**The University of Texas at Arlington**

**College of Nursing**

**N5631/5632/5331/5332 Family Nursing Advanced Practicum**

**Fall 2014**

**Instructors**

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| **Phyllis Adams, EdD, RN, APRN, FNP-BC, NP-C, FAANP**  ***Clinical Associate Professor***  Office #: 619 Pickard Hall  Office Phone: (817) 272-7334  Email Address: [pcadams@uta.edu](mailto:pcadams@uta.edu)  Faculty Profile: <https://www.uta.edu/mentis/profile/?1610> |
| **Beth McClean**, **PhDc, RN, APRN, FNP-BC**  ***Clinical Assistant Professor***  Office #: 626 Pickard Hall  Office Phone: (817) 272-2043  Email Address: [mcclean@uta.edu](mailto:mcclean@uta.edu)  Faculty Profile: <https://www.uta.edu/mentis/profile/?1668> |
| **Susan Carlson, PhD, RN, APRN, FNP-BC**  ***Clinical Assistant Professor***  Office #: 626 Pickard Hall  Office Phone: (817) 272-2043  Email Address: [scarlson@uta.edu](mailto:scarlson@uta.edu)  Faculty Profile: <https://www.uta.edu/mentis/profile/?1626> |
| **Beverly Ewing, DNP, RN, FNP-BC, APRN**  ***Clinical Assistant Professor***  Office: #626 Pickard Hall  Office Phone: (817) 272-2043  Email: [ewing@uta.edu](mailto:ewing@uta.edu)  Faculty Profile: |
| **Phyllis L. Wood, DNP, RN, APRN, FNP-BC**  ***Clinical Assistant Professor***  Office: #626 Pickard Hall  Office Phone: (817) 272-2043  Email: [plwood@uta.edu](mailto:plwood@uta.edu)  Faculty Profile: |

**Office Fax: (817) 272-5006**

**Office Hours: By Appointment**

**Section Information:**

NURS 5631 001-009; NURS 5632 001, 006; NURS 5331 001-003, 009, 010; NURS 5332-001

**Time and Place of Class Meetings:**

Pickard Hall, Room # 104

Saturday, 8:00 am-6:00 pm

**Description of Course Content:** Clinical preceptorships in selected health practice sites with opportunities to apply knowledge, skills and concepts in a guided, progressive context of advanced nursing practice. The ratio of credit to clinical hours is 1:4. **(*listed in catalog*)**

**Other Requirements:** Prerequisite: NURS 5431. Good academic standing. (See Graduate Catalog). Out-of-Class Assignments; In-Class Assignments; Multiple Choice Examination; Out-of- Class Clinical Assignments; Clinical Practicum; Meeting with Clinical Advisor; Blackboard

Assignments; Student Presentations; Simulation (as applicable); Other (as applicable)

**Student Learning Outcomes:** Upon completion of the course, the student will be able to:

1. Use evidenced-based knowledge to manage the health care of selected populations.

2. Provide comprehensive health care (eg. age, gender, cultural, ethnic sensitive) to patients, families, and/or groups within the ethical and legal scope of advanced nursing practice.

3. Evaluate patient and family outcomes for the purpose of monitoring and modifying care.

4. Collaborate with other health care professionals to provide comprehensive care.

1. Implement the nurse practitioner role in selected settings.

**Required Textbooks and Other Course Materials:**

1. Buppert, C., (2007). *Nurse Practitioner’s Business Practice and Legal Guide.* Sudbury: Jones & Bartlett. **ISBN: 0763733415**
2. Burns, C.E., Barker, N., Brady, M.A., and Dunn, A.M. (2009). *Pediatric Primary Care ( for Nurse Practitioners)* Philadelphia: W. B. Saunders Company,. **ISBN 9781416040873**
3. Buttaro, T.M., Trybulski, J., Bailey, P.P. & Sanberg-Cook, J. (2013). *Primary Care: A Collaborative Practice. St. Louis: Elsevier Mosby*. **ISBN: 9780323075015.**
4. 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

1. Fishbach, F. *A Manual of Laboratory & Diagnostic Tests*. 8th Edition. Philadelphia: Lippincott Williams & Wilkins, 2008. **ISBN 9780781771948**
2. Geissler, E. *Pocket Guide to Cultural Assessment*. 4th ed. St. Louis: Mosby Publishers, 2007.

**ISBN 9780323048347**

1. Gilbert, D.N., Moellering, R.C., Eliopoulos, G.M., Sande, M.A. (2012). *The Sanford Guide to Antimicrobial Therapy*. Hyde Park: Antimicrobial Therapy, Inc., **ISBN 9781930808652**
2. McCaffery, M. and Pasero, C. *Pain Clinical Manual*. St. Louis: Mosby, 1999.

