

Syllabus

THE UNIVERSITY OF TEXAS AT ARLINGTON UNDERGRADUATE PROGRAM

NURS 3320 Holistic Health Assessment

Course Description:

Theory and practice of holistic health assessment of individuals and families across the life span with emphasis on normal and abnormal findings.

Credit Hours and Clock Hours:

3 Credit hours

Lecture/Discussion Online

Clinical (labs) per Academic Partnership schedule

Placement in Curriculum:

Junior I (JR1)

Prerequisites:

NURS 3333 or concurrent enrollment.

Faculty:

Lead Teacher

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NOTE: Please use UTA e-mail for normal correspondence with Academic Coach, Clinical Instructor, and Lead Teacher.

Student Learning Outcomes:

1. Utilize basic principles, techniques, and evidence-based tools for physical assessment.	1. OSCE 1 2. OSCE 2 3. Lab Write-ups 4. Lab quizzes 5. Unit and Final Exams
2. Recognize, analyze, and document variations from normal assessment findings to selected pathophysiological processes for individuals across the lifespan.	1. Classroom Exams 2. Lab Workbook, Write-ups, Quizzes, and AP Notes 3. OSCE 1 and 2 including Documentation 4. Focused Assessment Activities & Lab
3. Use effective communication techniques to identify subjective patient data applicable to the holistic health assessment for individuals across the lifespan.	1. OSCE 1 2. OSCE 2 3. Unit and Final Exams 4. Culture Lab 5. Lab Write-ups

	6. Lab Quizzes
4. Analyze subjective and objective data, application of data analysis to formulate prioritized nursing diagnosis.	1. OSCE 1 and 2 including Documentation 3. Lab Workbook 4. Lab Write-ups
5. Integrate social, psychological, cultural, spiritual, and genetic factors into assessment across the lifespan.	1. Cultural and Spiritual Self-Assessment 2. Cultural and Spiritual Patient Assessment 3. Genetics Assignment 4. OSCE 1 and 2 including Documentation
6. Identify safety concerns and utilize evidence-based knowledge to develop an action plan.	1. OSCE 1 and 2 2. Lab Write-ups
7. Application of the nursing process to problem solve as applicable to a holistic health assessment.	1. OSCE 1 and 2 2. Lab Write-ups and Quizzes 3. Unit and Final Exams 4. Lab Workbook
8. Perform a holistic health assessment including a detailed health history, comprehensive physical assessment including nutritional, physical, psychosocial, cultural, and spiritual dimensions then apply the nursing process to develop problem solution as applicable to health assessment.	1. OSCE 1 and 2 including Documentation 2. Lab Write-ups 3. Lab Workbook 4. Unit and Final Exams 5. Cultural Assessment 6. Spiritual Assessment

Required Materials:

- **Course Syllabus:** The syllabus provides information about the course and clinical lab expectations. Please read before the first day of clinical lab and complete the required course attestation in Blackboard.
- **Course Guide:** Available in Blackboard. Please read this helpful document which provides specific details regarding various course and lab assignments.
- **Grading rubrics** for assignments are located in the weekly course content in BlackBoard and Course Guide
- **Letters of Attestation: Course and Clinical Contract:** The two Letters of Attestation are located in Blackboard Week 1 Assignments. The Letter of Attestation for the course must be submitted on line via Blackboard **BEFORE** attending your first clinical lab. The Letter of Attestation for clinical must be signed in person and submitted to your Clinical Instructor on the first day of clinical lab.
- **A stethoscope:** Please plan to purchase a stethoscope and bring to lab with you each week. There are a variety of stethoscopes from which to choose including those with a diaphragm and a bell, and those with a “tunable” diaphragm (either is acceptable). The only stethoscope considered unacceptable is one with neither a bell nor a tunable diaphragm. (*See handout from orientation on Stethoscopes for more information on types of stethoscopes*).
- **Lab Supplies:** Your Clinical Nurse Kit includes items for both clinical courses. Please bring your Clinical Nurse Kit to your weekly Assessment Lab.

