**The University of Texas at Arlington**

**College of Nursing**

**N5431 Family Nursing II**

**Summer 2012**

**Instructor(s):**

|  |
| --- |
| **Phyllis Adams,** EdD, RN, FNP, APRN, BC, NP-C  ***Clinical Associate Professor***  Office #: 619 Pickard Hall  Office Hours: By Appointment  Office Phone: (817) 272-7334 **Or** (817) 272-2043  Office Fax: (817) 272-5006  Campus Mailbox: 19407  E-mail: [pcadams@uta.edu](mailto:pcadams@uta.edu)  Website:<http://www.uta.edu/nursing/p-adams.htm> |
| **Susan Carlson,** PhD, RN, FNP, APRN, BC  ***Clinical Assistant Professor***  Office #: 626 Pickard Hall  Office Hours: By Appointment  Office Phone: (817) 272-2043  Office Fax: (817) 272-5006  Campus Mailbox: 19407  Email: [scarlson@uta.edu](mailto:scarlson@uta.edu) |
| **Sara Duvall,** RN,MSN, FNP, ENP, APRN,BC  ***Clinical Instructor***  Office # 624 A, Pickard Hall  Office Hours: By Appointment  Office Phone: (817) 272-2043 **Or** (817) 272-7080  Office Fax: (817) 272-5006  E-mail: [duvall@uta.edu](mailto:duvall@uta.edu) |
| **Beverly Ewing,** DNP, RN, FNP, APRN, BC  ***Clinical Assistant Professor***  Office: #626 Pickard Hall  Office Hours: By Appointment  Office Phone: (817) 272-2043  Office Fax: (817) 272-5006  Email: [ewing@uta.edu](mailto:ewing@uta.edu) |
| **Beth McClean**, PhDc, RN, MSN, FNP, APRN, BC  ***Clinical Instructor***  Office #: 626 Pickard Hall  Office Hours: By Appointment  Office Phone: (817) 272-2043  Office Fax: (817) 272-5006  Campus Mailbox: 19407  Email: [mcclean@uta.edu](mailto:mcclean@uta.edu) |

**Office Hours:** By Appointment

**Section Information: NURS 5431** Sections 001-007

**Time and Place of Class Meetings:**Time: Thursday/ Friday/ Saturday 8AM- 5PM

Place: Pickard Hall Classroom 212, 227

**Description of Course Content:** Focus on advanced knowledge in the management of patients and families throughout the lifespan.

**Student Learning Outcomes:**

1. Apply empirical and theoretical knowledge of family systems and family theory in the management of patients and families of all ages.
2. Integrate legal and ethical decision-making in implementing the advanced practice nurse (APN) role.

3. Apply evidenced-based practice guidelines in the provision of comprehensive health care for individuals, groups, and families of all ages.

4. Collaborate with family/caregiver/health professionals in the delivery of quality continuous family-based health care.

5. Implement the family nurse practice role in the delivery of cultural/spiritual sensitive care of individuals, groups, and families of all ages.

