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS) , or call (817) 272-6593.

**The English Writing Center (411LIBR)**: [Optional.] The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty 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. 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.

**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/) |

For help with APA formatting, you can go to:

1. <http://libguides.uta.edu>
2. Scroll down and click on “Nursing”
3. Click on “APA Guide” for advice on various aspects of paper writing.  This is a short-cut for the APA Manual.  When in doubt, refer to the Manual.

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

**General Guidelines for the N5367 Four Short EBP Papers**

Professional expression of ideas is expected in all work submitted for this class. Any paper that includes errors in grammar, punctuation, format, or expression of ideas that significantly obscure content of the paper will have points deducted.

Students in the MSN program are expected to purchase and use the most recent Publication Manual of the American Psychological Association (APA). The current Edition of the APA Publication Manual is to be used in conjunction with the guidelines in this syllabus and instructions given in class to demonstrate correct style and format in all papers (including grammar and punctuation, use of numbers and abbreviations, tables, and citation of sources).

**Submitting assignments:** Upload all completed assignments to the appropriate area in Blackboard. Before uploading any assignment, **save the file using your last name, first initial, and brief assignment name as the file name (Ex: Behan D Hofmann K Trigger and PICOTS). Before uploading articles and benchmarks cited in the papers, save them using the last name of the first author (& additional authors as needed) and publication year (Ex: Headley et al 2004, or AHRQ 2005)**. Do not include any extra punctuation in file names uploaded to Blackboard. Be sure to upload all needed files before submitting the assignment. The paper you submit for grading is the paper that will be graded.

**Title page:** Each paper is to have a formal title page at the beginning of the paper. This page should include the following: Title of the paper, student’s name, name of the course, name of the instructor, and date of completion or submission, running head, and page number. An example that can be copied and pasted is provided in the syllabus. Do not include the line that is at the bottom of the page since it is part of the syllabus only.

**Pagination:** Page numbering starts with the title page. Numbering continues through the reference list and any appendices. Arabic (1, 2 etc.) numbers are to be used. Insert page breaks after the title page, before the reference list, and before appendices.

**Margins:** Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated.

**Type size and font:** Type should be 12 characters per inch. The font should be Times New Roman.

**Spacing:** Double spacing is to be used for the body of papers. Indent the first line of each paragraph ½ inch using the tab key (not manual spacing).

**Punctuation:** One space should follow each comma, colon, or semicolon. Insert one or two spaces after punctuation marks ending sentences. There are specific rules for when and when not to use each punctuation mark. Review the APA Manual for the specific rules (p. 87-96).

**Figures and tables:** Figures and tables should be inserted into the body of the paper as close as possible to where they are discussed in text (NOT at the end of the paper). Review the APA Manual for specific rules (p. 128-150).

**Running Headers**: Running header is required on the title page. (See APA manual page 299-230).

**Headings:** Headings within the paper are essential. Grading criteria are helpful in determining appropriate headings for specific assignments. There are specific rules for placement and format of headings. See the APA Manual for further guidance (p. 62-63).

**Quotations:** It is expected that students will synthesize and paraphrase information obtained from the literature rather than relying on quotes. **Quotations should be rare and limited to only that which is absolutely essential.** Unwarranted use of quotations will result in deductions from the assignment grade. When more than 5 words in a row are directly taken from another source, it is considered a quotation and must be cited as such. In the rare instance when quoting is absolutely necessary, the words must be enclosed in quotes (or if more than 40 words, displayed as an indented block) and the original author or speaker and page number must be cited. See the APA Manual for how to properly cite quotations. Failure to correctly cite quotations is plagiarism, and this will be reported to the appropriate officials.

