

## Syllabus

### The University of Texas at Arlington College of Nursing Undergraduate Program

#### **NURS 3632 Clinical Nursing Foundations - APBSN**

##### **Course Description:**

Basic therapeutic nursing interventions with individuals and families in diverse settings using nursing process framework.

##### **Credit Hours and Clock Hours:**

6 Credit hours per academic term:

3 hours of online course work/3 lab and clinical (Lab hours are figured on a 3:1 ratio.

3 hours = 9 hours actual/week)

##### **Lab and Clinical Time:**

Clinical day and lab time will be assigned per academic partner schedule. \*\* Simulation hours may be substituted for actual hospital time by faculty as approved by Lead Teacher

##### **Placement in Curriculum:**

Junior I (JR1)

##### **Prerequisites:**

NURS 3320, NURS 3333 or concurrent enrollment.

[If a student is unable to complete N3320 (Assessment) due to failure or withdrawal, N3632 (Foundations) must be dropped if it is being taken concurrently.]

##### **Faculty:**

###### **Lead Teacher**

Sara Washington, MSN, RN, CNE

Office: Pickard Hall Room 617

Office phone: 817.272.2776

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

###### **Academic Coach & Clinical Instructors**

**Refer to Clinical Packets for individual Clinical Instructor contact information and EPIC courseware for other contact information.**

### **Student Learning Outcomes:**

- Provide holistic care to individuals and families using the nursing process.
- Apply principles of safety and infection control while providing care.
- Evaluate personal performance in the delivery of basic nursing care.
- Apply ethical and legal principles and professional standards in providing care to individuals and families.
- Communicate patient information (such as assessment findings, interventions, and patient responses) with faculty and other members of the health care team. Use therapeutic communications when relating to patients and families.
- Teach basic patient education related to health.

### **Clinical Outcomes:**

- Administer medication in a safe and accurate manner.
- Demonstrate written communication through documentation of patient care assessment findings, patient care plans, and critical thinking papers.
- Demonstrate verbal communication therapeutically with patients and families.
- Demonstrate time management to include organizing care interventions and completing all patient care and written required assignments on schedule.
- Practice standard precautions in patient care.
- Demonstrate use of sterile technique.
- Provide a safe patient environment.
- Apply ethical principles such as confidentiality, privacy, informed consent and truth telling.
- Collaborate with other members of the health care team in meeting the identified needs of the patient & family.
- Demonstrate professional behavior.
- Demonstrate critical thinking through performance of clinical and written assignments.
- Formulate care plans with appropriate short term goals for an individual client.
- Demonstrate appropriate and accurate use of skills as learned in lab.
- Evaluate and improve clinical performance considering self-evaluation, faculty evaluation and staff feedback.
- Identify own strengths and weaknesses in the delivery of nursing care.

### **Required Materials:**

- Course syllabus: Available in online for course N3632 or from UTA Nursing web site. Please print and read before first day of class. Print last page contract, sign, and turn in on first day you meet with your clinical group. You are responsible for all material in the syllabus.
- Lab Packs are required for the Lab portion of the course. Lab Packs contain supplies and are delivered to each student's home- if ordered by the ordering deadline. Lab Packs will be utilized in lab on a weekly basis. Students may be unable to participate in lab without the pack.
- Lab and Clinical forms are posted online. Students are responsible for printing forms and bring them to check off on skills.

### **Required Books & Miscellaneous:**

Potter and Perry (2009). Fundamentals of nursing. (7th ed). Elsevier. ISBN 9780323067843

Potter and Perry (2009). Nursing skills online for fundamentals of nursing. (7th ed). Elsevier ISBN 978-0-323-05484-3

Skidmore-Roth. (2009). Mosby's nursing drug reference. (22nd Ed). Mosby ISBN 9780323047029

Curren (2009). Math for meds: dosages & solutions. (10th ed). Delmar ISBN 978-1-4283-1095-7  
Ackley & Ladwig (2008). Nursing diagnosis handbook. (8th ed.) Mosby ISBN 9780323048262  
Nugent & Vitale (2008). Fundamentals success. (2nd ed). Davis ISBN 978-0-8036-1921-0  
Mosby's dictionary of medicine, nursing and health professions. (2006). (7th ed). Mosby. ISBN 0323035620

Course Syllabus- Available on EPIC.

Req. for all Junior I students: Evolve Apply Case Studies & Other Evolve Courseware

See application packet for PDA requirements.

Lab Supply Kits are required for participation in Clinical Lab sessions.

