

Syllabus

The University of Texas at Arlington College of Nursing Undergraduate Program
NURS 3632 Clinical Nursing Foundations (Off-Campus)
Fall 2014

Instructors

Lead Teacher/Lead Instructor: Sara Washington, MS, RN, CNE

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Faculty Profile: See UTA Mentis (<https://www.uta.mentis/public/#profile/profile/view/id3131>)

Office Hours: Office hours vary due to format of course delivery. Please contact me via Blackboard email to schedule an appointment or to confirm my presence on campus. I will also provide cellular telephone contact information. Email contact to set up appointments is best.

Clinical Instructors & Academic Coaches

Clinical Instructor will provide contact information. Academic Coaches will post contact information in Blackboard.

Section Information

NURS 3632 Clinical Nursing Foundations, Section 3632- 600/601 Off-Campus BSN

Class Meetings- Web-Based Course with Clinical Component – See Site Schedule.

Placement in Curriculum

Junior I (JR1) – first clinical course

Prerequisites/Co-requisite

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 taken concurrently.

Description of Course Content

Clinical Nursing Foundations provides students with learning opportunities to develop basic therapeutic nursing interventions with individuals and families in diverse settings.

Student Learning Outcomes (Course Outcomes)

- Utilize current evidence to provide competent and holistic care to individuals and families.
- Demonstrate critical thinking in patient care and self-reflection activities.

- Apply ethical and legal principles and professional standards in providing care to individuals and families.
- Communicate respectfully with patient utilizing therapeutic techniques.
- Develop basic skills in conflict management that promote cooperative working relationships.
- Demonstrate responsible use of material resources.
- Evaluate personal performance in the delivery of basic nursing care to individuals and families.
- Provide basic patient education related to health needs.
- Utilize safe care practices and accept responsibility in lab and clinical setting.
- Utilize electronic information systems in providing patient care.

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.

Attendance

At the University of Texas at Arlington taking attendance is not required. Each faculty member is to develop course-specific policies on attendance. The didactic component for this course is on-line and available by podcasts. Attendance for face-to-face lecture is not applicable. The didactic course content is delivered through online and technology-enhanced methods. Weekly didactic course assignments available in Blackboard and other web-based (Evolve) platforms are a part of the learning experience.

Supervised clinical experiences are conducted at designated health care facilities (partner hospitals). The course schedule is not aligned with traditional semester schedules, which facilitates a more rapid progression through the program.

Specific clinical hours and days vary. Attendance at clinical simulation lab/clinical direct care is required to be able to meet clinical objectives- approximately 15 – 20 hours per week. Students are advised to utilize effective time management skills and study skills. Please refer

to Student Success Time Management information presented in New Student Orientation.

Requirements

Clinical Simulation Lab and Clinical Direct Care Experiences

Clinical Labs /Clinical Direct Care days and times will be assigned per academic partner schedule.

Required Course Materials

- Course Syllabus: Available in Blackboard. Please print and read before first day of clinical lab. Print acknowledgement/contract page ((last page), sign, and give to your Clinical Instructor on the first clinical lab day. Students are responsible for all material in the syllabus.
- Lab Nurse Kits/Packs are required for the Clinical Simulations Lab portion of the course and for the Assessment course. Lab Packs will be utilized in lab on a weekly basis. Students may be unable to participate in lab without the pack. Lab Packs also contain additional supplies for future courses.
- Lab and Clinical forms are posted in Blackboard in the Clinical and Lab Section. Students are responsible for printing forms and bringing forms to skills practice and skills check-offs.
- Because the course is in a blended online format, students are reminded of the computer and technology requirements as explained in the admission and acceptance process.

Required Books & Essential Learning Resources

- Please review Academic Term Books and Supplies list regarding Book Bundles for E-Books and Print-Books as well as current ISBN. The most current editions are best options.
- Clinical and Lab Experiences – You must bring reference resources with you, such as course textbook, skills book, medication drug guide, and nursing diagnoses book—print or electronic form.
- Course Syllabus- see Blackboard.

Potter and Perry (2013). *Fundamentals of nursing*. (8th ed). Elsevier. (Multimedia version)

Potter and Perry (2013). *Nursing skills online for fundamentals of nursing V 3.0*. (8th ed). Elsevier. (Evolve Modules)

Potter, Perry, & Ostendorf (2014). *Clinical nursing skills & techniques*. (8th ed). Elsevier.

Skidmore-Roth (2015). *Mosby's 2015 nursing drug reference*. Mosby.

Gulanick & Myers (2014). *Nursing care plans*. (8th ed.) Mosby.

Nugent & Vitale (2012). *Fundamentals success*. (3rd ed). Davis.

Ogden & Fluharty (2012). *Calculation of Drug Dosages*. (9th ed). Elsevier.

Evolve *On-Line HESI Case Studies RN Collection 2 year version*- Note- Case Study Packet includes other case studies for future BSN courses.

