



**COURSE DESCRIPTION:**

Use of critical thinking, therapeutic nursing interventions and communication skills in promoting quality of life for persons with complex health needs. Application of nursing roles in diverse settings.

**CREDIT HOURS AND CLOCK HOURS:**

(3-6), 5 Credit Hours: Lecture (Theory) 45 hrs; Clinical 90 hrs

**Didactic:** online

**Clinical:** Day and location will vary per clinical group.

First Semester Senior Year

**PLACEMENT IN CURRICULUM:**

N3561 NURSING OF ADULTS; NURS 3481 PSYCHIATRIC NURSING

**PREREQUISITES:**

Mary Beth Reid (Lead Teacher) Assistant Clinical Professor

Office: #653 Pickard Hall

**FACULTY/LEAD TEACHERS:**

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**STUDENT LEARNING COURSE OUTCOMES:**

**At the conclusion of the course, the student will be able to:**

1. Synthesize current evidence and theoretical knowledge to deliver competent, culturally sensitive, developmentally appropriate holistic care for persons with complex health needs.
2. Demonstrate analytical, logical reasoning in the implementation of the nursing process for persons with complex health needs.
3. Provide progressively independent safe, quality nursing care for persons with complex needs upholding ethical and legal standards.
4. Collaborate effectively with patients; families, and the interdisciplinary team using oral, written, and non-verbal communication in providing comprehensive care to persons with complex health needs.
5. Demonstrate leadership skills in ethical behavior and conflict management while caring for the patient with complex needs.
6. Provide cost-effective care to patients with complex health care needs.
7. Provide progressively independent safe, quality nursing care for persons with complex needs upholding ethical and legal standards.
8. Incorporate multiple technologies into all aspects of care to complex patients.

## EVALUATION METHODS:

### Tests and Final Exam:

There will be a total of six (6) scheduled exams. All exams will be proctored. Please refer to the master testing schedule for exact dates and locations of exams. These exams are: Math Competency Exam; Exam I, Exam II, Exam III, Evolve-Reach (HESI) Exam, and Comprehensive Final Exam. With the exception of the Math Competency Exam (see below), the exams consist of multiple-choice items but may also include multiple choice- multiple answer items, fill in the blank test items, hot spots to identify an area on a picture or graphic, drag and drop ranking, ECG/dysrhythmia interpretation, and/or chart exhibit. Math calculations are included on all course exams in addition to the Math Competency Exam.

Exams given in this course are based on assigned readings in either the text, other assigned readings per week such as handouts or journal articles, and on information presented in the weekly “Key Concepts” presentations. The Exam II will cover information presented in assigned readings from the text and the Preclinical Lab Materials and presented during the Preclinical Lab conducted during clinical hours and the material in the “Key Concepts” presentations. The final exam is comprehensive and will cover all content presented during the course. Consult the exam blueprints for specific content evaluated on each exam.

Please refer to the section on “Protocol for Test Taking” in the syllabus for more testing policies and procedures, including the policy for missed exams.

### Math Competency Exam:

The Math Competency Exam consists of 15 math calculation problems related to medication and IV administration. Students must achieve a score of 90% or greater on the Math Competency Exam in order to satisfactorily meet the clinical objectives for medication administration, and prior to medication administration in clinical. A student who does not satisfactorily meet the clinical objectives for medication administration will not pass clinical.

The first administration of this exam will be given during Week 1 of the course. This is to address any math skills deficiencies early, and to prepare the student for success on math problems during the remaining course exams. **Your grade (5% toward final course grade) will be the score earned on the first administration of this exam.** If you have an unexcused absence for the first math exam, you will receive a score of 0% for your math exam. Students who do not achieve at least 90% on Math Competency Exam 1 will have two additional opportunities to retake the test. The scheduling of Math Competency Exams 2 and/or 3 will be coordinated between the lead teacher and student. **Students who fail to achieve 90% on the Math Competency Exam after 3 attempts may not continue in the course.**

### Course Assignments:

Course assignments will include online quizzes, completion of two coach-graded assignments, and discussion board participation. A very important part of these expectations is appropriate moral and ethical behavior. Therefore, it is expected that you will work alone on each of the online assignments. **All graded course assignments are submitted electronically.**

Weekly discussion assignments are graded on a pass/fail basis, but participation in and completion of the discussion assignments is *strongly* encouraged because these discussions are intended to facilitate the student's application and synthesis of key concepts presented in the course and assist with preparation for course exams.