UTA College of Nursing Grading Criteria Course Requirements:

- Internet access
- ONLINE ID & password (given to you)

Required Course materials: (this is not an all-inclusive list for J1, please see separate list)

REQUIRED:

- CoursePoint for Weber and Kelley, Includes Digital Textbook. Wolters Kluwer ISBN 9781469873176 (Package, \$150 est. retail cost) includes digital textbook and 12 month software subscription to PrepU and online resources
- Nurse Pack/Kit (listed as UTA DYN NSG 3320 on UTA Bookstore website)
- Weber and Kelley. (2014). Lab manual for health assessment in nursing. (5th ed.). Wolters Kluwer. ISBN 9781451195293 (Text, \$42 est. retail cost)

OPTIONAL:

- Weber and Kelley. (2014). Health assessment in nursing. (5th ed.). Wolters Kluwer. ISBN 9781451142808 (Text, this is the paper copy of your primary Assessment text. Digital access already included in CoursePoint package, but paper copy also available at \$120 est. retail cost)

Communication:

One of the essential skills learned in this and other nursing courses is professional communication. Professional communication includes being proactive, taking personal responsibility, and contacting the Lead Teacher, Academic Coach, or Clinical Instructor to ask for assistance if the student is experiencing any difficulties in the course. The faculty is willing and eager to provide assistance or refer students to the appropriate personnel to help resolve problems.

- Discussion board and email are the primary method of communicating with your academic coach or the lead teacher. Please use the e-mail and discussion areas provided as often as needed. Announcements are often posted to provide general information to a group of students.
- For communication with Clinical Instructors: Please consult with individual Clinical Instructors regarding their preferred method for contact, (e-mail, telephone, cell phone, text message, etc.) when absent or tardy to lab or exam, etc.
- Students are responsible for checking the course site **daily**. Any information posted is considered delivered to you after 24 hours from the posting. **This includes checking the Announcements and the Q&A Board.**
- Students are responsible for all information on the course website relating to the course including the weekly course outlines and lecture notes.
- All course forms and schedules will be found in the courseware.
- Students must complete the student orientation modules prior to the first day of class.

Professional Conduct and Online Communication Etiquette

The discussion board in the courseware should be viewed as a public and professional forum for discussion. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the discussion board should remain professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements will be deleted by the course faculty. Failure to comply may result in further action including removal from the discussion board and receiving a verbal or written performance improvement plan.

Social Media Sites

Students are to refrain from discussing this course, including clinical situations, written assignments, quizzes, exams, etc. with peers or faculty on all social networking sites such as

Facebook, Twitter, etc. Failure to comply with these expectations may result in action including removal from the discussion boards or other disciplinary action.

Table 1.0
Course Requirements and Grading

Course Requirements	Grading Weights
Participation Grade (1% each) Includes: OSCE 1 Documentation OSCE 2 Documentation Cultural Assignment Spiritual Assignment SLUMS Assessment/Mini Cog Graded Discussions 1 Graded Discussion 2	7%
Exam 1	15%
Exam 2	20%
Exam 3	20%
Final Exam (cumulative)	20%
OSCE 1	Pass/Fail (Grade of 70% required to pass this OSCE)
OSCE 2	Pass/Fail (Grade of 90% required to pass this OSCE)
Lab Assignments: <ul style="list-style-type: none"> • 12 Weekly lab write-ups (6% /0.5% each) • Symptom Analysis 1 (1%) • Symptom Analysis 2 (2%) Must achieve a score of 70% on completion of second attempt • Lab Teaching Assignment (2%) • 10 Prep U Quizzes (5%/0.5% each) • BP Assignment (2%) 	18%
Completion Grade Includes: All Passport Skills Pass/fail unless otherwise detailed. Genetics Assignment Group Culture Activity	(Completion) All assignments must be completed to pass the course

Online Course Participation: (7% of Total Grade)

The student is expected to participate in the course including assigned readings, viewing webcasts, completing online assignments, and online discussion boards. Students are responsible for any information presented via the courseware, including presentation notes, announcements, etc. See detailed guidelines regarding the course schedule, readings, and assignments, including online course assignments. Students are responsible for being familiar with deadlines for assignments. Rubrics for grading are located in the course ware. **No credit is given for late or partially complete assignments.**

There are many additional resources In CoursePoint including practice exam multiple choice questions, video clips of skills, audio clips (heart & lung sounds), interactive exercises, etc. Students are encouraged to take advantage of all resources offered, as time allows, to help with preparation for exams, labs, or OSCEs throughout the term. **No credit is given for late or partially complete assignments.**

Examinations: (75% of total grade)

- There are three unit exams and one final exam.
- Exams may include multiple choice, matching, short answer questions, select all that apply or picture identification.
- No extra credit questions are included.
- Exams are typically given via computer. In the event that technical issues occur, exams may be given via traditional paper/pencil method.
- Any student scoring less than 70% on any unit exam should contact the Lead Teacher to discuss progress in the course. The student is also encouraged to contact the Student Success Coordinator for assistance in test-taking strategies.
- Unit exams *may* be cumulative (from previous material). The Final Exam is cumulative.