Lab Supply Kits/Packs – “Nurse Kits” are required for participation in Clinical Simulation Labs.

Lecture Course Schedule – Due Dates/Times for weekly “lecture” assignments.

Student Clinical Simulation Lab/Direct Care Guide

Recommended Books and Resources

Silvestri (2014). *Saunders comprehensive review for the NCLEX-RN examination*. (6th ed)
A medical dictionary – *Mosby's dictionary of medicine, nursing, and health professions*. (9th ed)

Descriptions of Major Assignment and Examinations

This course involves multiple requirements for success. Course outcomes include the following components- (See Course "Lecture" Schedule for dates. See Lab/Direct Care Guide.)

- Content Exams- three unit exams and a comprehensive final exam (80%)
- Standardized Exam – HESI *Fundamentals of Nursing* exam (5%)
- Medication Dosage Calculation Exam (3%) – Must pass within 3 attempts.
- Weekly Assignments including discussion board postings, clinical written work, online module exams and case studies. (12%)

Teaching Methods

All methods may not be used each term

Presentations/Discussion	Video Skill instruction
Return demonstration of skills	Role playing
Presentations (post conference)	Computer Assisted Instruction
Clinical experience	Clinical journals
Learning activities	Reading & writing assignments
Simulation	Care plans
Case studies	Faculty recorded podcasts

Course Content

The following topics will be covered in N 3632. The corresponding chapter in *Potter and Perry* (8th Edition) is noted in parenthesis.

- Patient Safety (27)
- Communication (24)
- Infection Prevention & Control (28)
- Nursing Process (16-20)
- Critical Thinking (15)
- Hygiene (39)
- Older Adults (14)
- Activity & Exercise (38)
- Mobility & Immobility (47)
- Nutrition (44)
- Urinary Elimination (45)
- Bowel Elimination (46)
- Skin Integrity & Wound Care (48)
- Oxygenation (40)
- Care of Surgical Patients (50)
- Legal Implications (23)
- Medication Administration (31)
- Pain Management (43)
- Ethics & Values (22)

- Patient Education (25)
- Fluid, Electrolytes, and Acid-Base Balance (41)
- Managing Patient Care (21)
- Documentation and Informatics (26)
- Sensory Alterations (49)
- Sleep (42)
- The Experience of Loss, Death, and Grief (36)
- Self-Concept (33)
- Sexuality (34)
- Spiritual Health (35)

NURS 3632 Skills -Overview

- Hand Hygiene & PPE
- Environmental Safety & Restraints
- Sterile gloves & Fields
- Communication
- Documentation
- Body mechanics/lifts
- Ambulation
- Moving & Positioning – Safe Patient Handling
- TED/SCD/O₂/Incentive Spirometers
- Sterile dressing
- Input & Output
- Enemas/Ostomies
- Foley Catheter insertion
- Bed baths, oral care and linen changes
- NG insertion/maintenance
- Medication Safety
- Feeding tubes
- Injection sites
- Injection techniques: intramuscular, subcutaneous, intradermal
- Drawing up medications
- Insulin administration
- Central Line/PICC Dressing change & maintenance
- Medication Administration
- Intravenous Therapy – Monitoring of Patients
 - Calculation of IV flow rates – gravity and pumps
 - Monitoring for complications

Evaluation Methods

Clinical Lab and Clinical Requirements

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 skills.

Some skills will require a check-off to demonstrate competence/safety. Skill competence is defined as successful demonstration of critical elements of the specific skill being tested. Prior to demonstrating competence/safety (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 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/safety. If a student is unable to successfully complete a skill on the second attempt, two instructors, if available, 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 a Performance Improvement Plan (contract) and require continued practice and study. 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.*

Lab Check-Offs (N = 4)

- Principles of sterile technique as demonstrated through insertion of a urinary catheter: male or female
- Principles of sterile technique as demonstrated through setting up a sterile field, adding items to a sterile field, and application of sterile gloves – open gloving method
- Principles of infection control as demonstrated through proper application and removal of isolation attire and hand-washing/hand-hygiene
- Insertion of nasogastric tube

Lab/Clinical Safety in Medication Administration

Principles of safe medication administration:

- 6 Rights
- Oral
- Topical
- Inhalation
- Eye; Ear; and other non-parenteral routes
- Parenteral (Injectables- intramuscular, subcutaneous, or intradermal)

Medication Administration in the patient care setting requires direct supervision by the Clinical Instructor. A mock medication check-off in lab is incorporated in the course. Additionally, principles of patient safety must be demonstrated by consistent assessment of the patient and patient environment, recognition, and correction of safety hazards.

Clinical Evaluation: Satisfactory/Unsatisfactory (Pass/Fail)

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 Failing Behaviors)

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 an on-going record of skills. At the end of the term, student finalizes the record with all dates/settings and turns in document to Clinical Instructor so that documentation becomes a part of the Final Clinical Evaluation form. Note- Clinical Instructor must sign off on Passport skills.