### Course Communication:

- Discussion board and email are the primary methods of communicating with your academic coach or lead teacher. Please use e-mail and discussion areas provided as often as needed. When communicating with an instructor by email through the Epic course, it may be necessary to copy yourself while sending to maintain a record of your message.
- Students are responsible for checking the course site and MyMAV email daily. Any information posted is considered delivered to you after 24 hours from the posting-**includes checking course Announcements and Q&A Board.**
- Course forms and schedules will be found on the course website.
- Students must complete the student orientation modules prior to the first day of academic term (start date of course).
- Online communication protocol:
  - Tone of the posting should be professional.
  - No personal messages or announcements on class discussion boards.
  - No political or inappropriate statements are permitted.
  - Be respectful. No critical statements regarding students or faculty will be allowed.

### Cell Phones/Texting:

Clinical instructors will give specific contact information for their clinical groups. Please keep contact information for instructors readily available, such as cell numbers or pagers, in case of emergency or other necessary communication. Some instructors like to be texted and others choose not to communicate by text messages. **You must speak in person by phone to your clinical instructor if you are going to be tardy or absent from clinical or lab.**

It is the student's responsibility to keep a line of communication open in the event of possible traffic problems, lateness to lab/clinical, etc. In the actual clinical setting, you must be in a private area, not seen by patients or families, when using a phone to communicate with faculty. (Side note: You may not use cell phones with timers at the bedside to check pulses. You must have a watch that you can use for "counting.").

### Teaching Methods:

(Not all methods may be used each academic term at the prerogative of the Lead Teacher).

- Presentations/Discussion
- DVD (skill instruction)
- Return demonstration of skills
- Role playing
- Presentations (post conference)

- Computer Assisted Instruction
- Clinical experience
- Clinical journals
- Learning activities
- Reading & writing assignments
- Simulation
- Case studies
- Care plans

### Course Content:

The following topics will be covered in N 3632. The corresponding chapter in *Potter and Perry* is noted in parenthesis.

- Client Safety (38)
- Communication (24)
- Infection Prevention & Control (34)
- Nursing Process
- Hygiene (39)
- Activity & Exercise (37)
- Mobility & Immobility (47)
- Nutrition (44)
- Urinary Elimination (45)
- Bowel Elimination (46)
- Skin Integrity & Wound Care (48)
- Oxygenation (40)
- Care of Surgical Clients (50)
- Legal Implications (23)
- Medication Administration (35)
- Pain Management (43)
- Ethics & Values (22)
- Client Education (25)
- Fluid, Electrolytes, and Acid-Base Balance (41)
- Managing Client Care (21)
- Documentation (26)
- Sensory Alterations (49)
- Sleep (42)
- The Experience of Loss, Death, and Grief (30)
- Self-Concept (27)
- Sexuality (28)
- Spiritual Health (29)

### NURS 3632 Skills:

- Hand Hygiene & PPE
- Environmental Safety & Restraints
- Sterile gloves & Fields
- Communication
- Documentation
- Body mechanics/lifts
- Ambulation
- Moving & Positioning practice
- Skills: TED/SCD/O<sub>2</sub>/Incentive Spirometers
- Sterile dressing

- Input & Output
- Enemas/Ostomies
- Foley cath insertion
- Trach care & suctioning
- Bed baths, oral care and linen changes
- NG insertion/maintenance
- Medication orientation
- Medication & feeding tubes
- Injection sites
- Injection techniques: intramuscular, subcutaneous, intradermal
- Drawing up medications
- Insulin administration
- Central Line Dressing change & maintenance
- Med Administration
- Intravenous medications:
  - Initiation of IV
  - IV fluids & flow management
  - IV bolus
  - IV piggy backs
  - Venous blood draw

### Clinical/Lab Evaluation:

The student must pass lab and clinical to pass Clinical Nursing Foundations.

### Skills and Skill Check Offs: Satisfactory/Unsatisfactory:

Students are expected to come to lab prepared with a basic understanding and knowledge of each skill scheduled for the day. Skills will not always be demonstrated during actual lab time. Instructor may review parts of a skill but is not expected to “teach” skills in a step-by-step demonstration. Watching skills videos and completing the assigned modules, required readings and quizzes prior to the lab practice time are expectations. By doing this in advance, student success is enhanced. Lab time will allow students to practice and ask questions about the skills.

Some skills will require a check-off to show competence. Skill competence is defined as successful demonstration of critical elements of the specific skill being tested. Prior to demonstrating competence (check-offs), students must complete assignments as discussed above, participate in the scheduled lab practice, and obtain extra lab practice if needed. Skill competence will be evaluated through student demonstration in the lab or clinical setting (check-offs). Students who can successfully demonstrate competency will receive a passing grade for the designated skill.