### **Policy on Missed Online Assignments:**

Should a personal or family illness or emergency occur, rendering you unable to complete an online assignment on time, you are expected to contact your Academic Coach via phone, phone message, or e-mail **BEFORE THE ASSIGNMENT due date time has expired**. If you cannot get to a phone or a computer, a phone message or e-mail will be accepted from an immediate family member or guardian to notify your **Academic Coach** that you have had an emergency. Documentation of the emergency is required. Examples of documentation include a police report, or healthcare provider/hospital note. No medical or personal information will be required. *When the lead instructor and academic coach have seen documentation of your emergency, they will consider your case for making up the assignment.*

If your Academic Coach is not informed of your situation before the due date/time of the online assignment, two consequences could occur:

1. You will be allowed to make-up the online assignment within 5 days, and no points will be deducted from your score. This will occur **only** if you can show documentation that you had an emergency or crisis situation.
2. If you cannot show documentation that you had an emergency or crisis, you will not be allowed to make up the online assignment and will receive a zero for the assignment.

### **Online Quizzes:**

Five scheduled quizzes will be given throughout the course. **Quiz questions will be based on course content from the current week (the week the quiz is given).**

As future nurses, you are guided by a set of practice expectations, even as a student. A very important part of these expectations is appropriate moral and ethical behavior. Therefore, it is expected that you will work alone and without notes to take each of the online quizzes. You are **expected to maintain test security** by not discussing the questions with your peers or attempting to copy the quizzes in any way. If you discuss quiz questions or content of quizzes with other students, this is a violation of test security, and will result in being reported for academic dishonesty. WE TAKE TEST SECURITY very seriously at the College of Nursing. Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for future nursing professionals.

Course quizzes will be posted online. Quizzes will be available to students during a specified time period listed on the course schedule. Please review the online quiz instructions prior to attempting the quiz. Since the quiz is timed, you will be unable to return to any skipped items and the instructor will be unable to restart the quiz for you. **Remember to save your answers.** The quiz will not be available online after the deadline and students not completing the quiz at that time will receive a "0". Online quizzes are not included in the minimal weighted exam grade average of 70% for the course.

### General Online Quiz Guidelines:

1. The online quizzes will be set to 1.4 minutes per question. You will not have time to use your notes to look up the answers. **We trust you will uphold the moral and ethical standards of your future profession while taking these tests. It is expected you will NOT use notes, books, or study templates to take your quiz.**
2. Each student will have different questions than other students, as the questions are scrambled. No two students will receive the same question in the same order.
3. During a quiz you will be unable to save or print the questions; this is for test security purposes.
4. Missed quizzes are counted as 0%. **Missed quizzes will not be made up.**
5. Your computer connection must be reliable. If you know that you are cut off of the Internet every time use it, don't rely on your home computer to take the test. There are many options for you to use a reliable computer with a reliable Internet connection. Please locate a reliable connection prior to taking the first online quiz.

### Evolve Case Studies

There are four Evolve case studies that correspond to the course content. The topics are: Coronary Artery Disease, Cirrhosis, Chronic Kidney Disease, and Spinal Cord Injury. While you will not receive a grade for completing these, there may be quiz or exam questions related to these case studies.

### Evolve-Reach (HESI) Examination

This exam is a standardized examination developed by Elsevier and therefore no test blueprint is provided. As this is a custom exam constructed specifically to test what has been covered in class, there is only one version of this exam available. Therefore, **NO make-up Evolve-Reach (HESI) exams will be given if a student misses the exam.** Students are expected to take this exam as scheduled; it is not an optional exam but is given to help prepare students for the NURS 4581 comprehensive course final and the exit Evolve-Reach (HESI) exam taken in Senior 2 semester. A student will be excused only for a legitimate reason (personal illness or emergency) and documentation for the absence will be required. In the event a student misses this exam, the student is expected to notify the lead teacher on or before the exam day. Students missing this exam will receive the grade achieved on the comprehensive course final exam as the missing Evolve-Reach (HESI) exam grade. The final exam grade WILL NOT be substituted for an Evolve-Reach (HESI) exam grade at a student's discretion or because a student is not satisfied with the score they achieved on the Evolve-Reach (HESI) exam.