**Reference citations in text:** Every sentence that is not your own original idea must have a citation to a source, even in the introduction to the paper. **Any sentence that is not clearly linked to a citation means that you are claiming that idea as your own original idea (if it is not your own idea, then it is plagiarism, and you will not receive credit for that portion of the paper)**. Sources must be cited during or at the end of each fact. The citation should not be only at the beginning or end of the paragraph, instead, it must be clearly linked to the sentence. There are specific guidelines for citing primary and secondary sources in text (including for first and subsequent citations) as well as for personal communications. It is preferred all citations be the primary source, do not use secondary sources. See the APA Manual for further guidelines. Failure to correctly cite sources is plagiarism, and this will be reported to the appropriate officials.

**Reference list:** The reference list includes only the references cited within the paper. There are specific guidelines for citation of various types of sources. These guidelines include spacing, commas, periods, capitalization, italicization, and order of elements of the citation. Format your reference list using the hanging indent function in Microsoft Word (in paragraph formatting) rather than manual spacing. Use double spacing within and between references.

Running head: APA GUIDELINES 12

APA Guidelines for Students Submitting Papers in the Graduate Nursing Program

The running head is a shortened version of the paper’s full title, and it is used to help readers identify the titles for published articles (even if your paper is not intended for publication, your paper should still have a running head).

The running head’s title should be in capital letters. The running head should be flush left, and page numbers should be flush right. On the title page, the running head should include the words “Running head.” For pages following the title page, repeat the running head in all caps without “Running head.”

Type your title in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced. Do not bold, underline or italicize the title

Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles RN or certifications

Student A. Studious and Student B. Studious

The University of Texas at Arlington

College of Nursing and Health Innovation

In partial fulfillment of the requirements of

N1234 Course Title

Instructor

Assignment Due Month Date, Year

APA Guidelines for Students Submitting Papers in the Graduate Nursing Program

The title should be centered on the page, typed in 12-point Times New Roman Font. It should not be bolded, underlined, or italicized.

Notice that main title is repeated above. First paragraph and all paragraphs are indented one half inch. When typing, be sure to type to the end of the line and continue typing without hitting the Enter key on your keyboard. If you hit the Enter key on your keyboard, your paper will not have correct double spacing because you will not be using word wrapping. It is important that your intro paragraph be 2-5 sentences long and that the last sentence is your paper’s thesis sentence.

A Level 1 heading should be centered, bolded, and uppercase and lower case.

**Put Subtitle Here**

Begin your second paragraph here. This is a body paragraph. It should follow the SESC formula: State, Explain, Support, Conclude. The first sentence states the paragraph’s topic. The second sentence explains the paragraph’s topic with more detail. The third, fourth, and fifth sentences should provide support for the paragraph’s topic. If you are using sources, a good place to put them is in the support section. The last sentence of the paragraph concludes and refers back to the paragraph’s main topic.

Level 2 and Level 3 headings. A Level 2 heading should be flush with the left margin, bolded and 12 point Times New Roman.

Level Two Heading

A Level 3 heading should be indented 0.5 inches from the left margin, bolded and lower case followed by a period. The text should follow immediately.

Level three heading.

**Put Subtitle Here**

Begin your third paragraph here. This is also a body paragraph. It should also follow the SESC formula: State, Explain, Support, Conclude. The first sentence states the paragraph’s topic. The second sentence explains the paragraph’s topic with more detail. The third, fourth, and fifth sentences should provide support for the paragraph’s topic. If you are using sources, a good place to put them is in the support section. The last sentence of the paragraph concludes and refers back to the paragraph’s main topic.

**Put Subtitle Here**

Begin your fourth paragraph here. This is a body paragraph. It should follow the SESC formula: State, Explain, Support, Conclude. The first sentence states the paragraph’s topic. The second sentence explains the paragraph’s topic with more detail. The third, fourth, and fifth sentences should provide support for the paragraph’s topic. If you are using sources, a good place to put them is in the support section. The last sentence of the paragraph concludes and refers back to the paragraph’s main topic.

**Conclusion**

This is the place for your conclusion paragraph. It does not have to be long. It should definitely refer back to the thesis of your paper. The conclusion restates the problem the paper addressed and can offer area for further research.