UTA CON List of N3632 Passport Skills (Specific) N = 58 (See Form in Blackboard Clinical and Lab Section)

1. **Vital Signs-** Heart Rate (apical Pulse) & rhythm; Respiratory rate & rhythm; Temperature; Blood Pressure (manual and/or automated device); Pulses (rate & quality); Auscultation of heart sounds; Auscultation of lung sounds; Pain Assessment
2. **Assessment-** Physical Assessment (head to toe); Physical Assessment (problem-focused); Level of consciousness; Obtain a patient health history r/t chief complaint; interpret & analyze normal & abnormal assessment findings
3. **Basic Care-** Bathing; Making beds; Turning & positioning; Range of motion; Turn, cough, deep breathing; Oral care; TEDS hose application; Peri-care
4. **Medication Administration-** Six Rights; Safe dose range calculation/determination; Oral; Inhalation; Topical; Ophthalmic; Nasogastric and/or gastric; Intramuscular; Subcutaneous; Intradermal; Suppository
5. **Treatments-** Enema; Heat & Cold application
6. **Indwelling Tubes-** Insertion and/or management of enteral tubes; Insertion and/or management of urinary catheters-female/male
7. **Specimen Collection-** Culture of wound/purulent drainage; Urine specimen collection
8. **Care and Management of Wounds & Drains-** Sterile dressing changes; clean dressing changes; Drains (surgical)
9. **Airway Management-** Oral suctioning; Administration of oxygen (nasal prongs and/or mask- multiple types)
10. **Nutrition & Feeding-** Oral feeding (feeding patients); Orogastric, Nasogastric, G-Button, Gastrostomy and/or Duodenal/Jejunostomy feeding (gravity and/or pumps); Total Parenteral Nutrition (TPN)
11. **Infection Control Procedures-** Hand-washing/cleansing; Standard/Universal Precautions; Droplet Precautions; Contact Precautions; Airborne Precautions
12. **Safety-** Use of correct body mechanics; Use of Restraints; Maintaining basic patient safety (side rails up, breaks on wheelchairs & beds, call system activated, etc.)
13. **Miscellaneous-** Documentation; Therapeutic communication techniques (patients); Therapeutic communication techniques (families); Nursing Math Skills

Grade Calculation

In order to pass the course, a student must pass all course components: theory, clinical lab, and clinical direct care. Note- Designated Clinical assignments must be completed in order to pass.

Course Requirements	Grading Weights
Exam 1 (October 9, 2014)	18%
Exam 2 (October 30, 2014)	20%
Exam 3 (November 20, 2014)	20%
HESI Exam (December 4, 2014)	5%
Final Exam (December 11, 2014)	22%
Other Course Work <ul style="list-style-type: none"> • Math Competency Exam (3%) • Evolve Online Skills Modules (2%) • Evolve Online Case Studies (2%) • Math Quizzes, NCLEX Nursing Process, & Topic Activities (1%) • Nursing Care Plans (actual patients) (3%) • Discussions (1%) • Clinical Journals (1.5%) • Teaching Presentation (1.5%) 	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 =D**. 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

Designated Proctored Course Exams (85%) – (Weighted Average)

All exams are proctored. There are three unit exams, the HESI Fundamentals of Nursing Exam, and a comprehensive final exam. Exam blueprints will be posted 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 exam- however, the HESI compares with comprehensive final exam content blueprint for the course.

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.

Exams are delivered in computer format but may in paper format if deemed necessary by Lead Teacher. Exam items are mostly single-item multiple-choice. Alternate-format exam items, such as multiple answers, select all that apply, and fill in the blank items, may also be used but are not the majority of items.

Designated 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. The target HESI score is 850.

Students who score less than 700 on Clinical Nursing Foundations, Nursing of Adults, and/or Adults/Complex Need HESI Exams will be required to take NURS 2232, Learning Professional Nursing & Life Skills during their next semester.

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.**

Designated Proctored Exams	Weight
Exam 1	18%
Exam 2	20%
Exam 3	20%
HESI Exam	5%
Final Exam	22%
Total for Weighted Average	85%

Figuring Exam Grades with Weighted Averages

Example #1: This student made 100 on all exams

	Weight of exam	Student grade	How to figure
Exam 1	18%	100	$x 0.18 = 18$
Exam 2	20%	100	$x 0.20 = 20$
Exam 3	20%	100	$x 0.20 = 20$
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.