**ISBN 9780815156093**

1. 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**
2. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Family Practice,* 4th ed*.* Gainesville, Florida: Barmarrae Books, 2003. **ISBN 9780964615168**
3. Uphold, C. R. and Graham, M. V. *Clinical Guidelines in Child Health,* 4th Edition. Gainesville, Florida: Barmarrae Books, 2003. **ISBN 9780964615175**
4. Wright, L. M. and Leahey, M. (2009) *Nurses and Families: A guide to Family Assessment and Intervention.* Philadelphia: F. A. Davis Company. **ISBN: 9780803621305**
5. Youngkin, E.Q., Davis, M.S., Schadewald, D., and Juve, C. (2013) *Women’s Health: A Primary Care Clinical Guide*. 4 th Ed. Boston: Pearson. **ISBN 9780132576734**
6. <Http://www.med-u.org/> Virtual Patient Cases: Purchase in January 2013. Order online for $100.00. Purchase the Family Medicine Cases.
7. Previously required textbooks from Advanced Health Assessment – N5418, Adult Management I - N5305, Psychiatric Management – N5303**,** 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**

**Supplementary Reading:**

1. Barker, LR, Burton, JR & Zieve, PD. *Principles of Ambulatory Medicine, (*7th ed.). Lippincott Williams & Wilkins, 2007. **ISBN 978-0781762274**

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

**Supplemental Materials:**

1. <http://eValvels.elsevier.com/section/default.asp> (EKG) ???
2. <http://www.fammed.wisc.edu/medstudent/pcc/ecg/ecg.html> (EKG) ???

**Recommended Certification Review Books (NP Certification):**

1. Millonig, Virginia.  (2013).  *Adult Nurse Practitioner Certification Review Guide*. Potomac, Maryland: Health Leadership Associates, Inc.  **ISBN:** 9781449670467.
2. Millonig, Virginia.  (2011).  *Pediatric Nurse Practitioner Certification Review Guide*.  Potomac, Maryland: Health Leadership Associates.  **ISBN:** 0763775983
3. Moskosky, Susan.  (2011).  *Women’s Health Care Nurse Practitioner Certification Review Guide*.  Potomac, Maryland: Health Leadership Associates.  **ISBN:** 9781449615000

The above textbooks are available to purchase individually from:

**Majors Scientific Book Store**

**2137 Butler**

**Dallas, TX 75235**

**(214) 631-4478**

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

**SEMINAR:**

|  |  |  |
| --- | --- | --- |
| Description | Grading | Due |
| 1. Business Plan/Practice Framework | 5% | 9-6-14 |
| 2. Family Theory Paper | 30% | 10-18-14 |
| 3. Multiple Choice Exam (Pre-Mock) | Credit | 9-20-14 |
| 4. Multiple Choice Exam (Mock) | 35% | 12-6-14 |
| 5. Case Presentation/ Certification Review | 30% | 8-24-14; 9-20-14; 10 -18-14;11-1-14 |
| 6. Ethics Assignment | Credit | 11-1-14 |
| 7. Generalized Care of Hospitalized Patient | Credit | 11-1-14 |
| 8. In- Class Activities | Credit | 9-20-14; 11-1-14 |
| 9. Out-of- Class Activities | Credit | 8-24-14; 9-20-14; 10-18-14; 11-1-2014 |
| 10. Simulation (as applicable) | Credit | 8-24-14; 9-20-14; 10-18-14; 11-1-2014 |
| *TOTAL:* | ***100%*** |  |

**CLINICAL:**

|  |  |  |
| --- | --- | --- |
| Description | Grading | Due |
| 1. Preceptor evaluation of student (one per student) | 10% | 12-6-14 |
| 2. Clinical Practicum | 55% | 12-6-14 |
| 3. Mid-term Clinical Portfolio | 10% | 10-18-14 |
| 4. Final Clinical Portfolio | 15% | 12-6-14 |
| 5. Self-Evaluation (one) | P/F | 12-6-14 |
| 6. Student evaluation of preceptor (one per preceptor) | 5% | 12-6-14 |
| 7. Clinical E Logs (midterm) | 5% | 10-18-14 |
| Clinical E Logs (Final) |  | 12-6-14 |
| 8. Pearls of Practice | Credit | 12-6-14 |
| \*\*\*Note: Bring 2 copies of the clinical required paperwork - #’s 1, 2,5, 6, 7 above\*\*\*; Provide Electronic Copy per Clinical Advisor | Credit | 12-6-14 |
| *TOTAL:* | ***100%*** |  |

As the instructors for this course, we reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

-FNP Faculty

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

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, attendance to the scheduled seminars is a requirement. Failure, for any reason, in attending the scheduled seminars, the missed seminar hours must be added to the family clinical hours. The student is still held responsible to meet seminar outcome objectives for the course.