70% Weighted Exam Average

The final weighted average of your combined proctored exam grades must be at least 70% to pass the course. This means the grade from papers, quizzes, classroom assignments, or the OSCEs cannot help your exam grades. You must **also make at least a 70% on each** of your major written papers to pass the course.

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

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

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

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

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

***FINAL GRADES ARE NOT ROUNDED**

No extra credit work or assignments will be accepted for this course.

Figuring Test Grades with Weighted Averages

Example #1: This student made 100% on all proctored exams:

	Weight of exam	Student grade	How to figure
Exam #1	15%	100	$x 0.15 = 15$
Exam #2	20%	100	$x 0.20 = 20$
Exam #3	20%	100	$x 0.20 = 20$
Final Exam	20%	100	$X 0.20 = 20$
Total	75%		Total= 75

Last step: If you divide the 80 by 0.80 (80%—the weight of total exams) you will know what the average weighted score is on exams, in this case 100.00%.

Example #2: This is the student who makes 70% on all proctored exams.

	Weight of exam	Student grade	How to figure
Exam #1	15%	70	$x 0.15 = 10.5$
Exam #2	20%	70	$x 0.20 = 14$
Exam #3	20%	70	$x 0.20 = 14$
Final Exam	20%	70	$X 0.20 = 14$
Total	75%		Total= 52.5

Last step: If you divide the **52.5** by 0.75 (75%-the weight of total exams) you will know what the average weighted score is on exams, in this case 70.00.

Grid for your Grades in Health Assessment (figure YOUR weighted average...)

	Weight of exam	Student grade	How to figure
Exam #1	15%		
Exam #2	20%		
Exam #3	20%		
Final Exam	20%		
Total	75%		

Last step: If you divide the total of the fourth column by 0.75 (75%-the weight of total exams) you will know your weighted average score. This is the sum total of the 75% of your grade. You must have **52.5** or more in column 4 to move to the next step of adding in your additional course work/grades. If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the class grade. Less than a C signifies a non-passing grade.

NOTE: If questions arise regarding a grade, students must bring these to the attention of the faculty within one week after grades are posted (this may include the Academic Coaches, Clinical Faculty and/or the Lead Teacher). After that time, no adjustments will be made.

Test Taking Guidelines and 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 the exam proctor as soon as possible during the exam so corrective action may be taken.

Exam guidelines:

Non-compliance with the following guidelines will result in disciplinary action and may result in course failure.

- Please use restroom facilities before the test. If you must leave during the test to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room, and you must leave any testing materials with the faculty/exam proctor while you are gone.
- Students must present the UTA student ID or other picture ID in order to take an exam.
- All cell phones, PDAs, laptop computers, pagers, and electronic devices must be turned **off** (not on vibrate) and placed in a designated area away from the student during the test period.
- No food or drink containers with labels will be allowed on desks during testing.
- Purses, backpacks and all class materials are to be placed at the front of the room during the test period.
- Only instructor-given materials may be on the desk (test, scratch paper, calculator, etc.)
- All testing materials must be returned at the end of the exam.
- Talking is not allowed between students during testing.
- Students are expected to keep their eyes on their own computer screen/test materials, and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
- Head phones may not be used during tests. 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 during tests.
- ONLY the testing “window” on the computer should be open during the test. Absolutely NO Internet browsing.
- Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates.
- When you have finished the exam, please do not enter the room again until the testing period has ended.

Additional Information regarding testing

- You will be allowed to provide feedback to the Lead Instructor regarding test items for which you have questions or concerns, and these will be reviewed by the Lead Instructor.
- The Academic Coaches and student success program personnel will be available to counsel students experiencing difficulty in the course. It is the student's responsibility to contact the Coach or other support personnel through email.
- No adjustments to the exam grades will be made **after one week from original posting of grades**. Please make sure you contact the Lead Teacher with questions prior to that deadline.

OSCEs: (PASS/FAIL)

Equipment:

Each student is responsible for knowing how to operate his/her equipment in the lab and for check offs/OSCEs.