### Clinical Experience Evaluation Outcomes

- a. Demonstrate the ability to accurately assess the patient's condition.
- b. Discuss the physiological and psychosocial effects of disease, trauma and hospitalization on the patient and family.
- c. Demonstrate ability to think critically in analyzing data and setting priorities when providing care to the critically ill patient.
- d. Demonstrate an ability to formulate a plan of care for the critically ill patient.
- e. Demonstrate the ability to provide safe and effective nursing care to the critically ill patient.

- f. Demonstrate knowledge and understanding of the medications utilized in the care of the critically ill patient.
- g. Demonstrate the ability to correctly utilize pertinent technological equipment in the clinical area.
- h. Integrate the psychological, sociocultural and spiritual needs of the critically ill patient and significant others with physiological care.
- i. Evaluate and adapt nursing care as patient needs require.
- j. Communicate effectively both orally and in writing with patients, families, colleagues, interdisciplinary team members and instructors.
- k. Collaborate with other nursing and ancillary staff in providing patient care.
- l. Demonstrate the ability to assess the health processes and long-term needs of chronically ill patients and their families.
- m. Utilize nursing roles to implement the nursing process in providing care to patients and families with acute or chronic illness, or with rehabilitative needs.
- n. Demonstrate accountability and responsibility in the clinical area.

### TEACHING METHODS:

Assigned textbook and outside readings  
 Synthesis of content assignments  
 "Key Concept" PowerPoint presentations  
 Discussion board participation and assignments  
 Case studies  
 Podcasts  
 Clinical laboratory  
 Clinical simulations  
 Clinical patient care experiences; clinical reflection papers

### GRADING:

In order to pass the course, the student must pass both the theory and the clinical components of the course. The clinical component of the course is graded on a pass/fail basis.

**In calculating the final course grade for NURS 4581, the weighted average on proctored exams (Exam I, Exam II, Exam III, HESI, and Final Exam) will be checked first. If the student achieved a 70.00% with no rounding of weighted average on proctored exams, the non-proctored quizzes and the 2 graded content assignments will count toward the final course grade. If the student did not achieve a 70.00% with no rounding of weighted average on proctored exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on proctored exams.**

The following grades will be recorded. Percentage indicates the contribution of each grade to the overall course grade. Students must also pass clinical in order to pass the course. The course grade will be based upon the following percentages:

On-line content assignments (2 total)	2%
Quizzes (5 graded)	5%
Math Competency Exam (15 questions)	5%
Exam 1 (75 questions)	20%
Exam II (75 questions)	20%

Unit Exam 3 (75 questions)	20%
HESI Critical Care Specialty Exam (55 questions)	9%
Comprehensive Final Exam (75 questions)	<u>20%</u>
	100%

The proctored exams for this course will be announced after testing locations are arranged and scheduled. This information will be posted on EPIC when it becomes available.

In this course there are no make-up or extra credit assignments to earn additional points. **However, if all Discussion Board assignments are completed and you have earned 100% for each, two points will be added to your comprehensive final exam grade.**

### **UTA College of Nursing Grading Criteria**

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

- 70% weighted average on proctored exams.
- 70% weighted average on major written assignments.
- 90% on math test (if applicable).
- 90% on practicum skills check offs (if applicable).

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

- A = 90.00 – 100.00
- B = 80.00 – 89.99
- C = 70.00 – 79.99
- D = 60.00 – 69.99

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

### **Test Taking Guidelines and Information (for proctored exams):**

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

### **Guidelines for test taking (for proctored exams):**

- Students must present the UTA student ID or other picture ID in order to take an exam.
- All cell phones, pagers, and electronic devices must be turned **off** (not on vibrate) and placed at the front of the room during all exams.
- No food or drink containers with labels will be allowed on desks during testing.
- Purses, backpacks and all class materials are to be placed at the front of the room during the test period.

