**Nurs 5338-001**

**The University of Texas at Arlington**

**College of Nursing and Health Innovation**

**Family Clinical Practicum II**

**Spring 2017**

**Instructor(s):** Lynda Jarrell, DNP, RN, FNP-BC

**Office Number:** 512 B

**Office Telephone Number:** Cell: 979-450-9394

**Email Address:** lynda.jarrell@uta.edu

**Faculty Profile:** [**https://mentis.uta.edu/public/**](https://mentis.uta.edu/public/)

**Office Hours:** By Appointment Monday-Friday

**Section Information:** 2165-Nurs 5338-001

**Time and Place of Class Meetings:** Pickard Hall Room: TBA; January 19, 2-4PM; March 2 Smart Lab 8 am-12 pm for mid-term checkoffs; April 20 Smart lab 8-12 for final practicum checkoffs.

**Description of Course:**

Continued clinical preceptorship with opportunities for increased clinical knowledge in selected primary health practice sites with opportunities to apply knowledge and concepts of advanced nursing practice implementing the family nurse practitioner role in evidenced based patient care.

**Student Learning Outcomes:**

At the end of the course, students will be able to assess, diagnose, and manage the health care and prevention needs of individuals and families, for wellness and acute/chronic conditions, in primary care settings.

# Clinical Hours:

180 (12 are from didactic weekly lessons)

Check your Clinical Coordinator (you are enrolled on Blackboard) for detailed instructions regarding what you must do concurrently with each academic course to ensure you are ready for your clinical experience!

If you do not have access to your Clinical Coordinator please notify your advisor. You will need to check your Clinical Coordinator concurrently with every course throughout the MSN-FNP degree program.

**Required Textbooks and Other Course Materials:**

Textbooks from Nurs 5333, Nurs 5335, Nurs 5336. No new texts.

Http://www.med-u.org/ Virtual Patient Cases: Purchase during the first week of Family 1. Order online as an individual subscriber, not as an institutional subscriber. Purchase the Family Medicine Cases

.

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

|  |  |  |
| --- | --- | --- |
| Assignments | Due Dates | Grade Percentage |
| Attestation form | January 22 | 0 |
| Preceptor Information | January 29 | 0 |
| Clinic Dates | January 29 | 0 |
| Med U #31 SOB | February 12 | 2.5% |
| SOAP 1 | February 19 | 15% |
| EENT Challenge (photo quiz) | February 17-19 | 10% |
| Kaltura Video Clinical Assignment Due | February 26 | 7.5% |
| Mid Term Practicum checkoff (SOAP 2 due 24 hours after) | March 2 | 20% |
| Med U #22 Unilateral weakness | March 12 | 2.5% |
| Med U #26 Fatigue | April 9 | 2.5% |
| Final check off (SOAP due 24 hours after check off ) | April 20 | 20% |
| Final Exam | April 28-30 | 20% |
| Hours Verification | May 5 | 0 |

**Attendance Policy:**

The attendance in this course is imperative because it involves midterm and final practicum checkoffs.

**Other Requirements:** Nurs 5333, Nurs 5335, and Nurs 5336 Didactic courses & NURS 5337 FNP Clinical Practice I or concurrent enrollment; Good Academic Standing (GPA 3.0) or certificate program standing.

**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 = 90 to 100

B = 80-89

C = 70-79

D = 60 to 69 – cannot progress

F = below 59 – cannot progress

**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 University Catalog.

For graduate students see:

<http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

For Student Complaints see:

<http://www.uta.edu/deanofstudents/student-complaints/index.php>.

**Make-up Exams: There are no make-up exams, or early exams. No exceptions. Do Not Ask. The tests are open 72 hours. If tests are not completed by due date a zero will be given.**

**Late Assignments: No late assignments will be accepted. No exceptions. A zero will be given for any late assignments.**

# Technology Requirements

Students must have an up-to-date computer system with wired (not wireless) high-speed Internet in addition to e-mail and internet skills. The entire course will be delivered in an online format.