Objective Structured Clinical Exams 1&2 (OSCEs) Skills Check-Offs: Pass/Fail

1. OSCE 1 consists of competency in performing manual blood pressure AND performing physical examination skills learned in the Assessment lab. (In the event of student illness, or inability to complete the OSCE on the scheduled day, the student will work with the Lead Teacher and Clinical Lab Instructor to make alternate arrangements to complete the OSCE. Students will be expected to perform the examinations, verbalize normal/abnormal findings and document the findings of the exam. OSCE 1 serves as an indicator of how the student has integrated knowledge and skills at mid-term, and shows the student's preparation to perform assessments in the clinical setting. **(See detailed instructions in the Course Guide and Blackboard).**
2. **The Blood Pressure Competency must be successfully PASSED prior to the student being able to participate in OSCE 1** (Exceptions must be approved by the Lead Teacher and/or Clinical Lab Instructor). Taking a manual blood pressure is an essential skill which is demonstrated and then practiced in the clinical setting. **Failure to successfully complete the Blood Pressure Competency prior to mid-term will result in the student demonstrating failing clinical performance at mid-term. This will result in clinical and subsequent course failure, OR the student may withdraw before the drop date to avoid a course failure.**
3. **Equipment:** Each student is responsible for knowing how to operate his/her equipment in the lab and for check-off/OSCEs.
4. Students will document the findings of their OSCE in Blackboard, and submit to the Clinical Lab Instructor, for feedback.
5. Students must perform OSCE 1 with a minimum score of **70%**, prior to mid-term to be successful in meeting course requirements at mid-term, and to progress to the 2nd half of the semester. **OSCE 1 (mid-term OSCE) serves as an indicator of how the student has integrated knowledge and skills at mid-term, shows the student is prepared to perform assessments in the clinical setting in the clinical course and indicates areas for improvement to focus on for the 2nd half of the semester.**
6. Students who score greater than 70% but less than 90% should work with their Clinical Lab Instructor to plan activities to improve proficiency to be successful on OSCE 2. Students who score less than 70% on OSCE 1 **MUST** meet with the Clinical Instructor and/or the Lead Teacher to plan remediation activities. A Performance Improvement Plan will be implemented detailing the actions required to prepare the student for the second attempt at the OSCE. A second attempt to perform the OSCE with a score of 70% or greater will be scheduled prior to the drop date.
7. **Failure to successfully complete OSCE 1 with a score of at least 70% on two attempts, will result in the student failing clinically, and failure of the course. A failing grade will be recorded, or the student may withdraw from the course prior to the drop date, to avoid a course failure.**

OSCE 2 (Final OSCE):

1. OSCE 2 consists of performing physical examination skills learned over the course of the semester in Assessment lab which closely resemble a hospital shift assessment, on a student partner. Complete guidelines are located in the Course Guide and Blackboard. The student will be expected to perform the examination technique, verbalize normal or abnormal findings and document the findings of the exam.

2. OSCE 2 is designed to validate that each student is able to perform a shift assessment, in a timely manner, prior to completion of the course.
3. OSCEs will be timed. The Clinical Lab Instructor will use the detailed Rubric to assign points corresponding to required actions. Certain elements of the OSCE exam, including patient safety, or correct procedure, may be weighted more heavily than others. Failure to include or successfully perform these items will result in failure of the OSCE.
4. **Equipment:** Each student is responsible for knowing how to operate his/her equipment in the lab and for check-off/OSCEs.
5. Students will document the findings of their OSCE in Blackboard, and submit to the Lab Clinical Instructor for feedback.
6. Students must perform the OSCE within the time limit with a **minimum score of 90%** to demonstrate successful achievement of learning objectives, and pass the course. OSCEs are scored on the student's ability to perform assessment techniques in an organized manner. A detailed Rubric will be provided. **The student will have 2 attempts to successfully pass OSCE 2.** Students who score less than 90% on the first attempt **MUST** contact the Lead Teacher and meet with the Clinical Lab Instructor to plan remediation activities to help the student improve clinical skills, and to assist with successful performance on the second attempt. (This may include additional practice or written assignments). The second attempt may be observed by two faculty members. The second attempt **MAY** be videotaped.
7. Should the student be unsuccessful after 2 attempts to perform the OSCE with a minimum score of 90%, **the student will fail the OSCE. This results in a clinical/lab failure and subsequent course failure.**

OSCE Documentation: (Pass/Fail). Students will document the exam findings from each OSCE.

NOTE: See guidelines under Academic Integrity regarding OSCE Performance and Documentation.

Lab Activities: (18% of total grade)

Weekly Lab Practice & Documentation

Lab preparation includes reading the appropriate chapters in the text and watching the appropriate videos prior to lab. This will help prepare you for lab quizzes and provides a more productive lab. The clinical instructor has the right to ask a student to leave lab if the student did not come prepared for lab. This may result in a missed lab for the student and the student would need to make up the lab. A second occurrence may result in the initiation of a learning contract.