Students who are unable to demonstrate competency on the first attempt in the lab will undergo remediation and have a second opportunity to demonstrate competency with another clinical instructor, if available. If a student is unable to successfully complete a skill on the second attempt, two instructors will observe the third and final attempt. The third attempt may be taped for quality control purposes. Inability to successfully perform required skills on the third attempt will result in clinical failure (see Clinical: Pass/Fail). Faculty evaluation of performance is final.

When a student has a specific instance or pattern of difficulty in performing skills in the clinical setting, the clinical instructor will place the student on contract and require remediation in the skills lab. A skills lab remediation or check-off will be required before the student is allowed back in the hospital setting. Clinical absences due to student inability to attend a required remediation or check-off will be unexcused. *If a student is unable to successfully perform skills after remediation, either in the lab setting or upon return to the clinical setting, a clinical failure will result (see Clinical: Pass/Fail).* Faculty evaluation of performance is final.

**Lab Check-Offs:**

- Principles of sterile technique as demonstrated through insertion of a urinary catheter: male or female
- Principles of sterile technique as demonstrated through wound care with application of a sterile moistened saline dressing
- Principles of infection control as demonstrated through proper application and removal of isolation attire and hand hygiene
- Insertion of nasogastric tube

**Lab/Clinical Combination Check-Offs:**

Principles of safe medication administration:

- Oral
- Topical
- Optic
- Otic and other non-parenteral routes
- Injectables (intramuscular, subcutaneous, or intradermal)
- Intravenous (initiation of primary infusion, IV bolus, IV piggy back)

**Clinical Check-Off:**

Principles of patient safety must be demonstrated by consistent assessment, recognition, and correction of safety hazards. *As part of this requirement, students MUST check original physician's orders, not just the medication administration record, before administering medication.*

**Clinical Evaluation: Satisfactory/Unsatisfactory:**

Clinical failure may result when a student is unable to meet clinical course outcomes or exhibits unacceptable behaviors linked to the Texas Board of Nursing Standards of Professional Practice. Clinical failure for safety issues may occur at any time during the term. (See Clinical: Pass/Fail)

**Skills Passport:**

Students are required to complete identified "Essential Skills" and provide documentation on a self-reporting assessment form – Skills Passport. An essential skill may be completed in the lab or direct care setting. Documentation is a part of the clinical evaluation process. Students maintain the original passport and provide a copy to the clinical instructor as part of the clinical evaluation conference. (See Essential Skills Experience Section)

**Grade Calculation:**

In order to pass the course, the student must pass all course sections: theory, lab, and clinical. All written assignments must be completed in order to pass.

Course Requirements	Grading Weights
Exam 1 (February 9, 2011)	8%
Exam 2 (February 23, 2011)	15%
Exam 3 (Mid-Term) (March 16, 2011)	20%
Exam 4 (April 6, 2011)	15%

<b>HESI Exam (April 20, 2011)</b>	5%
<b>Final Exam (April 27, 2011)</b>	22%
<b>Other Course Work</b> Includes <ul style="list-style-type: none"> <li>• Math Competency Exam (2%)</li> <li>• Evolve Online Modules &amp; NCLEX-style questions (2%)</li> <li>• Evolve Online Case Studies (2%)</li> <li>• Practice Care Plans &amp; Weekly Activities (1%)</li> <li>• Nursing Care Plans (3%)</li> <li>• Discussions (2%)</li> <li>• Clinical Journals (1.5%)</li> <li>• Teaching Presentation (1.5%)</li> </ul>	15%

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

70% weighted average on designated proctored exams.

70% weighted average on major written assignments (if applicable).

90% on math test.

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

### **Grade Calculation:**

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will **be no rounding of final grades—69.99 = 69.99**. Letter grades for tests/exams, written assignments and end-of-course grades, etc. shall be:

A = 90.00 – 100.00

B = 80.00 – 89.99

C = 70.00 – 79.99

D = 60.00 – 69.99

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- as long as the 70% weighted exam average is met. Prior to figuring the final course grade, a 70% weighted average on designated proctored exams is required.

### **Course Work:**

#### **Proctored Course Exams: (85%) – (Weighted Average)**

All exams are proctored. There are four unit exams, including the mid-term, the HESI Fundamentals of Nursing Exam, and a comprehensive final exam. Exam blueprints will be posted online in advance of testing. Although the anticipated number of exam items will be posted per topic, it is difficult to give an accurate topic category item number because several topics may be contained in each question. There is no blueprint for the HESI.

Exams will start and end at a specific time- not within a certain time frame of extended hours to complete the exam. Exams will be administered at a designated exam site under the direction of a designated proctor. Students will be notified if there is a need to bring a lap-top computer for exams; otherwise, facility/site/UTA computers are utilized for exams.