- Only instructor-given materials may be on the desk (test, scratch paper, calculator, etc.)
- Students are expected to keep their eyes on their own paper/screen and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed. A cover sheet should be used when taking a paper and pencil test.
- Ear plugs are acceptable.
- Dress warmly in layers. No sweaters, coats or jackets with pockets or hoodies may be worn.
- Baseball hats with brims, etc. must be removed or turned so that the “bill” of the cap is at the back of the head during tests.
- Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates.
- Please use restroom facilities before the test. If you must leave during the test to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room. You may be accompanied to the restroom by a proctor.
- Calculators will be provided when needed and are to be returned at the completion of the test.
- When you have finished the exam, please do not enter the room again until the testing period has ended.
- **For exams taken on the computer, ONLY the testing “window” should be open during the exam. Absolutely NO Internet browsing during the exam.**

#### **Tardiness for Exams:**

- Students should notify the Lead Teacher, Clinical Instructor and/or Site Coordinator as soon as they realize they will be tardy for an exam.
- Proctored Exams: A student who is tardy for the exam may enter the testing area quietly, following the testing guidelines and begin the exam. No extra time will be given. *If another student has already completed the exam, the tardy student will not be allowed to take the exam, and a make-up exam will be required (see “exams missed for unexcused absences”).* The penalty for a tardy requiring a makeup is the same as a missed exam for an unapproved absence/rescheduling of exam: 20 points will be subtracted from the exam grade.
- Unproctored exams: You must start the online exam on time. If you are late, you may start taking the exam at that time. ***However, the time for taking the test window will not be extended.***

#### **NURS 4581 Missed Examination Course Policy:**

- All students are expected to take course exams at the scheduled time. Absences for exams may be considered excused or unexcused. Reasons that would commonly constitute an excused absence include emergent situations such as personal illness, illness of child, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. For any such absence, the Lead Teacher must be notified in advance (unless not feasible due to circumstance, i.e. car accident, hospitalization) and the absence approved. The student must furnish verification of the reason for missing the examination and email this to the lead teacher/academic coach (physician note or release form, obituary of loved one, airline ticket voucher, etc).

- Failure to take a scheduled examination at the assigned time without prior coordination with the lead teacher may result in a zero (F) for this specific exam grade. ***If you miss an exam, you will need documentation supporting your absence before you can take the make-up exam. Exams MAY NOT be taken early.*** An unapproved absence will result in 20 points subtracted from the exam grade.
- Any exam taken after the scheduled exam time ( for any reason) will be in a format determined by the lead teacher and may include alternate format questions, such as fill in the blank, short answer, matching, or essay. Though excused absences may be made up, a pattern of exam absences is a serious matter and reflects on professionalism. Penalties will be assessed after the first excused absence.

Excused Absences requiring makeup exam	Penalty
First	None
Second	5 points off makeup and contract with lead teacher
Third	10 points off makeup
Fourth	20 points off makeup

\*There is no makeup for HESI – Grade on Final Exam will be used.

#### **Clinical Tardy Policies:**

- Clinical/lab: Tardiness is defined as arriving between 5 minutes and one hour after clinical or lab has been started by the instructor. You must speak in person by phone to your clinical instructor if you are going to be tardy in either lab or clinical. Text messaging is at the discretion of the clinical faculty. (Not all clinical instructors accept text messaging as contact. Please clarify with your instructor.) Sending email is not acceptable.
- One tardy will result in a verbal warning. Two tardies will result in a written behavioral contract. Three tardies will result in breach of the behavioral contract leading to course failure. A behavioral contract is instituted on the first occurrence if a student does not notify the clinical instructor or arrives to clinical/lab more than one hour late. Students who are late more than one hour may be sent home at the discretion of the clinical faculty, resulting in an unexcused absence. Tardies or absences will be considered unprofessional behavior resulting in being unsatisfactory on the evaluation. See course/clinical outcomes. See unexcused absence policies.
- Two unexcused absences will result in clinical failure. More than two excused absences from clinical/lab may result in failure to meet clinical outcomes and jeopardize passing the course. Clinical instructors will work with the lead teacher to determine the method of making up missed clinical/lab. Make-up for clinical/ lab sessions must be approved by the lead teachers. Unexcused absences are considered unprofessional behavior. See course/clinical outcomes.
- **Non-compliance with these guidelines will result in disciplinary action and may result in course failure.**

#### **Clinical/lab Absences:**

- Absences for clinical may be considered excused or unexcused. The clinical instructor must be notified by the student prior to the start time of clinical or lab of any potential for missing the clinical/lab experience. Absences are very serious and difficult to make

up. Because of this, any clinical or lab absence, excused or unexcused, will result in a behavioral contract and the make-up of lost time.