# Respondus

Tests and quizzes will be given using Respondus Lockdown Browser with webcam monitoring. You will be required to download Respondus to complete any quiz or test. Respondus can be downloaded at:

http://www.respondus.com/lockdown/download.php?id=163943837

# Tripod and Webcam

You will need an external high definition (1080p) webcam with a tripod. An external webcam with a tripod is required to allow you to meet the requirements of the video monitoring for each quiz and test. An external webcam is one which is separate from your computer or laptop. A Logitech 1082p webcam is the required webcam for the FNP online program. Only a Logitech C920 or Logitech C930e will meet the program requirements.

# Quiz and Test Taking Rules and Tips

Read the test taking tips prior to each quiz and test. Follow these tips to optimize your computer’s functionality, enhance blackboard’s function, and to minimize technical difficulties.

* Respondus Lockdown Browser with video monitoring will be used to administer each quiz and test. Please make sure to download Respondus prior to taking your first quiz.
* Update Respondus prior to completing each quiz and test.
* Update Java prior to completing each quiz and test.
* You will need an external high definition (1080p) webcam with a tripod. This will ensure that your IDs and videos are clearly seen. You will use this webcam throughout the online FNP curriculum. An external webcam is one that is separate from your computer or laptop.
* Using the tripod position the webcam to the side of your desk so that the webcam captures a profile view of you, your computer, and desk. The webcam should provide a clear view of you, the desk and computer from the level of the desk up.
* To ensure your webcam is working properly, complete the webcam test prior to taking every quiz and test.
* If you are kicked out of a quiz or test, close your browser completely, reopen it, and log back into Respondus lockdown browser to continue taking the quiz or test.
* A photo ID is required to take the test. Show your driver’s license or Mav ID when prompted by the system. Only your driver’s license or Mav ID are acceptable forms of identification. A work ID badge, passport, or other forms of ID are not acceptable and should not be used.
* Your photo ID must be held close enough to the camera to be read. The photo must be facing the camera. If the image of your ID is not legible you will be asked to provide an electronic copy of your driver’s license or Mav ID to verify your identity. Your grade will not be released until your identify has been verified. Failure to verify your identity will result in a zero for the quiz or test.
* You will be asked to show your environment. When you are prompted please rotate the camera to show your desk and the room in its entirety.
* Please ensure that there are no lights shining in front of the webcam. This will obscure the images taken by the webcam.
* Your desk must be completely clear of all materials. Papers, pencils, pens, books, electronics, cell phones, tablets etc. are not allowed on or around your desk while taking a quiz or test.
* Drinks are not allowed while taking a quiz or test.
* No one else may be in the room while you are taking a quiz or test.
* Once you have started a quiz or test you are not allowed to leave your desk. You must complete and submit the quiz or test prior to leaving your desk.
* Plug in laptops and computers prior to starting the quiz or test.
* Talking is prohibited.
* The use of any electronics is strictly prohibited.
* Hats may not be worn while taking a quiz or test.

Any violation in the above rules may result in any and all of the following:

* A point deduction up to and including a grade of zero on the respective quiz or test.
* The student may be reported to The Office of Student Conduct. If The Office of Student Conduct determines the reported student has participated in academic dishonesty the consequences may include any or all of the following: a quiz or test score of zero, course failure, probation, suspension or expulsion from the university.

**Expectations of Out-of-Class Study:** The amount of time required by students to study and complete assignments in this course will vary according to students’ previous professional experiences, prior learning, and, the pace at which one works. While having completed multiple years of practice generally provides students an advantage, these same students sometimes find themselves having to “unlearn” practices that are not supported by the most recent evidence or research. Students with fewer years of nursing experience will generally find themselves working more diligently to quickly increase their overall knowledge base – knowledge that their classmates may have developed over multiple years of working in healthcare settings.

It is recommended that students schedule a minimum of 9 hours per week to study and complete their online content in this didactic (non-clinical) course, however, some weeks may require fewer hours and other weeks may require more hours.