Start the reference list on a new page, center the title, do not underline or italicize. Alphabetize the entries. Every source mentioned the paper should have an entry.

References

Lastname, I. (2010). Title of article with only first word capped or any proper noun. *Title of Publication*, *22*(3), 325-340. doi or URL.

UTA Libraries. (2016). APA guide: Based on the 6th edition. Retrieved from http://libguides.uta.edu/apa

**Short Paper #1: Trigger and PICOTS**

A final outcome of this course is to develop an EBP project related to nursing practice, nursing education, or nursing administration. The first step in the project involves this short paper assignment, which is to identify a Trigger and write a PICOTS question. The PICOTS question will help to keep the project on target, and focused. A focused clinical question is created by using the PICOTS format.

**Short Paper #1: Grading Criteria for Trigger and PICOTS**

Identify the Trigger. State what the Trigger is, and how it was determined to be a trigger

(one paragraph) **10 Points Possible**

Create a PICOTS question to guide you to the answers needed to make a change in practice

Write the PICOTS question:

1. P=Patient Population of interest

What populations are you interested in? **10 Points Possible**

2. I=Intervention/Issue

What intervention are you interested in? **10 Points Possible**

3. C=Comparison Intervention

What will the intervention be compared to? **10 Points Possible**

4. O=Outcomes

What outcome do you want to see? **10 Points Possible**

5. T=Time

What time frame for tx or duration? **10 Points Possible**

6. S=Setting

What is the setting of care? **10 Points Possible**

7. APA Format - Grammar and style **10 Points Possible**

**80 Points Total**

**Short Paper #2: Pinch Table**

A final outcome of this course is to develop an EBP project related to nursing practice, nursing education, or nursing administration. This short paper involves creation of the Pinch Table. After writing the PICOTS question the evidence is gathered using a search strategy involving the key terms in the question. Once the literature is obtained each article is critiqued. The literature is critiqued for the level of evidence, and the strength and fit of the evidence to answer the question. After the literature is critiqued the Pinch Table is created. The Pinch Table provides easy organization of the literature and the synthesis of the answer is to the PICOTS question. The synthesis will either support current practice, or present the need for minor or major changes to current practice. It can also cause the need to develop a new change in practice altogether.

**Short Paper #2: Grading Criteria for Pinch Table**

1. Review the PICOTS, search databases for appropriate research articles from three different disciplines, and within the previous 5 years. The discipline is identified by the title of the journal in the citation on the reference page. There should be at least 6 quantitative randomized controlled trial research articles, at least one systematic review, or meta-analysis, and one EBP Guideline. Qualitative articles and a review of literature may also be incorporated. **10 Points Possible**

2. Find data to support the significance of the problem and write a significance statement. **10 Points Possible**

3. Find at least one appropriate benchmark/guideline (visit guidelines.gov for a guideline) that helps to guide the change in practice. Copy and paste it into the appendix. **10 Points Possible**

4. Create a synthesis of the evidence using the headings in the pinch table example below and then write a succinct short paragraph of the synthesis findings:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Author** | **Purpose** | **Sample & Demographics** | **Design**  **IV/DV** | **Findings** | **Level of Evidence** | **Summary**  **General Weaknesses/General Strengths** | **Overall quality of study and Summary Statements for Practice** |

**30 Points Possible**

1. Full APA formatted table (the table above is not in APA format) and reference list of all articles and benchmarks/guidelines. **10 Points Possible**

6. Correct title page, grammar, spelling, punctuation, citations, APA format, no plagiarism, paraphrasing, limited quotes, appropriate headings, clarity **10 Points Possible**

**80 Points Total**

**Short Paper #3: Team**

A final outcome of this course is to develop an EBP project related to nursing practice, nursing education, or nursing administration. This short paper is focused on team development. The team is responsible for development and evaluation of the EBP change implementation. Each team member will be selected strategically according to the stakeholders involved. Once the team has been selected they review the synthesis of the literature and make decisions about the change in practice that needs to be made. The team decides the change that will occur as well as the implementation process of the change. This paper focuses on building the team, considering readiness in the work environment for a change, and selection of champions to help implement the change in practice.