	Weight of exam	Student grade	How to figure
Exam 1	18%	70	$x 0.18 = 12.6$
Exam 2	20%	70	$x 0.20 = 14$
Exam 3	20%	70	$x 0.20 = 14$
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	18%		$x 0.18 =$
Exam 2	20%		$x 0.20 =$
Exam 3	20%		$x 0.20 =$
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 (3%)

- The medication math competency exam must be passed with a grade of 90% or higher 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 **two** additional opportunities to retake the test. A 90% must be achieved by the third math exam or a clinical failure will

result. You must demonstrate dosage competency and ability to interpret medication orders and medication labels 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 provided from Student Success and completion of all practice tests and teaching session is strongly recommended prior to taking the math test. Each practice test/exam is formatted as the required paper-pencil Math Dosage Competency Exam. UTA Nurse Kit calculator is allowed.
- Practice items in Blackboard Math Quizzes are multiple-choice review items.
- Dosage calculation/math problems will be included on exams starting with Exam 2.

Required to Pass the Course – Designated Clinical Papers/Projects/Presentations

Designated clinical assignments/activities are **required/mandatory** for passing the course. **Late required/mandatory work, anytime past the due date/time, is assigned a “0” but must still be turned in to the clinical instructor to pass the course. Designated Assignments are:**

- Clinical Journals (6)
- Nursing Care Plans on actual/real patients (3)
- Teaching Presentation (1)

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

Any assignment which you submit electronically must be received according to deadlines. 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. Do not procrastinate—start early. Computer crashes and server downtimes are not valid excuses.

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.

Students are expected to do their own work. Assignments may be assessed via SafeAssign-anti-plagiarism tool. The CON takes academic integrity seriously. A student may be referred to the UTA Office of Student Conduct when violations are suspected.

Patient-Based Nursing Care Plans (actual patients) (3%)

Three patient-based care plans will be required during the academic term. To receive credit for the first two patient-based care plans, they should be *complete* and *on time* according to the clinical instructor deadline. The third care plan will be graded numerically. The numerical grade on the final (3rd) 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 completed on a patient assigned during Week 4. The third and last care plan 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/Reflection 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 in Blackboard- Clinical and Lab Section.

Journals (0.25% each)	6	1.5%
Critical Thinking	5	
Reflective Journal	1	

Patient Teaching Presentation (1.5%)

Presentations will be performed in post conference. Please refer to guidelines and rubric for teaching presentation in Blackboard- Clinical and Lab Section.

Other - Weekly “Lecture” Assignments and Activities (Unless otherwise noted, the following assignments and activities are open-book.) (See “Lecture Schedule” for due dates and time.)

Work submitted after the due date/time will receive a grade of zero. Work can be submitted prior to the due date/week. You do not need to wait to work on assignments.

Evolve Online Skills Module Exams (2%) – Tracked & Graded by Academic Coach

Skills Modules: Students will be expected to complete the Module Exam as specified in weekly schedules. A 90% on the module exam will be required to receive credit for the module and a grade of 100%. You have unlimited tries to obtain the 90% by the deadline. The 90 is not an average.

Evolve HESI Case Studies (2%) – Tracked & Graded by Academic Coach

Case studies are scenario based critical thinking exercises for several subjects that correspond with topics and content for this academic session. You have unlimited tries but you must make 90% to receive credit and a grade of 100% by the deadline. The 90 is not an average.

Topic Activities/Quizzes (1%) – Tracked & Graded by Academic Coach

Topic activities are included to assist in gaining knowledge and skills needed for application of course content. Some activities are timed quizzes on the content and are located in Blackboard. You do not need to wait until the week due to work on Blackboard assignments. Some activities are only one attempt but can be completed prior to week due.

Discussion Board (1%)

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.

Note- Be sure that your postings are viewable (posted). You may need to exit and re-enter to ensure that your post is viewable for discussion and grading. Credit will not be given for non-viewable posts (grade = 0).

Weekly Late Work with Possible Extension of Due Dates

If a student has an unplanned, unexpected emergency as described for an **excused** exam absence and the student notifies the lead teacher prior to the deadline, an extension of the due date will be considered for the following weekly assignments -

1. Evolve Module Exams
2. HESI Case Studies

3. Discussion Board Postings
4. Quizzes and Activities in Blackboard

Note- Situations that commonly constitute an excused absence include health care provider documentation of a student's 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. Documentation is required along with notification of the lead teacher prior to deadline.

Math and Writing

Instructors (Faculty) may require students to go to the Learning Center for Math and Writing or to the Student Success Department for individual assistance. For more information- see Student Handbook and other section on Math and Writing in this document.

Course Communication

- Discussion board and email are the primary methods of communicating with your academic coach or lead teacher. Please use Blackboard e-mail and discussion areas provided as often as needed.
- Students are required to use UTA MyMAV email address- Blackboard email.
- Students are responsible for checking the course site and MyMAV/Blackboard email daily. Any information posted is considered delivered after 24 hours from the posting-**includes checking course Announcements.**
- Course forms are located in Blackboard – check Announcement Board for updates.
- Students must complete Student Orientation modules prior to the first day of academic term.
- 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.**

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 patient care setting, you must be in a private area, not seen by patients or families, when using a phone to communicate with faculty. (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.").