### **Proctored HESI Exam (included in the 85% weighted average)**

The HESI Fundamentals Exam is administered toward the end of the course and is used as a student evaluation tool. A specific score is not required for progression. Students are advised to review HESI score reports for remediation purposes and to prepare for the end of program HESI Exit Exam. The HESI conversion score is used as the exam grade.

### **70% Weighted Exam Average**

In order to successfully complete an undergraduate nursing course at UTA, a student must achieve a minimum 70% weighted average on designated proctored exams. All exams are proctored in this course. For the final course grade, the 70% weighted average is calculated first. **The remaining course work is not figured into the final course grade if the 70% weighted average on course exams is not met.**

<b>Designated Proctored Exams</b>	<b>Weight</b>
Exam 1	8%
Exam 2	15%
Exam 3 (Mid-Term)	20%
Exam 4	15%
HESI Exam	5%
Final Exam	22%
<b>Total for Weighted Average</b>	<b>85%</b>

### **Figuring Exam Grades with Weighted Averages**

Example #1: This student made 100 on all exams

	<b>Weight of exam</b>	<b>Student grade</b>	<b>How to figure</b>
Exam 1	8%	100	$x 0.08 = 8$
Exam 2	15%	100	$x 0.15 = 15$
Exam 3 (Mid-Term)	20%	100	$x 0.20 = 20$
Exam 4	15%	100	$x 0.15 = 15$
HESI	5%	100	$x 0.05 = 5$
Final Exam	22%	100	$x 0.22 = 22$
Total	85%		Total= 85

**Last step:** If you divide 85 by 0.85, the weight of exams, you will know the average weighted grade. In this case the weighted average grade is 100.

Example #2: This student made 70 on all exams.

	<b>Weight of exam</b>	<b>Student grade</b>	<b>How to figure</b>
Exam 1	8%	70	$x 0.08 = 5.6$
Exam 2	15%	70	$x 0.15 = 10.5$
Exam 3 (Mid-Term)	20%	70	$x 0.20 = 14$
Exam 4	15%	70	$x 0.15 = 10.5$
HESI	5%	70	$x 0.05 = 3.5$
Final Exam	22%	70	$x 0.22 = 15.4$
Total	85%		Total= 59.5



**Last step:** If you divide 59.5 by 0.85, the weight of exams, you will know the average weighted grade. In this case the weighted average weighted grade is 70.

**Grid for *your* Exam Grades in Foundations (figure YOUR weighted average...)**

	Weight of exam	Your Grade	How to figure
Exam 1	8%		x 0.08 =
Exam 2	15%		x 0.15 =
Exam 3 (Mid-Term)	20%		x 0.20 =
Exam 4	15%		x 0.15 =
HESI	5%		x 0.05 =
Final Exam	22%		x 0.22 =
Total	85%		Total=

**Last step:** If you divide the total of column four by 0.85 (85%-the weight of total exams) you will know your weighted average grade. You must have **59.5** or more in column 4 to move to the next step of adding your remaining course grades. **If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the final course grade. Less than a C signifies a non-passing grade.**

**Other Course Requirements & Grades (15%)**

**Math Dosage Competency Exam: (2%)**

- The medication math competency exam must be passed with a grade of 90% or better in order to administer medications in the clinical setting. Students who do not receive at least 90% on the first Math Competency Exam will have **one** additional opportunity to retake the test. A 90% must be achieved on the second math exam or a clinical failure will result. You must be competent to administer medications for clinical success. Students who are unsuccessful will be allowed to withdraw from the course if eligible according to drop policies.
- The grade received for the first math competency exam will be the recorded grade which will be calculated into the final course grade.
- It is strongly suggested that students use all resources available to strengthen their math skills prior to the Math Dosage Competency Exam. Practice math tests are available online and completion of all practice tests is strongly recommended prior to taking the math test.
- Dosage calculation/math problems will be included on exams starting with Exam 3- Mid-Term.

**Papers/Projects/Presentations**

Designated clinical assignments/activities are **mandatory** for passing the course. These include:

- Practice care plan assignments (4)
- Clinical Journals (6)
- Nursing Care Plans (3)
- Teaching Presentation (1)

Late work, anytime past the due date/time, is assigned a "0" but must still be turned in to the coach or clinical instructor in a passing format to pass the course. Any assignment which you submit electronically must be received prior to the due date and time. Please double check that you have properly attached your file and that it is not corrupted. A corrupted file or forgetting the attachment **will not be excused** as you are responsible for turning in your work on time. Don't

procrastinate—start early. Computer crashes and server downtimes are not valid excuses.