**Grading Policy:** Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Course Grading Scale

A = 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 seminar and clinical requirements, the student must pass both the theoretical (seminar) and clinical components of the course. A passing grade is considered 74% or greater for the theoretical (seminar) and **83% or greater for the clinical components. This course is a PASS/FAIL Course.** Students deemed unsafe or incompetent will fail the course and receive a course grade of "F."

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.

**Make-up Exams:** Please contact your faculty for approval. Upon approval from your faculty, you need to schedule an appointment with Sonya Darr at [sdarr@uta.edu](mailto:sdarr@uta.edu). Please allow a 24 hour advance notice when scheduling.

**Test Reviews:** Test reviews may be scheduled up to two weeks after grades have been posted to blackboard for the current exam. Due to time constraints, you will only be allowed 30 minutes to review your test. Unfortunately, we will not be able to allow multiple test reviews. Contact Sonya Darr to schedule at [sdarr@uta.edu](mailto:sdarr@uta.edu). Please allow a 24 hour advance notice when scheduling.

**Expectations of Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional **6-9** hours per week on their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**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 graduate catalog. [http://catalog.uta.edu/academicregulations/grades/#graduatetext](http://catalog.uta.edu/academicregulations/grades/" \l "graduatetext).

**Drop Policy:** 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 Office of Financial Aid and Scholarships at <http://wweb.uta.edu/aao/fao/> . The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20146>

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) Contact course faculty to obtain permission to drop the course with a grade of “W”.

(2) Contact your graduate advisor to obtain the form and further instructions.

**Census Day: September 8, 2014**

**Last day to drop or withdraw October 29, 2014**

**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.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “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](http://www.uta.edu/titleIX).

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

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

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

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted.

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University.

"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/plagiarism/index.html>

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

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

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

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

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. 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 individuals with disabilities.

**Librarian to Contact:**

**Peace Williamson**, *Nursing Librarian*

Phone: (817) 272-7433

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

Research Information on Nursing:

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

Library Home Page <http://www.uta.edu/library>

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Catalog <http://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

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**UTA 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.

**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.

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

1. Preceptor Agreements must be **signed and dated** by the student and the preceptor the first day the student attends clinical (may be signed on that day), scanned and emailed to [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu).
2. **Student** is responsible to ensure that all of his/her preceptor agreements are signed and complete including their student 1000 number and course number before beginning clinical experience and those agreements are scanned and emailed to Kim Hodges @ [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) or Janyth Arbeau at [arbeau@uta.edu](mailto:arbeau@uta.edu) by the third week of the semester. (For instance, if a student starts working with a particular preceptor late in the semester, he/she would contact that preceptor during the first 3 weeks of the semester.
3. 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. If he/she is a returning preceptor have them fill out the phone number and email address section of the preceptor agreement.
4. The signed/completed preceptor agreement is part of the clinical clearance process. Failure to submit in a timely fashion will result in the inability to access the E-log system.
5. All communications to the NP Clinical Coordinator should be made to the following email address: [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu). This includes scanned copies of preceptor agreements, preceptor evaluations of the student, and student evaluations of the preceptor.

**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).

Students can access their Elogs by entering their own unique Elogs username and password which will be accessible their first clinical semester. <http://totaldot.com/> The username consists of the student’s first, middle, and last initials (in CAPS) with the last four digits of their 1000#. Example: Abigail B. Cooper, 1000991234 is ABC1234. If the student does not have a middle initial, then only two initials will be used. The student’s password is simply their last name. Example: Cooper (note first letter is a capital letter).

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 Dr. Mary Schira, Associate Dean, Department of Advanced Practice Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:** The 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:** <http://www.uta.edu/nursing/msn/msn-students> **.**

**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/msn/msn-students>

**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/msn/msn-students>

**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: is <http://www.uta.edu/nursing/student-resources/scholarship> would be an appropriate way to recognize a faculty member’s contribution to your learning.  For information regarding Scholarship Funds, please contact the Dean’s office.

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

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to 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, at least 3-4 times per week.***

**Writing Center:** The Writing Center provides the workshops below to help guide graduate students through the demands of writing at the graduate level. In order to sign up for workshops, students must register with the Writing Center at http://uta.mywconline.com/. Workshops are listed on the regular appointment schedule. If you experience any difficulty signing up for any of these, please call (817) 272-2601 and one of our staff will be happy to assist.