6. Examine practice outcomes for the Family Nurse Practitioner role using research methodologies.

**Required Textbooks and Other Course Materials:**

1. Barker, LR, Burton, JR & Zieve, PD. *Principles of Ambulatory Medicine, (*7th ed.). Lippincott Williams & Wilkins, 2007. **ISBN 978-0781762274**
2. Burns, C.E., Barker, N., Brady, M.A., and Dunn, A.M. (2009). *Pediatric Primary Care: A Handout for Nurse Practitioners*. Philadelphia: W. B. Saunders Company,. **ISBN 9781416040873**
3. Collins-Bride, G. M. and Saxe, JoAnne M. (2013). *Clinical Guidelines for Advanced Practice Nursing: An Interdisciplinary Approach.2nd ed.* Burlington: Jones & Barlett Publishing. **ISBN: 978-0-7637-7414**-1
4. Fishbach, F. *A Manual of Laboratory & Diagnostic Tests*. 8th Edition. Philadelphia: Lippincott Williams & Wilkins, 2008. **ISBN 9780781771948**
5. Geissler, E. *Pocket Guide to Cultural Assessment*. 4th ed. St. Louis: Mosby Publishers, 2007. **ISBN 9780323048347**
6. McCaffery, M. and Pasero, C. *Pain Clinical Manual*. St. Louis: Mosby, 1999. **ISBN 9780815156093**
7. Sanford, J. P. *The Sanford Guide to Antimicrobial Therapy*. Dallas, Texas: Antimicrobial Therapy, Inc., 2012. **ISBN 9781930808652**
8. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Family Practice,* 4th ed*.* Gainesville, Florida: Barmarrae Books, 2003. **ISBN 9780964615168**
9. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Child Health,* 4th Edition. Gainesville, Florida: Barmarrae Books, 2003. **ISBN 9780964615175**
10. Wright, L. M. and Leahey, M. (2009) Nurses and Families: A guide to Family Assessment and Intervention. Philadelphia: F. A. Davis Company. **ISBN: 9780803621305**
11. Youngkin, E.Q., and Davis, M.S. *Women’s Health: A Primary Care Clinical Guide*. Norwalk: Appleton & Lange, 2004. **ISBN 97801311100268 (2012 4th edition ISBN: 9780132576734)**
12. Reuben, D., Herr, K., Pacala, J., Pollock, B., Potter, F., Semla, T. (2012). *Geriatrics at Your Fingertips* (14th ed.). New York: American Geriatrics Society. **ISBN:** **9781886775572**
13. Previously required textbooks from Advanced Health Assessment – N5418, Adult Management I - N5305, Psychiatric Management – N5203, and Pediatric Management - N5306, Family – N5430 (as applicable).

**Recommend Textbooks:**

1. Berek, J.S., Adaski, E.Y., & Hillard, P.A. *Novak’s Gynecology*. Baltimore: Lippincott Williams & Wilkins, 2012. **ISBN 9781451114331**
2. Color-Coded. ICD-9-CM. 6th Edition. *The International Classification of Diseases*. 9th Revision Clinical Modification. Vol. I Diseases: Tabular List. Vol.2 Diseases Alphabetic Index ADP/Content. **ISBN# 1563298171 \***Download and review, for class, the ICD-9 Internet data: [www.HCFA.GOV/audience/planprov.htm](http://www.HCFA.GOV/audience/planprov.htm) (53 pages) OR one of your choice
3. Hatcher, R.A., et al. *A Pocket Guide to Managing Contraception*. Tiger, G.A. The Bridging The Gap Foundation, 2010-2012. **ISBN 9780979439520 (free download**) [**www.managingcontraception.com**](http://www.managingcontraception.com)**)**
4. Hillard, P. J. A. (2008). The 5-Minute Obstetrics and Gynecology Consult. Philadelphia: Lippincott Williams & Wilkins. **ISBN: 9780781769426**
5. Besdine, R.W., Rubenstein, L.Z., and Snyder, L. *Medical Care of the Nursing Home Resident*. American College of Physicians: Philadelphia, PA, 1996. **ISBN 9780943126487**
6. Ham, R.J. and Sloan, P.D. (2006) *Primary Care Geriatrics: A Case-Based Approach*. St. Louis: Mosby Company, **ISBN 9780323039307**
7. Duthie, E., Katz, P., Malon, M. (2007). *Practice of Geriatrics* (4th ed.). Philadelphia: Saunders Elsevier **ISBN: 9781416022619**
8. White, B., Truax, D., (2007). *The Nurse Practitioner in Long-Term Care Guidelines for Clinical Practice*  Sudbury, MA: Jones and Bartlett. **ISBN:** **9780763734299**
9. Schuiling, K. D. & Likis, F. (2013). Women's Gynecologic Health. (2nd.) Burlington, MA.: Jones & Bartlett Learning.  **ISBN: 978-0-7637-5637-6**

***Please purchase the most current addition for the textbooks referenced above.***

**Course Topics:**

* Advanced Family Theories
* Ethical and Legal issues in family practice
* Congenital deformities / genetic diseases of childhood seen in family practice.
* Learning Disabilities
* Hearing Disorders
* Movement Disorders
* Endocrine Disorders
* Cancer – Breast
* Functional Syndromes of Geriatrics
* Management of long term care and rehabilitation
* Adolescent: assessment, risk behaviors
* Issues in chronic pain management
* Women’s Health: Obstetrics, hormonal therapy, contraceptives, infertility, dysfunctional uterine bleeding
* Fetal well-being
* Urgent emergencies
* Coding/Documentation
* Cultural & Spiritual
* Adult Hematology