FNP Program Expectations:

1. GPA of 3.0: Students must maintain a GPA of 3.0. Please seek help immediately if you are at risk of dipping below this GPA. Ready to assist you are:

* your course professor
* UTA Student Success Coordinators
* Your advisor
* Your retention specialist

1. Let’s Get Clinical: Successful completion of the required 720 clinical hours during your last three courses is completely dependent upon successful completion of the “Let’s Get Clinical” portion of your Pathway to Graduation. Successful graduation requires both completion of your courses and timely completion of all of the requirements in “Let’s Get Clinical.”
2. Preceptors and Clinical Sites: Students are responsible for arranging their own preceptors and clinical sites according to guidelines provided. This process begins very early in the overall program to ensure readiness when the clinical courses begin.

**CONHI**

**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://www.uta.edu/fao/>  .  The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20166>

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 last day to drop may, receive a grade of W. Students dropping a course must:

(1)  Contact your graduate advisor to obtain the drop form and further instructions before the last day to drop.

**Census Day: February 1, 2017**

**Last day to drop or withdraw March 31, 2017 by 4:00 p.m.**

**Disability Accommodations:** UTArlington 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. 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).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C:\Users\olivier\AppData\Local\Temp\jmhood@uta.edu).

**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. Additional information is available at <https://www.uta.edu/conduct/>.

"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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 <http://www.uta.edu/universitycollege/resources/index.php>.

**The English Writing Center (411LIBR)**:The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Success Faculty:** In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: [donelle@uta.edu](mailto:donelle@uta.edu).

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance.   Course content challenges may also be addressed, with referral to additional resources as indicated.  Dr. Schira can be reached via email:  [schira@uta.edu](mailto:schira@uta.edu).

**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 face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** 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.

<http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php>. [http://www.uta.edu/police/Evacuation Procedures.pdf](http://www.uta.edu/police/Evacuation%20Procedures.pdf))

<https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**Librarian to Contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| Peace Williamson  817-272-6208  [peace@uta.edu](mailto:peace@uta.edu) | Lydia Pyburn  817-272-7593  [llpyburn@uta.edu](mailto:llpyburn@uta.edu) | Heather Scalf  817-272-7436  [scalf@uta.edu](mailto:scalf@uta.edu) | Kaeli Vandertulip  817-272-5352  [Kaeli.vandertulip@uta.edu](mailto:Kaeli.vandertulip@uta.edu) |

Contact all nursing librarians:

[library-nursing@listserv.uta.edu](mailto:library-nursing@listserv.uta.edu)

**Helpful Direct Links to the UTA Libraries’ Resources**

|  |  |
| --- | --- |
| **Research Information on Nursing** | [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing) |
| **Library Home Page** | <http://library.uta.edu/> |
| **Subject Guides** | <http://libguides.uta.edu> |
| **Ask us** | <http://ask.uta.edu> |
| **Database List** | <http://libguides.uta.edu/az.php> |
| **Course Reserves** | <http://pulse.uta.edu/vwebv/enterCourseReserve.do> |
| **Library Catalog** | <http://uta.summon.serialssolutions.com/#!/> |
| **E-Journals** | <http://pulse.uta.edu/vwebv/searchSubject> |
| **Library Tutorials** | [library.uta.edu/how-to](http://library.uta.edu/how-to) |
| **Connecting from Off- Campus** | <http://libguides.uta.edu/offcampus> |
| **Academic Plaza Consultation Services** | [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza) |
| **Study Room Reservations** | [openroom.uta.edu/](http://openroom.uta.edu/) |