- Reasons that would commonly constitute an excused absence include emergent situations such as personal illness, illness of child, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. For any such absence, the Lead Teacher must be notified in advance (unless not feasible due to circumstance, i.e. car accident, hospitalization) and the absence approved. Further, the student must provide documentation to support the absence (doctor's excuse detailing when you could return to school, obituary, court summons, etc.). It is the final decision of the Lead Teachers as to whether an absence is considered excused.

#### **Protocol for test review:**

- The academic coaches will be available to counsel students experiencing difficulty in the course. It is the student's responsibility to contact the coach through email.
- Any student who achieves less than 70% on any exam must e-mail the Lead Teacher and Student Success Coordinator to discuss progress in the course and remediation strategies.

#### **REQUIRED TEXTBOOKS & MATERIALS:**

Gahart, B. & Nazareno, A. (2009). *Intravenous medications*. (25<sup>th</sup> ed). St. Louis, MO: Mosby-Elsevier. ISBN 9780323045544

Lewis, S., Heitkemper, M., & Dirksen, S., O'Brien, P., & Bucher, L. (2011). *Medical-surgical nursing: Assessment and management of clinical problems*. (8<sup>th</sup> ed). St. Louis: Mosby-Elsevier.

(from NURS 3561)

Evolve Apply Case Studies – ISBN 9781455727063

Pagana & Pagana. (2009) *Diagnostic and laboratory test reference*. (9<sup>th</sup> ed). St. Louis, MO: Mosby. (from NURS 3561)

#### **REQUIRED MATERIALS:**

1. Course syllabus: Available **online** for course NURS 4581 or from UTA Nursing web site.  
***You are responsible for all material in the syllabus.***
2. Lab and Clinical forms **are posted online**. Students are responsible for printing forms and bringing them to clinical.

#### **OPTIONAL OR SUPPLEMENTAL TEXTBOOKS:**

**Books from previous courses:** Please utilize textbooks from Nursing Foundations, Pathophysiology, Pharmacology, and Anatomy & Physiology.

**Rec.** - Aehlert, B. (2006). *ECG's made easy*. (3<sup>rd</sup> Ed). St Louis, MO: Elsevier ISBN 9789996012563

**OR**

**Rec.** - Atwood, S., Stanton, C., & Storey-Davenport, J. (2009). *Introduction to basic cardiac dysrhythmias*. (4<sup>th</sup> Ed). St. Louis, MO: Elsevier. ISBN 9780323052252

### **FACULTY RESPONSIBILITIES RELATED TO NURS 4581:**

Students are urged to be actively involved in their own process of learning. The **teacher functions as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, **students construct their knowledge actively** rather than just mechanically ingesting knowledge from the teacher or the textbook. (*Constructivism as a paradigm for teaching and learning* (n.d.) retrieved July 11, 2005 from <http://www.thirteen.org/edonline/concept2class/constructivism/>)

Faculty members are responsible for:

- Providing an environment conducive to learning.
- Facilitating students' learning.
- Supporting creative endeavors.

### **STUDENT RESPONSIBILITIES RELATED TO NURS 4581:**

**The student is expected to:**

- Read assigned text and complete assignments, and review other materials as necessary to support comprehension and understanding of course content, and participate in clinical simulation and patient care activities.
- Communicate needs/concerns related to the course directly to the academic coach or lead teacher.
- Submit required written course and clinical assignments on time. Students must have a **VALID** reason (serious illness, death in family) for requesting an extension. Refer to EPIC for deadlines for course assignments.
- Nursing actions are based on knowledge and application of principles of bio-physical and social science consistent with the Nurse Practice Act. Any nursing action omitted or committed that is either an actual or a potential endangerment to patients may be considered sufficient rationale for course failure.
- Students must provide their clinical instructor with the name and phone number of a person who can be contacted in case of emergency during clinical hours.
- Students will be requested to complete faculty and course evaluations during the announced evaluation period at the end of the course.

### **COURSE COMMUNICATION:**

**Electronic Communication Policy:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

- **Discussion board and email are the primary method of communicating with your**

**academic coach or the lead teacher.** Please use the e-mail and discussion areas provided as often as needed.

- Students are responsible for checking the course site and email daily. Any information posted is considered delivered to you after 24 hours from the posting.
- All course forms and schedules will be found on the course website
- Online communication protocol:
  - Tone of the posting should be professional
  - No personal messages or announcements may be posted on class discussion boards
  - No political or inappropriate statements are permitted
  - Be respectful. No critical statements regarding students or faculty will be allowed

#### **ADDITIONAL INFORMATION:**

All students enrolled in clinical courses must show proof of current immunization and CPR certification as described in the UTA Undergraduate Catalog and the College of Nursing Student Handbook. A checklist of compliance data is maintained in the Nursing Advising Office file. Non-compliance with these College of Nursing requirements will prevent you from participating in clinical components of your course work. Absences from clinical as a result of non-compliance cannot be made up.