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

Clinical: Simulation Lab and Direct Care

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. Ringing 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. Student Success Coordinator is also available.
- submit required written course and clinical assignments on time.

Additional Guidelines

- NO CHILDREN MAY BE BROUGHT TO LABS/CLINICALS. Also, do not leave children unattended in the building.
- Provide your families with class and clinical schedules, as well as telephone numbers of the Site Coordinator and Clinical Instructor in case of an emergency.
- Undergraduate, pre-licensure student nurses must wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, direct care, 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 is present on site. Students who provide nursing care to patients when an instructor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”.
- Students may NOT wear an employee ID badge during your clinical experience.

Exams

Guidelines for Test Taking

- **Students must present their UTA student photo ID to take an exam**, unless otherwise designated by Clinical Coordinator in Off-Campus BSN Exam Guidelines.
- Off-Campus BSN Students are required to wear UTA clinical uniform to take exams that are administered at clinical facility.
- Scantrons are usually provided in the event of a course paper/pencil exam- unit exam.
- Students are expected to be present and on time for all exams.
- **NO CHILDREN MAY BE BROUGHT TO EXAMS.** Also, do not leave children unattended in the building.
- Students are expected to follow all guidelines for testing as designated by the Clinical Coordinator.
- 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.
- Only instructor-given materials may be on the desk (answer sheet, scratch paper, 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. Approved 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.
- Other appropriate or inappropriate clothing items may be included with exam instructions from the Clinical Coordinator Exam Scheduler.
- 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.
- Nurse Supply Kit calculators may be used during Math Dosage Exam(s) and for Exams that have medication dosage calculations. The HESI has an embedded calculator.
- Exam security is expected. Do not discuss or post any information about exams.
- **Non-compliance with these guidelines or discovery of any other methods of dishonesty will result in disciplinary action and may result in non-credit for the exam or grade of zero, points deduction, and even course failure. A referral may be made to the UTA Office of Student Conduct.**

Exam Review and Viewing of Rationales

Computer-Based Exams—Students will be allowed to view items missed and rationales, if available, prior to logging out of the exam session. Review is incorporated into the testing platform. To ensure credit for exam answers, follow computer instructions carefully. Due to

technical difficulties, the review of items missed and the rationale may not always be available. Student should contact Lead Teacher for review within 1 week of the exam.

Note- Paper-Pencil Unit/Final Exams will be used only if necessary by the Lead Teacher- for example, technical difficulties.

Additional Testing Information – Post-Test

- Students have the opportunity to provide feedback regarding exam items. Any written concerns must be emailed to the Lead Teacher within 3 days of the exam for consideration or submitted to the Exam Proctor on the day of the exam. Feedback and concerns are documented on the Request for Item Review form from the Proctor.
- After 3 days and including the end of semester/term are past the deadline for consideration for grade changes due to concerns about exam item(s).
- Request for Item Review- A request to consider alternative answers should be backed by textbook references.
- Following exam analysis, the Lead Teacher makes final decision regarding exam items.
- The Academic Coach and Student Success Coordinator will be available to counsel students who are experiencing difficulty in the course.
- The Lead Teacher will be available to assist students who experience difficulty in the course. It is the student's responsibility to contact the lead teacher to discuss progress or lack of progress in the course.
- Any student who **makes less than 70% on a unit exam** must contact the Student Success Coordinator.
- Posting of exam grades may be delayed if all students have not tested.
- A review of exams is not available as a study aide. However, a student may contact the Lead Teacher and/or Student Success Coordinator to schedule an appointment to review areas of difficulty, even when grade is passing and student needs additional test-taking assistance.

Feedback regarding exam results or questions regarding exam items from the lead teacher may be in the form of email, Webinar, or Post-Exam Notes. Students may contact the lead teacher or Student Success Coordinator for an appointment for assistance with test-taking methods.

Simulation Clinical Lab

- Students are expected to 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 invasive equipment on human subjects outside of the clinical venue.
- Follow the dress code as if in the patient-care units.
- Lab time may vary from posted time on schedule due to clinical facility situations.

Direct Care 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. 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. Questions regarding clearance in these matters may be directed to Elizabeth Webb.

- 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. (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.)
 - Sleeping or the appearance of sleeping while in clinical may result in clinical failure.
 - **Do not remove any paperwork from the clinical site. It should not be necessary to include a patient's initials on written work- such as care plans, CTJs, 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.
 - Do not attempt, without appropriate supervision, anything you have not done nor do not feel comfortable doing. Your clinical instructor is your first source for supervision. Registered Nurses designated by your Clinical Instructor may serve as “appropriate supervision” depending on circumstances. Please verify your boundaries with your instructor.
 - Occasionally you may 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 an upper level nursing student. 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.
 - **Do not give/administer any medications without direct supervision of your Clinical Instructor. NEVER.** That means you should have your instructor with you when you administer medications.
 - When there is an emergency, do not block progress. When things are moving quickly, observe carefully and think critically.
 - Give updates on your patient to your RN. Practice professional communication-use SBAR.
- 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.