All Workshops hosted by the Writing Center are held in 411 Central Library and are offered at 6 p.m. on Mondays, Tuesdays, Wednesdays or Thursdays. These are not recorded and are not available online.

**Departmental Office/Support Staff**

**Department of Advanced Practice Nursing**

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| **Mary Schira,** PhD, RN, ACNP-BC  Associate Dean and Chair; Graduate Advisor  Email: [schira@uta.edu](mailto:schira@uta.edu) | **Rose Olivier**, Administrative Assistant I  Office # 605-Pickard Hall, (817) 272-9517  Email: [olivier@uta.edu](mailto:olivier@uta.edu) |
| **Sheri Decker**, Assistant Graduate Advisor  Students: A-J  Office # 611-Pickard Hall, (817) 272-0829  Email: [s.decker@uta.edu](mailto:s.decker@uta.edu) | **Janyth Arbeau,** Clinical Coordinator  Office # 610- Pickard Hall, (817) 272-0788  Email: [Arbeau@uta.edu](mailto:Arbeau@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) |
| **Luena Wilson**, Graduate Advisor I  Students: K-Z  Office # 613-Pickard Hall, (817) 272- 4798  Email: [lvwilson@uta.edu](mailto:lvwilson@uta.edu) | **Kimberly Hodges,** Support Specialist II  Office #612 Pickard Hall, (817) 272-9373  E-mail: [khodges@uta.edu](mailto:khodges@uta.edu) or [npclinicalclearance@uta.edu](mailto:npclinicalclearance@uta.edu) |
| **Sonya Darr**, Support Specialist I  Office # 609-Pickard Hall, (817) 272-2043  Email: [sdarr@uta.edu](mailto:sdarr@uta.edu) | **Timara Spivey**, Degree Plan Evaluator  Office # 606, Pickard Hall (817) 272-4796  Email: [tnspivey@uta.edu](mailto:tnspivey@uta.edu) or [npadmasst@exchange.uta.edu](mailto:npadmasst@exchange.uta.edu) |

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| **MISCELLANEOUS INFORMATION:** | Inclement Weather (College Closing) Inquiries:  *Metro (866) 258-4913*  Fax Number - UTA College of Nursing: (817) 272-5006  Attn: Graduate Nursing Programs Office  UTA Police (Emergency Only): (817) 272-3003  **Mailing Address for Packages:**  University of Texas at Arlington College of Nursing  **c/o Dr. Phyllis Adams**  411 S. Nedderman Drive, Pickard Hall Box 19407  Arlington, Texas 76019-0407 |

**Clinical Overview:** Three hundred sixty (360) hours are required for N5631/5632/5331/5332. The clinical hours will be completed at non-campus clinical practice sites approved by the UTA College of Nursing faculty and/or Graduate Clinical Director or the student with Clinical Faculty approval. Clinical hours are for medical management and health promotion/health maintenance of the patient and families throughout the life span. Clinical hours must be accomplished according to the specifications set for the various areas as identified for the total family program. Clinical hours are not to include grand rounds or rounds in the hospital unless with the Hospitalist preceptor. These activities will not be acceptable.

**Assignments:** Submit via 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**

prevention of academic dishonesty guidelines

### Special Instructions Regarding Assignments

Unless otherwise instructed, all course (class & clinical) assignments are to follow the following guidelines:

1. Each student is expected to do each assignment independently. This means no consultation, discussion, sharing of information, or problem-solving to complete any component of the assignment. This includes your preceptor − do not ask the preceptor to advise you on an assignment.
2. It is your ability and clinical decision-making that we are assessing through the assignments − not your colleagues.
3. Any violation of these instructions will result in academic dishonesty a violation of UT Arlington’s Academic Dishonesty Policy. The penalties can range from failure on the assignment, course failure and/or expulsion from the program.
4. The student will post on Blackboard and/or turn in an original copy and 1 copy of each written assignment, as applicable and/or requested by faculty. One copy will be maintained in a permanent file after a faculty assesses all class papers. The graded copy will be returned to the student and will be maintained in the clinical notebook.
5. If at any time a student is aware of academic dishonesty committed by a classmate, the student is expected to inform the faculty.
6. Academic dishonesty is cheating and will not be tolerated in this program. RNs are expected to conform to professional ethics whether in the classroom or in the clinical setting.

You are asked to sign below to indicate that you understand the above guidelines.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course:\_\_\_\_\_N5430\_\_\_\_\_N5431 \_\_\_\_\_N5631/5632/5331/5332