#### **LIBRARY INFORMATION:**

**Helen Hough**, Nursing Librarian  
(817-272-7429), Email: [hough@uta.edu](mailto:hough@uta.edu)  
Research Information on Nursing:  
<http://libguides.uta.edu/nursing>

#### **UNDERGRADUATE SUPPORT STAFF**

**Elizabeth Webb, Administrative Assistant I, AP-BSN**  
646-B Pickard Hall, (817) 272-2776 ext. 4833  
Email: [ewebb@uta.edu](mailto:ewebb@uta.edu)

#### **UTA INFORMATION**

##### **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.

**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.*

Instructors 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 University policy, which may result in the student's suspension or expulsion from the University.

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

**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.

## **POLICY FOR ADDING AND DROPPING COURSES OR WITHDRAWALS**

Effective Fall 2006, adds and drops may be made through late registration either on the Web at MyMav or in person in the academic department offering the course. Drops may continue in person until a point in time two-thirds of the way through the semester, session or term. Students are responsible for adhering to the following regulations concerning adds and drops.

- a. A student may not add a course after the end of the late registration period.
- b. No grade is posted if a student drops a course before 5:00 p.m. CST on the Census Date of that semester/term.
- c. A student entering the University for the first time in Fall 2006, or thereafter, may accrue *no more than a total of six course drops with a grade of W* during his or her enrollment at the University.
- d. A student may drop a course with a grade of "W" until the two-thirds point of the semester, session, or course offering period.
- e. Exceptions to this policy may be entertained because of extraordinary non-academic circumstances. Under such circumstances, approval must be received from the instructor, department chair, dean, and the Office of the Provost.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor

to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**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 undergraduate catalog. [http://wweb.uta.edu/catalog/content/general/academic\\_regulations.aspx#10](http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10)

### **UTA College of Nursing Policy**

Effective for students entering the nursing program Fall 2009 (Jr I) and forward, the following policy applies:

Students within the program, enrolled in an upper division NURS course are permitted to drop the course one time. Upon attempting the course for the second time, the earned grade is retained. Students may drop no more than three upper division NURS courses during their undergraduate career. Elective and pre-nursing courses are exempt from this policy.

Students wanting to drop all courses for which they are enrolled must withdraw from the University for that semester/term. (Students should follow the procedure in the Withdrawal section of the UG Catalog.)

**Student Support Services Available:** 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).

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

### **FINAL REVIEW WEEK**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes,

research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. 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. Classes are held as scheduled during this week and lectures and presentations may be given.

#### **COLLEGE OF NURSING INFORMATION:**

##### **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.

##### **APA FORMAT:**

APA style manual will be used by the UTACON with some specific requirements for the undergraduate courses. [www.uta.edu/nursing/APAFormat.pdf](http://www.uta.edu/nursing/APAFormat.pdf)

##### **CLASSROOM CONDUCT GUIDELINES:**

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

##### **ESSENTIAL SKILLS EXPERIENCE:**

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

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

UTACON students must obtain a printed copy of the BSN Pre-Licensure Essential Skills Experience Passport from Web CT and maintain this copy for use in all clinical courses. This Passport must be used to document skills experiences during clinical or simulation laboratory sessions. After performing an essential skill, a student will record the date and the setting, and then his/her initials in the appropriate boxes on the passport. The student will then provide the record to his/her clinical instructor for verification. Students are responsible for the accuracy and integrity of Passport documentation. Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA’s Academic Dishonesty policies.

UTACON students are required to perform and document ALL the essential skills in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in

completing all essential skills designated on the Passport. It is the student's responsibility to obtain the required essential skills experiences in a timely manner throughout the semester.

**CLINICAL PASS/FAIL:**

**Clinical Failing Behaviors**

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

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

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

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

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

#### **CLINICAL DRESS CODE:**

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing (UTACON), and has two primary purposes: to insure that, whenever in the clinical setting, students of the UTACON: 1) represent the nursing profession and UTACON in a professional and appropriate manner, and 2) are readily identifiable as students.