**The clinical instructor sets the due dates/times for clinical paperwork and teaching presentations.**

*A pattern of late papers will be reflected on mid-term & final evaluations under documentation, time management, and professional behaviors. An unsatisfactory score in any of these areas on the final evaluation results in clinical failure.*

**Patient-Based Nursing Care Plans: (3%)**

Three patient-based care plans will be required during the academic term. The first two care plans are worth 0.5% each. To receive credit for the first two patient-based care plans, they should be *complete* and *on time* according to the instructor deadline. The third care plan is worth 2% and will be graded numerically. The numerical grade on the final (3<sup>rd</sup>) care plan must be at or above a 90 or will be redone until a grade of at least 90 is attained. The first grade received on the third care plan will be the grade used for grade calculation. The first care plan is due no later than Week 5. The third and last is due no later than Week 11. Any alterations to these dates must be made with the consent of your clinical instructor. You may not turn in more than one care plan per week and it must be on a patient you cared for immediately prior to the submission date.

**Clinical Journals (CJ): (1.5% Total/0.25% each)**

Six journals will be required during the academic term. You may not turn in more than one CJ during a week so plan your schedule accordingly. Please refer to guidelines for clinical journals online or in Clinical Instructor specific clinical packet.

Journals (0.25% each)	6	1.5%
Critical Thinking	3	
*Off-Unit Experiences	2	
Reflective paper	1	

\* If a student does not go off unit, the number of critical thinking journals can increase to make the required six. Please refer to guidelines for clinical journals online.

**Patient Teaching Presentation: (1.5%)**

This will be performed in post conference or with a patient. Please refer to guidelines for teaching presentation online or in clinical packet.

**Evolve Online Skills Modules & NCLEX Style Questions (2%)**

**Skills Modules:** Students will be expected to complete the Module Lesson Post-tests and Exam as specified in weekly schedules. There are 16 modules numbered 2-17. A 90% on each lesson post-test & module exam will be required to receive credit for the module you are working on. You have unlimited tries to obtain the 90% and the computer will always list your highest score. Make sure you complete all the module post-tests & exams to receive credit.

**Directions:** Go to Evolve website. Click on Courses→APBSN-Potter & Perry Fundamentals of Nursing 7th Edition→Start course at the beginning→Course→Module #. You may then proceed to work lessons or lesson post tests/module exam.

**NCLEX style Questions:** For selected chapters, students will be expected to complete the NCLEX-style chapter questions found on the Evolve Website.

**Directions:** Go to Evolve website. Click on Resources→APBSN-Potter & Perry Fundamentals of Nursing 7th Edition→Start course at the beginning→Resources→Chapter #. You may then proceed to NCLEX-style Review

Questions for the selected chapter.

### **Evolve Case Studies (2%):**

The case studies are scenario based critical thinking exercises for several subjects that we will be covering this academic session. You have unlimited tries but you must make 90% to receive credit.

**Directions:** Go to Evolve website. Click on Case Studies→Evolve Case Studies:  
Complete RN 2009→ Start course at the beginning→Case Studies  
→Fundamentals→Proceed to topic assigned.

### **Practice Care Plan Activities and Weekly Activities (1%)**

Four practice care plan activities are included as preparation for the three patient-based nursing care plans. Practice care plan activities provide opportunity to develop a care plan based on a hypothetical patient case example. Weekly activities are included to assist students in gaining knowledge and skills needed for application of course content.

### **Discussion Board (2%)**

Discussion board activities are designed for communication-based learning which promotes development of critical-thinking skills as well as opportunity for clarification of ideas, values, and beliefs.

### **Faculty Responsibilities:**

Faculty members are responsible for:

- providing an environment conducive to learning.
- facilitating students' learning.
- supporting creative endeavors.

Students are urged to be actively involved in their own process of learning. The teacher functions more 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/>).

### **Student Responsibilities:**

#### **Lab and Clinical:**

The student is expected to:

- attend lab or clinical, be on time, and exhibit attentive and respectful non-verbal and verbal behavior. Inappropriate and/or disrespectful comments made to faculty and/or students, including side comments, will not be tolerated in the lab and clinical settings. (See UNDERGRADUATE Student Handbook).
- read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content.
- participate in online discussions.
- be responsible for any information presented online.
- inform the instructor of potential need for an emergency telephone call. During lab/clinical, the audio mode of beepers and cell phones must be turned off or on vibrate.

Ringling of cellular phones and/or cellular phone conversations/texting during lab/clinical will not be tolerated. Occasionally, students must be "on call" for potential family problems. This needs be explained to the instructor.

- communicate needs or concerns related to the course directly to the academic coach first, if the response is not satisfactory, contact the lead teacher.
- make an appointment or contact with your Clinical Instructor or Academic Coach regarding personal progress as necessary. The Student Success Program personnel are available through email.
- submit required written course and clinical assignments on time. Students requesting a due date extension must have a valid reason (serious illness, death in family) for special consideration.