**Short Paper #3: Grading Criteria for Team**

1. Describe the stakeholders for this change in practice. Describe the overall team that has come together to make the EBP change, and each members specific role on the team.

**10 Points Possible**

2. Describe anticipated barriers to the change process in your institution. This will include the culture, organizational reactions to change, infrastructures for change, and your leadership for change. Complete the organizational change readiness assessment. **10 Points Possible**

3. Describe your strengths as a change agent such as change champions, point-of-care, mentoring, opinion leader influences, and thought leader. **10 Points Possible**

4. Describe your plan to overcome perceived or real barriers to the EBP change in practice such as tagging, flagging, and nagging, or other conceptual frameworks you will use. **10 Points Possible**

5. Full APA formatted title page, reference list of all articles and benchmarks/guidelines. Correct grammar, spelling, punctuation, citations, APA format, no plagiarism, paraphrasing, limited quotes, appropriate headings, clarity **10 Points Possible**

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**50 Points Total**

**Short Paper #4: Evaluation and Roll-out**

A final outcome of this course is to develop an EBP project related to nursing practice, nursing education, or nursing administration. This paper focuses on the roll-out of the change that the team has decided upon as well as the evaluation of the change over time. The roll-out is the process, or implementation of the new change into practice. The evaluation includes data collection that will show outcome improvements, or the need to further modify the new change in practice.

**Short Paper #4: Grading Criteria for Evaluation and Roll-out**

1. Describe measures that you will use to evaluate the outcome of the EBP change project. Provide one, no more than two measures used to evaluate, and if available, use dashboard data.

**20 Points Possible**

2. Describe how often the outcomes will be measured on an ongoing schedule. Be realistic with time frame. **10 Points Possible**

3. Describe in detail how this will be rolled out in your institution. Be realistic with time frames, and how you will get the attention of all the stakeholders for this important EBP change in practice. Provide education, team roles, and approvals, use of brochures, equipment, and cost associated with the change in practice. **20 Points Possible**

4. Correct title page, reference page, appendices, grammar, spelling, punctuation, citations, APA format, no plagiarism, paraphrasing, limited quotes, appropriate headings, clarity **10 Points Possible**

**60 Points Total**

**POSTER**

A final outcome of this course is that students will develop a Poster of the EBP project related to best nursing practice found in the critiqued evidence. The PICOT question will be answered using the evidence related to nursing practice, education, or administration. The focus of all course assignments will contribute to the development of a final poster. Students will write a Trigger and PICOT, synthesize the literature and benchmark/guideline aimed to answer that clinical issue. Students will then use their team to create a change in practice with roll-out and evaluation related to a specific population and setting of interest. The synthesis of existing research evidence and benchmark/guideline will be used to answer the PICOT and create the EBP change project. This will all be included in a succinct presentation in the form of a poster presentation. It is essential that you select a clinical PICOT and begin development of the level of evidence to answer your question **VERY early** in the semester because the change in practice depends on the leveled evidence.

**Team Member:** You will work with a classmate on this course project. Only two students can work together as team members. You must decide by the end of the first week of classes who your team member will be rather than working independently. Once you make this decision, you CANNOT change your mind at a later date. You must finish all course assignments together. Email the faculty with the name of your team member (classmate) by the first Friday in the course, or you may be assigned a team member by faculty. The same assignments will be submitted by both members of the team, and you will receive the same grade for each assignment. You can divide up the work however you wish. If at any time one student chooses to let their team member do all the work on the assignment, faculty will determine the outcome of the grade on a case-by-case basis. It may be determined that the team member that has not contributed fully to the assignment will receive a zero for their portion(s) of the grade. Students who cannot work together as a team member will be referred to mediation services.