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

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

#### **Award for Student Excellence in Clinical Nursing**

This award is for an exceptional student who consistently exceeds the clinical expectations of the course. The student will be honored at an awards ceremony at the end of the semester. Clinical faculty will further discuss the award during the clinical rotation (**term**).

Criteria for selection:

- Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence-based practice, and communication (written and verbal).
- Demonstrates exemplary performance in the use of critical thinking and problem solving skills.
- Demonstrates exemplary performance in the application of leadership principles and professionalism.

#### **NO GIFT POLICY:**

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

#### **Observance Of Religious Holy Days:**

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days:

[http://www.uta.edu/catalog/content/general/academic\\_regulations.aspx#6](http://www.uta.edu/catalog/content/general/academic_regulations.aspx#6)

## **HAZARDOUS EXPOSURE TO BLOOD, BLOOD PRODUCTS OR BODY FLUIDS:**

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

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

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

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

## **POLICY ON INVASIVE PROCEDURES**

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

***The Student Handbook can be found by going to the following link:***

<http://www.uta.edu/nursing/handbook/toc.php> or by going to the nursing website [www.uta.edu/nursing](http://www.uta.edu/nursing) and using the link provided under Current Students.

**TIPS FOR SUCCEEDING IN N4581**

1. Read the assigned readings each week. Do not get behind with your readings.
2. Participate in the weekly discussion board assignments in order to dialogue with your peers and focus on content application and synthesis each week. As the courses progresses, the content builds upon previous concepts learned.
3. Take your own notes when reviewing the weekly recorded presentations, stay mentally engaged as you listen to the presentations, and review notes as needed. Refer back to your textbook and other assigned readings for clarification as needed.
4. If you like to study in groups, study with the right people.
5. Come on time for exams, which start promptly at the scheduled times. If you are late for an exam (proctored or on-line), you will not be given additional time to complete it.
6. Don't work too many hours (for you) in addition to your academic commitments.
7. Don't go out of town right before an exam day or schedule a major event on an exam day.
8. Avail yourself of UTA Counseling Services, which offers counseling, seminars, and assessments designed to help you with academic functioning and personal issues. Personal issues assistance includes relaxation training, college adjustment, and stress management. Academic Skill Building includes improving study skills, time management, and reduction of test anxiety. If you are having difficulty mastering the course content, seek the assistance of your Academic Coach, Lead Teacher, or Student Success Coordinator EARLY in the course. Also, your clinical instructors have a wealth of knowledge and experience and can assist you with content mastery.
9. Exams – usually concentrate on nursing care, patient assessment, medical therapy, medications – the tests build on previous knowledge from pathophysiology and pharmacology. The majority of the questions are analysis, application, and evaluation (higher level critical thinking) questions. It is important to know both the trade and generic names of drugs discussed in the course. Every exam has drug dosage calculations and it is recommended to do the math problems FIRST.
10. During exams, wear a watch and maintain a steady pace and don't spend an inordinate amount of time on one question. The time allotted for exams is based on the NCLEX standard of 1.33 minutes per question, so it is important to maintain a steady pace and use your exam time wisely to ensure success. For the exam questions, read the entire stem and all four choices; don't add info to the stem that is not there; and don't confuse what you see at work with the correct answer on the exam. *Get plenty of sleep the night before the exam and don't work all night before an exam.* Eat some protein before the exam. Be on time and start the test on time!
11. Pay attention to the drop date, and make sensible and realistic decisions about continuing in the course if you are experiencing difficulty.