**Additional Guidelines:**

- NO CHILDREN MAY BE BROUGHT TO EXAMS. Do not leave children unattended in the building.
- Provide your families with class and clinical schedules, as well as phone numbers of the Site Coordinator and Clinical Instructor so that messages may be given provided in an appropriate manner.
- Undergraduate, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical, or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor are present on site. Students who provide nursing care to patients when an instructor or preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of "F".
- You may NOT wear an employee ID badge during your clinical experience.

**Exams:**

**Guidelines for Test Taking:**

- Students must present the UTA student ID or other picture ID in order to take an exam.
- Students are expected to be present/on-line and on time for all exams.
- No talking between students is allowed during testing.
- All cell phones and pagers 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 exam period.
- Only instructor-given materials may be on the desk (answer sheet, scratch paper, calculator, etc.)
- Students are expected to keep their eyes on their own computer and not look about the room during exams. The exam proctor may move you to a different seat if this requirement is not followed.
- Head phones may not be used during exams. Ear plugs are acceptable.
- Baseball caps, hats with brims, etc. must be removed or turned so that the "bill" of the cap is at the back of the head.
- Students are requested to maintain a quiet atmosphere in the hallway or entryway if finished ahead of classmates.

- Please use restroom facilities before the exam. If you must leave during the exam to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room. You may be accompanied to the restroom by faculty/exam proctor/designated site personnel.
- Calculators will be provided when needed and are to be returned at the completion of the exam.
- Non-compliance with these guidelines or discovery of any other methods of dishonesty will result in disciplinary action and may result in course failure.

### Testing Environment:

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

### Additional Testing Information:

- Students will be asked to submit written support of their positions on exam items in question. Positions should be backed by text references. Text book may be brought to test review for quick reference but test review time will not be extended for “search” issues. Post-exam reviews will be arranged by the lead instructor.
- The academic coach and Student Success Program personnel will be available to counsel students experiencing difficulty in the course.
- The lead teacher will be available to counsel students who experience difficulty in the course. It is the student’s responsibility to contact the lead teacher to discuss progress in the course.
- Any student who makes less than 70% on any exam must contact the Student Success Program personnel for remediation.
- **No adjustments to the exam will be made after one week from original posting of grades. Please make sure you contact the lead teacher with questions prior to the deadline.**

### Lab:

- Come to lab prepared and with the required equipment to practice or perform skills. Bring required supplies from your nurse pack lab weekly. Complete skill modules and watch the videos before you come to lab. Students who come to lab unprepared, without nurse pack supplies, and/or are unable to demonstrate assigned skills will be placed on contract and asked to leave the lab for remediation. Missed time will be counted as an absence
- Do not practice with needles, IV catheters, or other invasive equipment on human subjects outside of the clinical venue or without the supervision of a licensed nurse or instructor. (Do not stick your friends, loved ones, or enemies!).
- Follow the dress code as if in the patient-care area for clinical.
- Lab time may vary from posted time on schedule due to clinical facility situations.

### Clinical:

- Show proof of current immunization, CPR certification and other pre-clinical requirements as described in the UTA Undergraduate Catalog and the College of Nursing Student Handbook by the date prescribed by the College of Nursing. A checklist

of compliance data is maintained in the Nursing Advising Office file. Non-compliance with these College of Nursing requirements will cause you to be dropped from this course and prevent you from participating in clinical components of your course work. Absences from clinical as a result of non-compliance cannot be made up. Questions regarding clearance in these matters may be directed to Elizabeth Webb.