Clinical and Lab Attendance Policy

To meet clinical and lab requirements in a professional nursing program, a student must be in attendance- see tardy and absences policies for clinical direct care and clinical lab. See Clinical Pass/Fail section for Clinical Failing Behaviors as linked to the Texas Board of Nursing Standards of Professional Practice.

Tardy/Absence Policies for Clinical Direct Care /Clinical Lab

Direct Care Clinical/Clinical Lab attendance is a course requirement in order to meet course objectives and outcomes. 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 are unexcused.

Tardiness

Tardiness is defined as arriving between 5 minutes and one hour after the time due at clinical lab, clinical direct care, or any other scheduled course activity. Usual time for Clinical Lab is 0700 hrs. Usual time for Clinical Direct Care is after 0630 hrs. If a student arrives more than one hour after clinical or lab start time, the Clinical Instructor may send the student home with an unexcused absence due to the student being excessively late.

You must speak in person by phone to your clinical instructor if you are going to be tardy. 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 contact (Performance Improvement Plan)** 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.

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.**
- All clinical or lab absence, excused or unexcused, will result in a behavioral contract (Performance Improvement Plan) 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. 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. 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

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

Drop Date – AP 14 Week Course

The published Drop Day for AP 14 Week Course with a start date of September 8, Fall 2014 is November 7, 2014. (UTA AP Program Web-Site)

Absences/Tardiness Due to Inclement Weather:

Inclement weather closings will be determined by your Clinical Instructor in collaboration with the Lead Teacher and Clinical Coordinator(s). Check status of cancellations by calling your Clinical Instructor. University cancellations may be verified by calling 972-601-2049.

Please keep in mind that your safety is our concern. For clinical and clinical labs, you may be required to travel prior to an official announcement from the University or notification from your Clinical Instructor. Please think carefully and if the weather conditions where you are located are too dangerous for driving, then do not take unnecessary risks. Always contact your Clinical Instructor. Note- When UTA cancels school, clinical and clinical labs are also cancelled.

Library Information

Peace Williamson

Stem Librarian, Central library
 702 Planetarium Place, Office #216
 Arlington, TX 76019

<http://www.uta.edu/library/> | peace@uta.edu

Research information on nursing: <http://libguides.uta.edu/nursing>

Off-Campus BSN Undergraduate Support Staff

Elizabeth Webb, Administrative Assistant I, Off—Campus AP-BSN for JR1 through JR2

655 Pickard Hall, (817) 272-1237

Email: ewebb@uta.edu

Tabitha Giddings, Administrative Assistant I, Off-Campus AP-BSN for SR 1 through SR2
655 Pickard Hall, (817) 272-9227
Email: Tabitha.giddings@uta.edu

Professional Conduct on Blackboard and Social Media Sites

The Clinical Group or General Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty. Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).

Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog.

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

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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal La "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: UT Arlington Honor Code

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

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

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

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

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

CODE OF PROFESSIONAL CONDUCT

Nursing students in the UTA CON are considered to be part of the nursing profession. As members of the profession, students are expected to commit to and maintain high ethical standards. Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences.

Students will demonstrate self-discipline throughout all aspects of their nursing education, including meeting academic responsibilities and exhibiting professional conduct in the classroom and in the community, as outlined in the Texas Nurse Practice Act and Texas State Board of Nursing Policies.

It is each student's responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment. Students are expected to guard public safety by immediately reporting to faculty, any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of and failing to report such behaviors constitutes a breach of both academic and professional responsibilities. Refer to the Student Handbook for more information.

Student Support Services Available: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling,

and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Writing Center: The UTA Writing Center, located in the Central Library, offers individual sessions to review assignment and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make appointments. On-line options are available.

Emergency Exit Procedures: Classroom or Conference Areas- Labs: Should there be an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit. Exits vary based on location of facility- locate nearest emergency exit prior to an actual emergency. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

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

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

STUDENT CODE OF ETHICS:

The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

APA FORMAT:

APA style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at: http://www.uta.edu/nursing/file_download/52/APAFormat.pdf

CLASSROOM CONDUCT GUIDELINES:

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

TESTING ENVIRONMENT:

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors. If a

student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken. While measures are taken to avoid internet connection disruptions, *Web based testing includes the risk of unexpected/uncontrolled connectivity interruptions. In the event such interruptions occur, faculty will modify test end time to assure that students have the full scheduled length of time to complete the exam.*

ESSENTIAL SKILLS EXPERIENCE:

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

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

The 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. The student will then provide the record to his/her clinical instructor for verification. Students are responsible for the accuracy and integrity of Passport documentation. Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA’s Academic Dishonesty policies.