You are to use lab time to practice subjective and objective data collection. During lab you will choose a lab partner(s) with whom to work. You are responsible for interviewing and examining your lab partner on a weekly basis. The questions you are to use to interview your partner are located in the lab manual, textbook and class notes. You are to collect the subjective data and perform the physical exam techniques covered during that section on your lab partner, and document the result of the examination. **Lab time is to be used wisely and students are not to leave until dismissed by their Clinical Instructor.**

Weekly Lab Write-Ups

(6% of total grade) Lab write-ups are assigned by the Clinical Instructor and must be completed in order to fulfill course requirements. Instructors will give feedback to assist the student to excel in documentation. Weekly write-ups are due as designated on the Course

Schedule. This assignment is graded as complete or not complete. If the write-up is incomplete, you may be asked to make revisions or complete the assignment, within one week. If the assignment is not completed within one week, you will receive a zero (0) for that assignment.

Lab Assignments

(12% of total grade) Lab assignments will be given as part of the lab experience. See Table 1.0 Course Requirements for list of assignments. Details and grading rubrics are found in the weekly content in BlackBoard. For some assignments, you may be asked to make revisions or complete the assignment, if deemed incomplete, within one week. If an assignment is not completed within one week, you will receive a zero (0) for that assignment.

All lab assignments and write-ups are due per the course schedule unless the student makes alternative arrangements with the clinical instructor PRIOR to the assignment due date. Assignments that are late will be assessed a -10 point penalty per day for up to three days. After the end of the third day, the clinical instructor will not accept the assignment. The instructor will grade the assignment as a zero.

MID-TERM AND FINAL CLINICAL EVALUATIONS: Mid-term and Final Clinical Evaluations will be used to assess the student's progress in the course. The student will complete a self-evaluation and the Instructor will provide feedback based on course outcomes.

Mid-Term Clinical Evaluation: By mid-term, students must be meeting Course Objectives 1, 2, 4, 6, 7, and #8, as measured by:

1. Pass BP Competency; and
2. Score a minimum of 70% on OSCE 1; and
3. Submit at least 90% of all written assignments (**lab assignments, lab write-ups, and assignments linked to completion of Essential Skills**); and
4. Demonstrate ongoing progress in written communication (documentation of lab findings) and safe and effective verbal communication skills with Clinical Lab Instructors, lab partners, and during lab activities.

Failure to meet any requirements above at mid-term and documentation by the Clinical Faculty of Unsatisfactory on the Mid-Term Evaluation means the student is failing clinically and must withdraw from the course.

Final Clinical Evaluation: At the end of the semester, students must have demonstrated achievement of Course Objectives evaluated at mid-term AND meet Course Objectives #3 and 5, as measured by:

1. Demonstration of beginning competency in psychological, cultural, spiritual, and genetic factors by completion of related assignments; and
2. Score a minimum of 90% on OSCE 2; and
3. Achieve a score of 70% or higher on Symptom Analysis #2 integration assignment (2 attempts); and
4. Demonstrate effective written and verbal communication through improvement and/or progress in written documentation, and safe and effective verbal communication skills with Clinical Lab Instructors, lab partners, and during lab activities.

Failure to achieve one or more course objectives will result in course failure.

Performance Improvement Plan

1. A **Performance Improvement Plan** is a document that details an area of difficulty experienced by a student, including, but not limited to: arriving late to lab or exam, repeatedly missing exams, failing to submit written work or late submissions, (including weekly lab write-ups or other lab assignments), failing to come prepared to lab with necessary attire, equipment or supplies, unexcused absences from Lab, and unsafe or ineffective written or verbal communication, as documented by Faculty.
2. **In addition to the above instances noted, if the Clinical Lab Instructor believes a student's conduct requires corrective action, in any areas of professional behaviors, a Performance Improvement Plan may be implemented.**
3. If a student experiences difficulty, a Performance Improvement Plan will be implemented, setting forth the behavior(s) of the student, and the required actions needed to evidence that behaviors have subsided or improved, including the deadline for completion, and will be filed with the student's evaluation documents. If a student successfully meets the terms of the Performance Improvement Plan, no further action is required.
4. The Performance Improvement Plan may include additional assignments or papers to be completed and will detail the consequences of failing to complete said assignments.
5. If the Lead Teacher determines that the student has not met the terms of the **Performance Improvement Plan**, by the time specified, resulting in ability to meet course requirements, **a clinical failure/course failure will result.**

Absences/Tardies Due to Inclement Weather

If inclement weather or dangerous situation exists, you may make the decision to cancel or delay clinical. You must notify the unit managers, site coordinators, clinical coordinator, and lead teacher. Clinical time may need to be made up.