- Students will work with their clinical instructor and RNs from the clinical facility.
- Clinical time may vary from posted time on schedule due to clinical facility situations.
- Students will perform nursing care within the restrictions of both UTACON and the agency including the following:
  - Arrive on time. Each clinical instructor will determine the clinical time. (See Absence & Tardy policies for clinical)
  - Dress according to UTA Student Nurse Guidelines. Please read the UNDERGRADUATE student handbook requirements carefully and abide by the rules without prompting. Do not wait for an instructor to correct you—be proactive and professional in complying with UTA rules and regulations. (Please arrive to your facility wearing appropriate UTA scrubs even when you will be changing into hospital scrubs in a few minutes.)
  - **Do not remove any paperwork with patient identifiers from the clinical site. Use only patient initials for care plans, CJs, etc. Taking patient identifiable information from the clinical site is a HIPAA violation and will result in a clinical contract on the first episode and course failure thereafter. Place all print-outs in proper containers prior to leaving the clinical site.**
  - Do not hang blood, only observe.
  - Do not take verbal or telephone orders from a physician but try to listen to nurses when they call/talk to physicians so you can learn how.
  - Do not attempt, without appropriate supervision, anything you have not done or do not feel comfortable doing. (There are many things that you might not feel comfortable doing, but with appropriate supervision you are going to do many of those “things”. Your clinical instructor is your first source for supervision but many RNs may serve as “appropriate supervision” depending on circumstances. Please verify your boundaries with your instructor.)
  - Do not intubate patients or perform surgery. Occasionally you might be put in a situation where a physician, nurse, or other caregiver asks you to perform a skill that you have not learned or practiced. They may even think you are a medical student instead of nursing. While such skills may be interesting or exciting, you need to be aware of your position as a student nurse at the foundational level. It is appropriate to say that you are unable to do that at your level of training or defer until you check with your clinical instructor. (See above.)
  - Do not give any medications without direct supervision of a licensed nurse. That means you should have your nurse or instructor with you whenever you change the IV pump rates, attach IV piggybacks or give IV bolus meds or any other type of medication.
  - When there is an emergency, get out of the way or do what you are directed to do. When things are moving quickly, observe carefully and think critically.
  - Give updates on your patient to your RN. Practice professional communication.
- Students may not:
  - leave clinical before the scheduled completion time without the permission of the clinical instructor.
  - interview for jobs during clinical times.
  - use hospital computers for personal business.
  - initiate or receive personal phone calls or texts during clinical unless it is an emergency. Personal calls may be conducted during meal or break times. Cell

phones must be turned off while in clinical unless cleared with clinical instructor.

## **Tardy/Absence Policies for Clinical/Lab**

### **For Clinical– Also See Undergraduate Student Handbook:**

Clinical/Clinical Lab attendance is a course requirement. Clinical is defined as all experiences contributing to clinical hours including, but not limited to campus labs, hospital labs and ancillary experiences. Attendance at all clinical activities is required. The student must be in clinical in order to be evaluated on the clinical criteria. The opportunity to apply theory should be used to the maximum. Scheduling of work hours, personal appointments or travel (except for emergencies) during clinical/lab is unexcused.

### **Clinical/Lab Tardiness**

Tardiness is defined as arriving between 5 minutes and one hour after clinical or lab start time.

**You must speak in person by phone to your clinical instructor if you are going to be tardy in either lab or clinical.** Sending email to notify of a tardy or absence is not acceptable.

- Two tardies will result in a behavioral contract being written.
- Three tardies will result in a makeup experience to fulfill the clinical obligations. Minimum scheduled makeup experience is four hours.
- Four tardies may result in course failure.

A behavioral contract is instituted when a student arrives at clinical/lab more than one hour late. Additionally, students who are late more than one hour may be sent home at the discretion of the clinical instructor-- unexcused absence. Tardiness and absences will be considered unprofessional behavior. See course/clinical outcomes.

### **Clinical/Lab Absence**

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 or actual absence. Absences are very serious and difficult to make up.

- **You must speak in person by telephone to your clinical instructor if you will be absent from Clinical/Lab.**
- All clinical or lab absence, excused or unexcused, will result in a behavioral contract and the make-up of lost time.
- 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.

Absences usually considered as excused include situations for unexpected and unplanned events- personal illness, illness of child/children, critical illness or death of a close family member, court or legal appointments, and military commitments – events that cannot be rescheduled. Scheduled work is not an excused absence situation. Students are expected to make arrangements with employers to attend clinical/clinical lab on assigned days.

Documentation is required to support the excused absence—for example- professional health care provider verification of illness on day of absence as well as release for return to clinical/lab; obituary; court summons. Again, for consideration as an excused absence, student must notify clinical instructor prior to absence- unless unsafe to do so.

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 teacher. Unexcused absences are considered unprofessional behavior. See course/clinical outcomes.

## Tardy/Absence Policies for Exams

- Absences for exams may be considered excused or unexcused.
  - Situations that commonly constitute an **excused absence** include personal illness, illness of child/children, critical illness or death of a close family member, jury duty that cannot be rescheduled, other court or legal circumstances, as well as military commitments- situation that cannot be rescheduled. These situations include those that are unexpected and unplanned. Documentation is required.
  - Situations that constitute an **unexcused absence** include failure to notify lead teacher of absence; missing an exam for vacation or work time; illness without health care provider verification.
- If a student must be late or absent for an exam, it is the student's responsibility to notify the lead teacher prior to the lateness or absence. The lead teacher must be notified in advance (unless not feasible due to circumstance, i.e. car accident).
- For consideration for an excused absence, student must provide documentation to support the absence (professional health care provider verification of illness; professional health care provider excuse detailing when return to school is allowed, obituary, court summons, etc.). Written verification is required.
- Students are expected to make arrangements with employers to be able to take exams as scheduled. Work scheduled is not an excused absence.
- It is the final decision of the lead teacher as to whether an absence is considered excused.
- **Points Deduction-**
  - Failure to notify the lead teacher in advance of not attending an exam will be considered as an unexcused absence and will result in a **20 point deduction** from the make-up exam grade.
  - Make-up exams for an unexcused absence will result in a **20 point deduction**.