UTACON students are required to perform and document ALL the essential skills in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in completing all essential skills designated on the Passport. It is the student’s responsibility to obtain the required essential skills experiences in a timely manner throughout the semester. The list of skills appear on **page 7** of this document. Also, obtain list of skills from Blackboard.

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 should be identified at all times by wearing their nursing student identification badge/name tag.

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 preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”. Note-

Clinical Nursing Foundations does not use preceptors in the role of clinical supervision as upper level courses.

OBSERVANCE OF RELIGIOUS HOLY DAYS:

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: (http://www.uta.edu/catalog/content/general/academic_regulations.aspx#6)

Clinical Attendance When University is Closed

Some programs in the College of Nursing, such as the Academic Partnership Program, may require students to attend clinical on evenings, nights, week-ends, or holidays. Students are expected to attend their assigned clinical rotation as scheduled, even when the University is otherwise closed.

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.

Award for Student Excellence in Clinical Nursing

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

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.

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)

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).

4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Please refer to the Board of Nursing at www.BON.state.tx.us for any additional information regarding the Texas Nursing Practice Act.

HAZARDOUS EXPOSURE TO BLOOD, BLOOD PRODUCTS OR BODY FLUIDS:

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

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

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

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

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.

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

<http://www.uta.edu/nursing/bsn-program/> and clicking on the link titled BSN Student Handbook.

Course Schedules

See "Lecture Schedule" for Specific Weekly Assignments. Schedules are subject to adjustment and correction as deemed appropriate and necessary by the lead teacher.

Chapters per Week from Potter and Perry Textbook – 8th Edition

Week	Chapter	Topic
1	22	Ethics and Values
	23	Legal Implications in Nursing Practice
	24	Communication
2	27	Patient Safety
	28	Infection Prevention and Control
	15	Critical Thinking in Nursing Practice
	16-20	*Nursing Process – 5 Steps
		*Gulanick & Myers, Chapter1 (nursing Process/Nursing Diagnosis)
3	39	Hygiene
	38	Activity and Exercise
	47	Mobility and Immobility
	48	Skin Integrity and Wound Care
4	50	Care of Surgical Patients
	40	Oxygenation
	26	Documentation and Informatics
Exam 1	October 9	Exam 1 Content in Weeks 1, 2, 3, and 4 – except Nursing Process; Critical Thinking; & Gulanick & Myers, Chapter 1
5	45	Urinary Elimination
	46	Bowel Elimination
	44	Nutrition
6	14	Older Adults
	31	Medication Administration Part 1 (except IV meds)
7	43	Pain Management
	49	Sensory Alterations
Exam 2	October 30	Exam 2 Content in Weeks 5, 6, 7 and Nursing Process, Critical Thinking, Gulanick & Myers, & Math Dosage Calculations
8	41	Fluid, Electrolyte, and Acid-Base Balance
	31	Medication Administration Part 2 (Intravenous Administration)
9	21	Managing Patient Care
	25	Patient Education
10	42	Sleep
	34	Sexuality

	35	Spiritual Health
Exam 3	November 20	Exam 3 Content in Weeks 8, 9, 10 and Math Dosage Calculations
11	33	Self-Concept
	36	The Experience of Loss, Death, and Grief
HESI Exam	December 4	HESI – Standardized Exam Fundamentals of Nursing
Final Exam	December 11	Final Exam Content in Week 11 + All Other Weeks & Math Dosage Calculations

Lecture Assignments—Due Dates and Time (Blackboard & Evolve)

Lecture Assignments--Discussion Posts, Evolve Module Exams, Evolve HESI Case Studies, & other Blackboard Weekly Learning Activities are due on –

- **Saturdays** for Mon/Tue Clinical Group
- **Mondays** for Sat/Sun Clinical Groups

All Lecture Assignments are due by 10 pm.

- ***Late after 1159 pm on due date (no credit if after 1159 pm).**
- **Lecture Assignments are graded and tracked by your Academic Coach.**
- **Lecture Assignments are “open-book” but some activities/quizzes may be timed.**
- **Evolve—Only the Module Exams are graded for credit- not the Post-Tests.** Complete the Post-Tests for practice and prep for Module Exams.

Schedule for Lecture Content Assignments

Week & Due Date	Content Chapters are in () Potter & Perry 8 th	Discussion Topic	Learning Activities & Discussion Responses
1 9/13 or 9/15	Ethics & Values (22) Legal Implications (23) Communication (24)	(1) Ethics (2) Communication Scenarios	(1) Ethics activity- Terms (2) Legal activity- Terms (3) Communication activity - Terms (4) Discussion Posts
2 9/20 or 9/22	Patient Safety (27) Infection Prevention & Control (28) The following content is not on Exam 1, but is a part of Week 2- *Critical Thinking (15) * Nursing Process (16-20) *Chapter 1 from Gulanick & Myers	(1) Safety	(1) Safety activity- Picture (2) Infection Control activity- Pictures (3) Nursing Process-Matching (4) Nursing Process- Diagnostic Statements (5) Evolve Module- Safety (6) Evolve Module- Infection Control (7) Discussion Posts
3 9/27 or 9/29	Hygiene (39) Activity & Exercise (38) Mobility & Immobility (47) Skin Integrity & Wound Care (48)	N/A	(1) HESI Case Study Mobility (2) HESI Case Study Skin Integrity (3) NCLEX: Nursing Process #1 (4) Evolve Module- Wound Care
4	Surgical Patients (50)	(1) Nursing	(1) NCLEX: Nursing Process #2