Attendance Policies: (See Undergraduate Student Handbook for additional information).

Absences:

- Absences for Lab, Exams or OSCEs may be considered excused or unexcused.
- Excused Absences: Excused absences occur for **unexpected** events such as illness, illness of child, critical illness or death of family member or certain other events including court or legal matters, and military commitments that are unplanned and cannot be rescheduled.
 - If a student misses Lab, an Exam or OSCE he/she is expected to notify the appropriate Faculty member via phone, e-mail or as specified by the faculty **PRIOR** to the absence (notify Lead Teacher regarding missed Exams and the Clinical Faculty regarding missed Labs or OSCEs). The student must then provide written documentation to support the absence (doctor's excuse detailing the date for return to school, obituary, court summons, etc.). This documentation must be supplied in person to the Lead Teacher (or designee) within **24 hours** of the missed exam, unless the Lead Teacher approves an extension.
 - All missed lab experiences, must be made up – see details below under Lab.
- Unexcused Absences: Unexcused absences occur due to reasons other than those listed above, or due to the student failing to notify the Instructor of an absence.
 - Unexcused absences will result in deduction of points for an exam or OSCE.
 - The Lead Teacher/Clinical Lab Faculty will initiate a Learning Contract documenting the details of the behavior and expected improvements. The Learning Contract may include additional assignments or papers to be completed and will detail the consequences of failing to complete those assignments.

- **If behaviors do not improve or if they recur, the student has demonstrated an inability to meet course requirements, and will fail the course.**
- The Lead Teacher will make the final determination regarding whether the circumstances constitute an excused absence and the resulting actions to be taken, including deduction of points or penalties.

Missed Exams:

- Students must contact the Lead Teacher via phone call or text about any absence for an exam **PRIOR to the exam time**. If the Lead Teacher determines the absence was excused, a make-up exam will be given within one week, at the Lead Teacher's discretion. If the reason for missing the exam is deemed unexcused, the student must take a make-up exam within one week with a 15 point penalty. The format for a make-up exam may differ from regularly scheduled exam (may be short answer, discussion, essay, alternative question format, etc.) Students who miss more than one exam will enter into a Performance Improvement Plan Contract with the Lead Teacher. If the student does not achieve the outcomes set forth in the contract by the time specified, resulting in course requirements not being met, the student will fail the course.
- **Exams missed for unexcused absences** must be made up within one week of the original exam, and will result in a 15 point penalty. If the exam is not made up within the designated time frame, a grade of "0" will be administered.
- Students **will not be permitted** to miss or reschedule exams for the purposes of vacation, travel, work etc. The Lead Teacher retains the right to evaluate each individual's circumstance and maintains the right to make the final decision on this matter.

Tardiness for Exams:

- Students should notify the Lead Teacher via phone call or text as soon as they realize they will be tardy for an exam. A student who is tardy for the exam may enter the testing area quietly and begin testing. **No extra time will be given.**
- If the tardy student arrives after another student has completed the exam and left the testing room, the tardy student will not be allowed to test that day and will be required to take an alternative format exam within 1 week, at the Lead Teacher's discretion or receive a zero (0).
- The penalty for a tardy requiring a makeup test is 10 points deducted from the exam grade. **Students, who are late for an exam on more than 1 occasion requiring a make-up, will enter into a Performance Improvement Plan Contract with their clinical instructor and the Lead Teacher.**

Tardiness or Missed OSCE:

- If a student is tardy or absent for either OSCE, the Clinical Lab Faculty must be notified in advance (See attendance section). If the student anticipates being tardy, he/she must contact the faculty to notify them of this event.
- If the OSCE schedule allows, the OSCE will be completed as soon as possible on the same day, or may be rescheduled, at the discretion of the Clinical Lab Faculty.
- If the student is absent, the Lead Teacher will determine whether the absence is excused. **Written verification will be required for any absence; such documentation must be supplied in person to the Lead Teacher (or designee) within 24 hours of the missed OSCE.**
- If the absence is excused, the Clinical Lab Faculty will work with the student and student's partner to make up the OSCE within 1 week.

- If the absence is UNEXCUSED, the student will receive a point deduction equaling 3% of the total possible points. If the OSCE is not made up within one week, the student(s) will receive a zero at the Clinical Lab Faculty or Lead Teacher's discretion. A Performance Improvement Plan Contract will be initiated for unexcused absences (See Guidelines above under Unexcused Absences).
- The student partner (partner of the student who is tardy or absent for the OSCE) may wish to complete the OSCE on time, or rescheduled, or with another student, and will have those options.