Mediation Services are provided to aid students in reconciling interpersonal disputes with other University of Texas at Arlington students. Please visit [www.uta.edu/mediation](http://www.uta.edu/mediation) for detailed information and/or contact Mediation Services via phone (817) 272-3108, email [mediation@uta.edu](mailto:mediation@uta.edu) or by visiting the office within the E.H. Hereford University Center on the Lower Level - Suite B170.

**Identify a Trigger and Write a PICOTS** related to nursing practice, education, or administration. The Trigger is identified and then the PICOTS is written and needs to be significant to nursing because of its impact on patients, families, nurses, and/or society. The PICOTS may relate to individual passion about a clinical dilemma in nursing practice, a clinical agency’s interest in the problem, nurse-sensitive quality indicators, or EBP priorities/agendas published by professional organizations, whatever the trigger source that identifies a need for a change in practice.

**Pinch Table of Synthesis:** Search current research evidence and benchmarks/guidelines to find appropriate answers to your PICOTS. Review and critique the research literature; level the evidence. Create a pinch table of your synthesis of the evidence to determine what change in practice is needed. The change in practice must be something done by registered nurses, nurse practitioners, educators, or nurse administrators and/or over which they have decisional control.

**Team:** Create the appropriate team with essential stakeholders, and knowledge of how to lead the team. The team works together to make the change in practice according to each member’s strengths and challenges. This change in practice must be something done by registered nurses, nurse practitioners, educators, or nurse administrators and/or over which they have decisional control.

**Evaluation and Roll-out:** There must be a plan for every change in practice. You will create a strategic plan of the roll-out with consideration of other facility priorities at the time of the change. No change in practice is complete without evaluation. There may be the need for consideration of minor updates to the change for the facility or population affected by the change that will arise from the evaluation. The roll-out and evaluation must be something done by registered nurses, nurse practitioners, educators, or nurse administrators and/or over which they have decisional control.

Each student will receive feedback throughout the semester on assignments that will culminate with the final poster presentation. The expectation is that students will reflect upon classmate and faculty feedback to revise and refine the content for the final poster presentation **All papers must be submitted in a Word document. Points may be deducted if anything other than a Word document is submitted for grading. The poster must be submitted in PowerPoint. Points may be deducted if anything other than a PowerPoint document is submitted for grading. Submitted assignments will not be re-graded for additional points.**  See specific rubric details for grading in Bb.

**Grading Criteria for Poster**

1. Clearly State the Trigger and PICOTS as a question (5 pts.), Important Synthesis (5 pts.), Team Change (10 pts.), Evaluation (10 pts.), and Conclusions (5 pts.). Include acknowledgements (5 pts.). **40 Points Possible**

2. Use appropriate colors and design **10 Points Possible**

3. Appropriate Organization of the content **10 Points Possible**

4. Correct grammar, spelling, succinct, and proper formatted font sizes, etc.**10 Points Possible**

**70 Points Total**

**Weekly COURSE** **SCHEDULE**

In an online course, you can pretty much proceed at your own pace. There are a few exceptions, such as **DUE DATES**! Assignments are due on specific dates, by 2355PM. Therefore, the dates for study are approximate so you know how fast you should be progressing. **“*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. Dr. Deborah Behan”***