10/4 or 10/6	Oxygenation (40) Documentation and Informatics (26)	Process	(2) HESI Case Study Peri-Operative Care (3) HESI Case Study Breathing Patterns (4) Documentation activity- Nurses Notes (5) Evolve Module: Airway Management (6) Evolve Module: Chest Tubes (7) Discussion Post
5 10/11 or 10/13	Urinary Elimination (45) Bowel Elimination(46) Nutrition (44)	N/A	(1) NCLEX: Nursing Process #3 (2) HESI Case Study Urinary Patterns (3) HESI Case Study Constipation (4) HESI Case Study Altered Nutrition (5) Evolve Module: Enteral Nutrition (6) Evolve Module: Specimen Collection (7) Evolve Module: Urinary Catheterization (8) Evolve Module: Bowel Management & Ostomy
6 10/18 or 10/20	Older Adults (14) Medication Administration (31) Part 1 (Does not include IVs)	(1) Nurse Errors (2) Reporting Errors	(1) Evolve Module: Safe Med Administration (2) Evolve Module: Nonparenteral Med Administration (3) Evolve Module: Injections (4) Discussion Posts
7 10/25 or 10/27	Pain Management(43) Sensory Alterations (49)	(1) Sensory Alterations	(1) HESI Case Study Pain (2) HESI Case Study Sensory Function (3) Discussion Post
8 11/1 or 11/3	Fluid, Electrolyte, Acid-Base Balance (41) Medication Administration Part 2 (31 & 41) — includes IVs regarding monitoring – complications and other management topics	N/A	(1) HESI Case Study Fluid Balance (2) Evolve Module: IV Med Administration (3) Evolve Module: IV Fluid Administration (4) Evolve Module: IV Fluid Therapy Management
9 11/8 or 11/10	Managing Patient Care (21) Patient Education (25)	(1) Management	(1) Discussion Posts
10 11/15 or 11/17	Sleep (42) Sexuality (34) Spiritual Health (35)	(1) Sleep (2) Sexuality (3) Spirituality	(1) HESI Case Study Sleep Pattern (2) Discussion Posts
11 11/22 or 11/14	Self-Concept (33) Loss, Grief, Death (36)	(1) Loss, Grief, & Death	(1) HESI Case Study Loss, Grief, & Death (2) Discussion Posts
12 11/29	Review of Medication Administration &	(1) Safe Medication	(1) Discussion Post

or 12/1	Safety (31)	Administration	
13 HESI Exam	N/A	N/A	N/A
14 Final Exam	N/A	N/A	N/A

Summary of N3632 Foundations Simulation Labs and Patient Care Days – Each clinical group will have on-site two-day clinical schedule over 11 weeks. See Lab Guide for specific activities. The weeks and labs are listed in the following table, unless otherwise arranged for the Clinical Group. See Lab Grid for specific dates. Grid was provided prior to course. Lab Guide with description and objectives for each Lab is posted in Blackboard.

Week	Day 1	Day 2
1	Lab 1	No Lab/Clinical
2	Lab 2	Lab 3
3	Lab 4	Patient Care Day
4	Lab 5 & Math Dosage Exam	Patient Care Day
5	Lab 6	Patient Care Day
6	Assessment Course Lab only	Lab 7 (Full Day)
7	Assessment Course Lab only	Patient Care Day
8	Lab 8 Mid-Term Clinical Evaluations	Patient Care Day
9	Assessment Course Lab only	Patient Care Day
10	Patient Care Day	Patient Care Day
11	Final Clinical Evaluations- TBA by Foundations Clinical Instructor Clinical Make-Up Day (if needed)	

Turn in to Clinical Instructor on the first day of Clinical Lab

Student Contract/Syllabus Acknowledgment

Course Syllabus

- I have read the N3632 AP BSN Course Syllabus and I am aware of how course grades are determined.
- 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.
- I am aware that I may not administer any medications without direct supervision of my Clinical Instructor or a RN designated by my Clinical Instructor.
- I am aware of the expectation of academic integrity and will adhere to the UTA Honor Code as well as UTA College of Nursing academic integrity requirements in my course work, which is not limited to and includes clinical assignments, written work, and examination situations.

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 to seek clarification on matters discussed in the syllabus.

Signature: _____ **Date:** _____

Printed Name _____

First

Last