Tardiness for Lab:

- Tardiness for lab is defined as arriving between 5 and 10 minutes after lab has started. You must speak in person (face to face or by phone) to your lab instructor if you are going to be tardy to lab. If you are unable to make contact with your lab instructor, please notify the Lead Teacher immediately by phone. If you are unable to reach either your Clinical Lab Instructor or the Lead Teacher, you must initiate an e-mail to notify faculty that you will be late. Two tardies to lab will result in a Performance Improvement Plan Contract being written. Four tardies may result in course failure, at the discretion of the Clinical Lab Faculty or Lead Teacher. All missed content from Lab must be made up (See information under Lab make-ups).

Missed Labs

The Faculty of the APBSN Program believes that clinical laboratory 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.

- Attendance in all labs is **required**.
- If you must be absent for a lab, notify your Clinical Lab Instructor **BEFORE** the lab, via the faculty member's preferred contact method. This is similar to what is required in the professional nursing field, and this is part of professional socialization. As detailed above, any absence requires the student to submit documentation supporting the need for the absence. **Absences include missing any portion of the lab, or missing the entire lab.** If your Clinical Lab Instructor is not notified of an absence prior to the lab it will be considered an **unexcused absence, and a Performance Improvement Plan Contract will be initiated, detailing the behavior and the expected outcomes. (See above language about absence or tardiness).**
- All missed lab time must be made up. Lab hours will be made up in a manner determined by the Lab Instructor in consultation with the Lead Teacher. Under normal circumstances, missed labs must be made up within one week of the missed lab.
- If the missed lab hours are not made up within the time determined by the Lead Teacher/Clinical Lab Faculty, **the student will fail the course due to inability of the student to meet all course requirements.**

Lab Conduct and Expectations

- Students will be partnered with a student(s) and perform weekly subjective and objective assessments, as well as the Mid-term and Final OSCEs. Students will apply and practice physical assessment skills on their lab partner, while applying principles of maintaining privacy similar to what is expected in the clinical setting when working with patients.
- No exams of breast or genitalia will be done.

- At no time are family members, children or friends of students allowed to attend lab.
- Students must wear **UTA College of Nursing uniforms** in the lab. Refer to the Student Handbook re: dress **not appropriate for lab**, i.e. visible piercings/tattoos, dangling earrings, hair off collar, etc. To be considered **IN UNIFORM**:
 - Students will wear UTA College of Nursing uniforms.
 - Students **MUST** wear Picture IDs.
 - Anytime you are in lab and in uniform you are to wear a watch and bring your stethoscope.
 - Students must have Exercise Attire available to change into during lab (shorts, t-shirts, sports bra, tank top, as appropriate). Exercise wear is required in order for a student to be able to assess his/her partner and vice versa. Examinations are **not** performed over clothing.
 - **If you are not prepared for lab with the appropriate exercise attire/student uniform and supplies you may, at the Clinical Lab Faculty's discretion, be sent home. This may be considered an unexcused absence.** Refer to UTACON Undergraduate Student Handbook-2010-2011 for more information.
 - Lab times will vary on days when an OSCE is scheduled
 - If you wish to discuss a grade received in lab, you must first meet with the Clinical Lab Instructor before setting an appointment with the lead instructor.

Lab is considered a clinical area and clinical time. Therefore you should be prepared for verbal quizzes regarding current week's material and past weeks' material at all times. In addition you should be prepared to perform any skills that have been taught at any time. This includes knowing rationales, understanding the differences between normal and abnormal exam findings and the meaning of abnormal findings.

Performance Improvement Plan Contract:

A Performance Improvement Plan Contract is a document that details an area of difficulty experienced by a student, including, but not limited to: arriving late to lab or exam, repeatedly missing exams, failing to submit written work or late submissions, (including weekly lab write-ups), unexcused absences from Lab, or other areas determined by Faculty. If a student experiences difficulty, a Contract will be written setting forth the behavior(s) of the student, and the required actions needed to fulfill the contract, including the deadline for completion, and will be filed with the student's evaluation documents. If a student successfully meets the terms of the Performance Improvement Plan Contract, no further action is required. If the Lead Teacher determines that the student has not met the terms of the Performance Improvement Plan Contract, resulting in inability to meet course requirements, **a clinical failure/course failure will result.**

WITHDRAWAL FROM THE COURSE:

If a student withdraws from the course, he/she will be required to withdraw from Clinical Nursing Foundations as well, as concurrent enrollment in both courses is a requirement.