**Requirements:** Prerequisites: (See Graduate Catalog)

1. In-class assignments
2. Out-of-Class Assignments
3. In-Class Clinical Assignments
4. Out-of-Class Clinical Assignments
5. Clinical Practicum
6. Presentations
7. Blackboard
8. Multiple Choice Examinations
9. Simulations, as applicable
10. Other, as applicable

**Teaching Methods/Strategies:**

1. Lecture discussion
2. Seminar, group discussion
3. Reading/Media Assignments
4. Guest Lecturers
5. Individual Conference
6. Out-of-Class Assignments
7. Multiple Choice Examinations
8. Faculty Site Visits As Needed
9. In-Class Assignments
10. In-Class Clinical Assignments
11. Out-of Class Clinical Assignments
12. Clinical Experiences
13. Clinical Portfolio
14. Decision-Making Assignments
15. Students Participation
16. Blackboard Assignments, as applicable
17. Standardized Patients
18. Simulation, as applicable
19. Clinical E-Logs
20. Other, as applicable

**Descriptions of Major Assignments and Examinations with Due Dates:**

**DIDACTIC:**

1. Multiple Choice Exam I 25% 6/30/2012
2. Multiple Choice Exam II 25% 8/4/2012
3. Family Project 15% 7/28/2012
4. Cultural/Spiritual Assignment 10% 7/21/2012
5. Population Disease Management 20% 7/14/2012

(Blackboard-Group Assignment)

1. In/Out of Class Assignments 5% 8/4/2012

7. Simulation Assignments, as applicable Credit as assigned

100%

**CLINICAL:**

1. Decision Making Assignment 40% 8/4/2012

(major - 1)

2. SOAP Note (1) 20% 7/28/2012

3. Clinical Handwritten SOAP Notes P/F as assigned

4. Preceptor Evaluations (per preceptor) P/F 8/4/2012

5. Clinical Practicum - Midterm P/F 7/21/2012

Final 40% 8/4/2012

6. Mid-Term Clinical Portfolio P/F 7/21/2012

7. Final- Clinical Portfolio P/F 8/4/2012

8. Self-Evaluation (1) P/F 8/4/2012

9. Student evaluation of preceptor P/F 8/4/2012

(one per preceptor)

10. Clinical E-Logs- Midterm P/F 7/21/2012

Final P/F 8/4/2012

100%

**Grading Policy:**

**Course Grading Scale:**

A = 92 to 100

B = 83 to 91

C = 74 to 82

D = 68 to 73

F = below 74 - cannot progress

In order to pass a course containing both didactic and clinical requirements, the student must pass **both** the theoretical and clinical components of the course.

Students are responsible for uploading, downloading and submitting the correct document in the assignment drop box. The document submitted will be graded and no substitution of the document will be accepted. All assignments should be accompanied by the **grading criteria/guideline to all assignments as provided in the course syllabus. If an assignment is late, 10 points will be deducted per day (this includes Saturday and Sunday) until assignment is submitted. This can result in a failing grade of a zero (0) on an assignment. An assignment is considered “late” if it is received after the scheduled due date and time.**  Examinations will be taken on the assigned date or will receive a grade of zero.

Students entering the room more than 10 minutes after the start of the examination will not be allowed to take the examination at that time. Any make-up examinations given may include questions that are **other** than multiple choice. Make-up examinations may be given at the convenience of the faculty and availability of staff proctors.

Students are responsible for assigned readings, web-based assignments, classroom and/or participatory assignments as given by faculty and a grade may be assigned on any of the above.

It is the student’s responsibility to contact University of Texas at Arlington Computing Help Desk (817-272-2208) for computer issues that distract from the completion of assignments. It is the student’s responsibility to ensure maintenance of Internet/software needed to complete all assignments.

Problems, concerns or issues students may have will be discussed in front of the Family Nurse Practitioner faculty team.