### Other Exam Situations:

A student who is late for an exam may enter the testing area quietly and begin testing. No extra time will be allowed. However, if another student has completed the exam and left the exam room by the time the student arrives, the late student will not be allowed to test that day and will be required to take the alternative format exam (see "exams missed for unexcused absences").

**Points Deduction-**The penalty for a tardy requiring a makeup is the same as a missed exam for an unapproved absence: 20 points will be deducted from the exam grade.

### Make-Up Exams:

Make-Up Exams are provided and based upon the situation- excused or unexcused. Make-up exams may also incur point deduction from the exam grade. Format for makeup exams may differ from regularly scheduled exams. Fewer items may be on the exam and/or the format may differ--short answer, discussion, alternative question format, etc. **Points Deduction-** Twenty (20) points will be deducted from the exam grade for an unexcused absence requiring a make-up exam. Points will be deducted from the exam grade for on-going excused make-up exams.

A pattern of excused 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 occurrence	No penalty
Second	5 points off makeup and contract with lead teacher
Third	10 points off makeup
Fourth and subsequent absences	20 points off makeup



Approved make-up exams will be given Week 11 unless other arrangements are made with lead teacher.

**Absences/Tardiness Due to Inclement Weather:**

Inclement weather closings will be determined by your Clinical Instructor. Check cancellations by checking facility posting site or calling your Clinical Instructor.

**Library Information:**

**Helen Hough**, Nursing Librarian

Phone:(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

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**Suzanne Mandell**, Sr. Secretary, Junior I & Senior I

645 Pickard Hall, (817) 272-2776 ext. 4817

Email: [smandell@uta.edu](mailto:smandell@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:**

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2). For additional information please refer to the Student Handbook.

## **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/tutorials/Plagiarism>

## **Statement for Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the academic term and in providing *authorized* documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability). Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

## **Guidelines for Dropping a Course:**

Students who are considering dropping a course must contact the Lead Teacher, Clinical Instructor, and their UTA Nursing Advisor and/or the Student Success Program. See website for course drop dates.

## **UTA 2009-2010 UNDERGRADUATE CATALOG POLICY FOR ADDING AND DROPPING COURSES OR WITHDRAWALS**

### **UTA Policy**

- 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.

### **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.)

The drop date for Foundations/Clinical is available at the StateU website:  
[http://stateu.com/uta/documents/UTA\\_Drop\\_Dates.pdf](http://stateu.com/uta/documents/UTA_Drop_Dates.pdf) Drop Date is March 21, 2011.

### **Student Support:**

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs by e-mailing Ceil Flores at [cflores@uta.edu](mailto:cflores@uta.edu) or Lynn Cope at [cope@uta.edu](mailto:cope@uta.edu) for more information and appropriate referrals.

### **College of Nursing Information:**

#### **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)

#### **Essential Skills Experience: Skills Passport**

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 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 academic term, 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 academic term.

## Clinical Pass/Fail:

### Clinical Failing Behaviors

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

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

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

- Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
- 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).
- Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
- Respects client confidentiality 217.11 (1) (E).
- Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
- Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
- Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
- Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
- Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
- Able to distinguish right from wrong 213.27(b) (2) (A).
- Able to think and act rationally 213.27(b) (2) (B).
- Able to keep promises and honor obligations 213.27(b) (2) (C).
- Accountable for own behavior 213.27(b) (2) (D).
- 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, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor are present on site. Students who provide nursing care to patients when an instructor or designated 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 academic term. Clinical faculty will further discuss the award during the clinical rotation.

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.

### **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:

- immediately report the incident to the clinical faculty member and the appropriate person in the clinical agency.
- have the wound inspected, cleansed, and dressed.

- complete the institutional incident report and follow institutional policy as applicable.
- 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.

Instructions: Print off and turn in to Clinical Instructor on the first day of Clinical Lab.

## **Student Contract**

### **Course Syllabus**

I have read the APBSN NURS 3632 Course Syllabus.

I have reviewed the policies regarding tardiness or absence from clinical/clinical lab.

I have reviewed the policies regarding tardiness or absence for exams.

I am aware of the requirement to speak to my Clinical Instructor by telephone prior to a situation in which I may be or will be late to clinical/clinical lab or if I will be absent.

My signature below represents my understanding of the syllabus and my intention to abide by the policies of the course. I have had an opportunity to ask questions or clarification on matters discussed in the syllabus.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_