Academic Integrity:

Academic integrity includes both written assignments and clinical performance of skills (OSCEs). See section below regarding the University guidelines on Academic Integrity. In the context of an OSCE, the following guidelines apply:

- When performing skills demonstration on your partner (OSCE), it will be considered dishonest for a student to prompt his partner in any way. For instance, the student being examined realizes that his partner forgot to examine the pulses in his feet, and the student being examined wiggles his leg or toes in an attempt to "cue" his partner.

- Another example is when a student realizes that his partner is attempting to perform an exam over the clothing, such as listening to heart or lung sounds, and the student offers to remove his/her clothing.
- Students being examined should remain quiet and allow the examining partner to proceed through the exam without offering any assistance. Such assistance will be viewed as Academic Dishonesty, and will be handled in the same manner as outlined by University guidelines, **which may result in course failure.**

Core Clinical Competencies (CCC):

Core clinical competencies are defined as essential skills needed to practice professional registered nursing. They include but are not limited to vital signs, interviewing a patient, assessment of mental status, neurologic system, respiratory system, cardiac system, abdomen, musculoskeletal, and skin, hair, and nails. These skills will be assessed as part of the Objective Structured Clinical Examinations (OSCEs).

Teaching Methods:

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

- Webcasts
- Online Discussion
- Labs/Hands-on
- Online videos/DVDs
- Lab Demonstrations
- Games
- ONLINE activities
- Role Playing
- Simulation
- Quizzes

Research Information on Nursing:

<http://libguides.uta.edu/nursing>

Undergraduate Support Staff:

Elizabeth Webb, Administrative Assistant I, AP-BSN

651 Pickard Hall, (817) 272-1237

Email: ewebb@uta.edu

UTA Information:

Student Code of Ethics:

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

Academic Integrity and Plagiarism:

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

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

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

Statement for Americans with Disabilities Act:

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

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

Guidelines for Dropping a Course

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

UTA 2010-2011 UNDERGRADUATE CATALOG POLICY FOR ADDING AND DROPPING COURSES OR WITHDRAWALS

UTA Policy

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

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

PLEASE NOTE: The aforementioned University policy describes the process and dates for traditional 15-16 week classroom courses as well as clinical courses with a 15 week clinical rotation. The adjusted date reflects a point two-thirds of the way through the clinical.

Drop dates are available via http://stateu.com/uta/documents/UTA_Drop_Dates.pdf.

UTA College of Nursing Policy

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

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

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

Student Support:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs by e-mailing resources@uta.edu or view the information at ww.uta.edu/resources for more information and appropriate referrals.

College of Nursing Information:

APA Format:

APA style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found at: www.uta.edu/nursing/handbook/bsn_policies.php#apa

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 partner patients, and possibly 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.

After performing an essential skill, a student will document it. The clinical instructor will verify. 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.

Passport of Essential Skills for NURS 3320

Students must demonstrate these skills in the lab setting. Upon completion of the skill, the student should document completion on this sheet as below.

Essential Skills	Date	Setting	Student Initials	Clinical Instructor Initials
EXAMPLE skill	9/1/2013	Lab	MKL	MP
Apical heart rate and rhythm		Lab		
Respiratory rate and rhythm		Lab		
Temperature		Lab		
Blood pressure-manual		Lab		
Pulses rate and quality		Lab		
Auscultation of heart sounds		Lab		
Auscultation of breath sounds		Lab		
Pain assessment		Lab		
Head to toe assessment		Lab		
Level of consciousness		Lab		
Mental Status exam		Lab		
Obtain a health history		Lab		
Interpret and analyze normal and abnormal assessment findings		Lab		
Hand hygiene		Lab		
Documentation		Lab		
Therapeutic communication		Lab		

Student Initial _____ Student Name _____

Clinical Instructor initial _____ Clinical Instructor signature _____

Clinical Pass/Fail:

Clinical Failing Behaviors

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

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

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

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

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

Clinical Dress Code:

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

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

No Gift Policy:

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

Hazardous Exposure to Blood, Blood Products or Body Fluids:

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

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

- immediately report the incident to the clinical faculty member and the appropriate person in the clinical agency.
- have the wound inspected, cleansed, and dressed.
- complete the institutional incident report and follow institutional policy as applicable.
- seek medical attention as necessary based on level of exposure.

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

Policy on Invasive Procedures

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

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

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

UTA Library Resources

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