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| --- | --- | --- |
| **WEEK OF:** | **Topics and Readings** | **Assignments DUE** |
| **August 24-25** | Introduction and Orientation to Course  Review of Syllabus & Schedule  Introduction to QI, Evidence-Based Practice (EBP) and IOWA model  **Brown Text: Chapter 1, 17, 18, 19 & Articles**  **Lobiondo-Wood & Haber Text: Chapter 21** | **Post Introduction and find team member to work with on the EBP project. Send an email to faculty; include your team member that you intend to work with on the EBP project. Practice Exam** |
| **August 26 – September 1** | Trigger and PICOTS  **Brown Text: Chapter 11**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 418-422)** | **Short Paper #1: Trigger and PICOTS**  **Exam 1 on Friday, September 1 over Chapters 1, 11, 17, 18, 19, 20, & 21 and articles (including lectures and PICOTS).** |
| **September 4** | **Labor Day Holiday** |  |
| **September 2-8** | Search for Literature  **Brown Text: Chapter 12**  **Lobiondo-Wood & Haber Text: Chapter 3 and 20 (pgs. 423-424)** | **Gather literature & meet with the librarian as needed.** |
| **September 9-15** | Search for Systematic Review, Benchmark/Guideline, and Significance  **Brown Text: Chapter 10 & 12** | **Gather literature & meet with the librarian as needed.** |
| **September 16-22** | Refresher on Critique of the Literature  **Brown Text: Chapters 9, 13, 14, 15, & 16 and Appendix A, B, C, E and F**  **Lobiondo-Wood & Haber Text: Chapter 19** | **Begin critiquing the evidence** |
| **September 23-29** | Leveling the Evidence  **Brown Text: Chapter 9 (pgs. 216-221), and Article**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 424-427)** | **Level all evidence** |
| **September 30-October 6** | Synthesis of the Literature  **Brown Text: Chapter 10 (pgs. 182-185, 192 and Appendix H)**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 427-430)** | **Short Paper #2: APA Pinch Table of Synthesis with articles and Benchmark/Guideline**  **Exam 2 DUE on Friday, October 6 over Chapters 3, 9, 10, 12, 13, 14, 15, 16, 19, & 20 (including Appendices, lectures, articles, and Assignments).** |
| **October 7-13** | Team: Planning for the Team  **Brown Text: Review Chapter 18 (page 322)**  **Article: Cullen & Adams (2012)**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 423, 428-430)** | **Select team members** |
| **October 14-20** | Team: Work-out  **Brown and Lobiondo-Wood & Haber Text: Review previous pages and articles on teams and synthesis** | **Present Synthesis to team strategize how to best use each team member look at need for more literature with team** |
| **October 21-27** | Team: Plan for Change  **Brown Text: Review Chapter 17 (pgs. 310-311)**  **Article: Weber and Joshi (2000)**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 431-436)** | **Short Paper #3: Team**  **Due: Friday, October 27** |
| **October 28- November 3** | Evaluation  **Brown Text: Review Chapter 17 pages 312-314**  **Lobiondo-Wood & Haber Text: Chapter 20 (pgs. 436-438)** | **Find or create a tool to use for evaluation. Start baseline data collection.** |
| **November 4-10** | Change Process and Roll-Out  **Brown Text: Review Chapter 17** | **Finalize the change process and roll-out, conduct final evaluation of comparison of baseline and after change evaluation.** |
| **November 11-17** | Team Final Change Process, Roll-out, and Evaluation | **Short Paper #4: Evaluation and Roll-out**  **Due: Friday, November 17** |
| **November 23-24** | Thanksgiving Holiday |  |
| **November 18-December 1** | Poster Creation  **Brown Text: Chapter 18 (pgs 319-321 and 323-325)** | **Begin creating the poster**  **Exam 3 DUE on Friday, December 1 over Chapter 17, 18, & 20 (including lectures, articles, and assignments).** |
| **November 25-December 1** | **Course Evaluation (Online)**  **Final student Poster Presentation** | **Final Poster DUE: Friday, December 1** |

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**UTA College of Nursing and Health Innovation - Additional Information:**

**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.**

**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/policy/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.***

**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) | **E. Monee’ Carter-Griffin DNP, RN, ACNP-BC**  Associate Chair, Graduate Nurse Practitioner Programs  Pickard Hall Office – TBA  817-272-4832  Email address:  [monee@uta.edu](mailto:monee@uta.edu) |
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|  | **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> |