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

**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. Contact the Financial Aid Office for more information.

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

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

|  |
| --- |
| ***Census Date: June 7, 2012 Last Day To Drop Or Withdraw July 19, 2012*** |

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

**Academic Integrity:**  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. According to the UT System Regents’ Rule 50101, §2.2,

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

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

**Plagiarism:** Copying another student’s paper or any portion of it is plagiarism. Copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism.

Consistent with APA format, if five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing giving the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced, according to APA format. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are expected to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism>

**Student Support Services Available**: The University of Texas at 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. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit [www.uta.edu/resources](http://www.uta.edu/resources) for more information.

**Electronic Communication Policy:** The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

**Librarian to Contact:**

**Helen Hough**, *Nursing Librarian*

Phone: (817) 272-7429

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

Research Information on Nursing:

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

**College of Nursing additional information:**

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

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

1. All Preceptor Agreements must be signed by the first day the student attends clinical (may be signed on that day).
2. **Student** is responsible to ensure that all of his/her preceptor agreements are signed before beginning clinical experience and those agreements are given to Lori Riggins by the **third week** of the semester. (This means that even if a student doesn’t start working with a particular preceptor until late in the semester, s(h)e would contact that preceptor during the **first 3 weeks of the semester**.
3. Lori Riggins or designated support staff will enter the agreement date into *Partners* database. The Agreement Date” field in *Partners* is the data that the Preceptor signed the Agreement. (This date must be on or before the student’s first clinical day in order for the student to access *E-logs).* If this is the first time a preceptor is precepting a graduate nursing student for The University of Texas at Arlington, please have him/her complete the Preceptor Biographical Data Sheet and submit it with his/her Curriculum Vitae.
4. The signed preceptor agreement is part of the clinical clearance process. Failure to submit it in a timely fashion will result in the inability to access the E-log system.

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

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

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

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

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

**MSN Graduate Student Dress Code: Policy:** The University of Texas at Arlington College of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions.**

**Students not complying with this policy will not be allowed to participate in clinical.**

**Please View the College of Nursing Student Dress Code on the nursing website:** [www.uta.edu/nursing](http://www.uta.edu/nursing)**.**

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

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

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

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

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

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

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

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

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

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

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

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

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

**Bomb Threats:** If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

**Course Evaluation:**  Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process.

Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

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

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

|  |
| --- |
| ***For this course Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often. Generally response by faculty to email messages occur at least once in 24-48 hours. While responses may occur more frequently, please do not view anything other than this timeframe as the expectation.*** |

**Departmental Office/Support Staff**

**Department of Advanced Nurse Practice**

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

Associate Dean and Chair; Graduate Advisor

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

**Sheri Decker**, Assistant Graduate Advisor

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

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

**Rose Olivier**, Administrative Assistant I

Office # 605- Pickard Hall, (817) 272-2329

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

**Lori Riggins,** Clinical Coordinator

Office # 609- Pickard Hall, (817) 272-0788

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

**Sonya Darr**, Senior Office Assistant

Office # 610- Pickard Hall, (817)-272-2043

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

**Kim Hodges**, Senior Office Assistant

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

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

**Clinical Overview:** Ninety (90) hours are required for N. 5431. The clinical hours will be completed at non-campus clinical practice sites. The student is responsible for making the clinical site arrangements to meet the specified clinical course requirements and the objectives for the course. The University of Texas at Arlington College of Nursing MSN Faculty and/or Graduate Clinical Coordinator are available to offer assistance for guidance but are not expected to be responsible to find/locate clinical sites. Clinical hours are for medical management of the patient and families throughout the life span. Clinical hours are not to include grand rounds or rounds in the hospital with preceptor. (For this experience contact the Clinical Advisor). These activities will not be acceptable.

The MSN Clinical Coordinator is:

Lori Riggins

Office Room: 609 Pickard Hall

Office Phone: (817) 272-0788 or Ext. 2-0788

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

**Assignments:** Submit via UT Arlington email to the clinical advisor the following data on the preceptor clinical arrangements for the semester no later than the **third week** of the semester.

* Preceptor name and title
* Name of Practice
* Complete address including zip code
* Telephone number of clinic
* Fax number of clinic
* Dates of the arranged clinical experiences
* Time of the arranged clinical experience
* Student contact telephone number**s**