## CLINICAL GUIDELINES

1. All students will work with an RN-Facilitator specifically designated to work with students. Students will perform nursing care within the restrictions of both UTACON and the agency including the following:
  - a. NURSING STUDENTS ARE PROHIBITED FROM PERFORMING THE FOLLOWING SKILLS:
    1. Verifying and/or hanging blood products.
    2. Taking verbal or telephone orders from physicians or other health care providers.
    3. Transcribing or initiating orders for patient care.
    4. Verifying high risk medication dosages such as insulin or heparin.
  - b. Do not attempt, without appropriate supervision, anything you have not done before or do not feel comfortable doing.
  - c. ALWAYS check with your nurse or instructor before doing something, especially giving medications. Always check, check, and recheck meds before giving. Do not give a medication if you don't know what it is (look it up). Be sure to employ the FIVE RIGHTS with medication administration.
  - d. Students do NOT give IV push medications without direct supervision by a registered nurse.
  - e. When there is an emergency situation, get out of the way! Be a "go-pher", and do what you are directed to do, but stay out of the thick of things unless specifically invited.
  - f. Give updates on patient condition to your RN-Facilitator. Note this information in writing on the nurses' notes as appropriate.
  - g. Attire: You are a representative of nursing as a profession, of UTACON, and of yourself; your professional appearance is a reflection of all of these factors. Students are expected to follow the UTACON Clinical Dress Code Policy. Long hair will be pulled back and fastened.
  - h. Students must have current immunizations, CPR certification, liability insurance, and health insurance, as required by clinical agencies and UTACON.
  - i. Infractions of any of the above will result in your removal from the clinical area.
2. Students will report to the clinical area at the time designated by the clinical instructor. **It is your professional responsibility to be on time for clinical. It is also your responsibility to arrive at clinical with a stethoscope, your required Gahart Intravenous Medication text, a Manual of Diagnostic and Laboratory Tests, and any other such as your supplement as designated by your instructor.**
3. Charting is a necessary activity and must be kept current. Begin by writing nurse's focus/ notes separately and having them checked before transcribing them into the chart. Use flow sheets or check lists for charting where appropriate. The student is expected to chart treatments, assessments, medications, etc., in all places necessary. This will vary from area to area. It is the student's responsibility to be aware of unit/agency requirements for charting.
4. Students will be assigned to one or two patients and are responsible for patient care during the time spent in the clinical agency. All students will have a nurse to report to. If leaving the clinical area for any reason (break, lunch, and conference), a report of the patient's/patients' condition must be made to the assigned RN.
5. Evaluation is an important component of education. To assess the attainment of the terminal objectives, it is necessary for you to be in the clinical area. Should circumstances prevent your attendance, both the hospital and instructor must be notified. (Refer to previous section on clinical pass/fail.) **ALL clinical absences will be made up. Your clinical instructor, in consultation with the Lead Teacher, will determine the nature of make up. Students missing two or more days of clinical may receive an F in N4581.**
6. Refer to guidelines and course schedule regarding required written assignments.
7. Clinical conferences will be scheduled by your clinical instructor.

8. Your instructor will provide information regarding policies specific to your assigned agency.
9. It is the responsibility of students to follow universal precautions, as outlined by the Center of Disease Control & specific agency guidelines.
10. **STUDENTS MAY NOT:**
  - a. Leave clinical before the scheduled completion time without a valid reason AND without the permission of the clinical instructor.
  - b. Interview for jobs during clinical.
  - c. Plan to attend clinical for another course during N4581 clinical time.
  - d. Utilize hospital computers for personal business.
  - e. Initiate or receive (unless of an emergency nature) personal phone calls. Personal calls may be conducted during meal or break times. Cell phones must be turned off while in clinical.

**ESSENTIAL SKILLS for NURS 4581 (As explained on pages 14 of the syllabus):**

Assessment

Physical assessment: head to toe

Interpret and analyze normal and abnormal assessment findings

Basic Care

Oral care

Medication Administration

“Six rights”

Safe dose range calculation/determination

Nasogastric and/or gastric medications

Parenteral (IV push) medications

Parenteral (IV piggyback) medications

Parenteral (continuous drip management and titration) medications

Indwelling Tubes

Insertion and/or management of enteral tubes

Insertion and/or management of urinary catheters: female/male

Intravenous (IV) Access Lines

Management, care and/or use of PICC/central lines

IV infusion initiation and/or monitoring: use of IV pumps

Management and/or care of arterial lines

Hemodynamics-level/zero transducer

Airway Management

Oral suctioning

Endotracheal (ET) suctioning

Tracheostomy care/management/suctioning

Ambu bag (bag-valve-mask device) use

Ventilators: volume, pressure, CPAP, BiPAP

Advanced Cardiovascular Care

BLS/CPR and Code Blue

Nutrition and Feeding

Orogastric, nasogastric, G-button, gastrostomy and/or duodenal/jejunostomy feeding (gravity and/or pumps)

Infection Control Procedures

Handwashing/cleansing

Safety

Use of correct body mechanics

Miscellaneous

Documentation

Communication: student hand-off to nurse

Communication: Abnormal findings to HCP (SBAR)

Nursing math skills