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Week/Date** | **Content** | **Location** |
| Week 1: Jan 16-22 | Urgent Emergencies | Blackboard  Meet on Campus Jan 19 TBA |
| Week 2: Jan 23-29 | Concussion and Sports Injury | Blackboard |
| Week 3: Jan 30-Feb 5 | MSK Review | Blackboard |
| Week 4: Feb 6-12 | Lung Cancer/Respiratory System Review | Blackboard |
| Week 5: Feb 13-19 | EENT Review and Photo Challenge Quiz | Blackboard  EENT Photo Quiz open Feb 17-19 |
| Week 6: Feb 20-26 | Clinical Assignment | Clinical Site |
| Week 7: Feb 27-March 5 | Mid-Term Clinical Checkoff | Meet on Campus March 2  Smart Lab/University Hall 5th Floor 8 am -12 pm |
| Week 8: March 6-12 | CV/Vascular Review | Blackboard |
| Week 9: March 13-19 | Spring Break | Vacation Yippee! |
| Week 10: March 20-26 | Hepatitis Review/NAFLD | Blackboard |
| Week 11: March 27-April 2 | HIV | Blackboard |
| Week 12: April 3-9 | Endocrine Review | Blackboard |
| Week 13: April 10-16 | Sodium and Potassium Imbalances | Blackboard |
| Week 14: 4-17-23 | Final Practicum Checkoff | Meet on Campus April 20 Smart Lab/University Hall  5th Floor 8am-12 pm |
| Week 15: April 24-30 | Final Exam | Final Exam open April 28-30 |
| Week 16: May 1-5 | Wrap up and finish clinical hours |  |

**UTA College of Nursing and Health Innovation - 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 80%) 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 80%), the **maximum** grade the student can receive for the exam for purposes of grade calculation is 80%. If the student fails the retake, the student will receive a grade of “F” for the course.

**Clinical Clearance**: All students must have current immunizations 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.

Please visit the “clinical coordinator” organization on Black Board (Bb) for all your clinical clearance questions or contact your clinical coordinators for clinical clearance questions.

Janyth Mauricio [janyth.mauricio@uta.edu](mailto:janyth.mauricio@uta.edu) (students A-L)

Angel Korenek [angel.korenek@uta.edu](mailto:angel.korenek@uta.edu) (students M-Z)

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

1. You must submit an online survey to “propose your site and preceptor”. You can find the survey in Step 4 in Bb’s “clinical coordinator” organization. Your preceptor and clinical site must be approved by your clinical coordinator **PRIOR** to completing any clinical hours.
2. After your site and preceptor are approved, submit a **preceptor packet** (*preceptor agreement and preceptor bio)* to your clinical coordinator **TWO WEEKS** before you begin your clinical hours. The *preceptor packet* can be found in Step 5 of Bb. The *preceptor agreement* **must be signed and dated** by the student and the preceptor. The *preceptor bio* is not necessary if the preceptor is already in Typhon.
3. The signed/completed agreement is part of the clinical clearance process.  **Failure to submit tWO WEEKS BEFORE YOUR CLINICAL START DAY will result in inability to do your clinical hours and denied access to the Typhon system.**

**Clinical Electronic Logs**:

During your first clinical semester you will receive a link to Typhon along with your unique login username and password. **You will receive Typhon access after the online survey has been submitted, your preceptor and site are approved, and you have submitted a preceptor packet to your clinical coordinator.**

Students are required to enter all patient encounters into the Typhon Group Healthcare Solutions (“Typhon”) electronic log system.  **YOU ONLY HAVE 7 DAYS TO ENTER YOUR CASE LOGS AND TIME LOGS FROM THE DAY OF YOUR CLINICAL EXPERIENCE. Failure to log cases/hours within 7 days will results in a loss of those hours.** Typhon is both a student learning opportunity and an evaluation method for your 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 Typhon account by entering their own unique username and password which will be accessible their first clinical semester.

The student’s electronic 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, the data is an essential requirement of the student’s clinical experience and is used to evaluate student clinical performance.  The data is also used to meet course requirements and to evaluate student clinical performance.  Upon completion of the Program, students will have access to an executive summary of their log entries through Typhon for their professional portfolio.

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

Please see your FNP Clinical Coordinator for clarification of clinical hour requirements found in Part 2, #3 under Complete all modules for clinical clearance:

Preceptor Requirements:

1. Review the preceptor requirements for your Family Nurse Practitioner clinical courses below.

2. Begin looking for potential preceptors for your three clinical courses. It is your responsibility to secure preceptors.

3. Don't delay. Finding preceptors can be a challenging experience.

4. Read the tips from your peers for how to find preceptors below.

5. If you have found your preceptor(s), it's time to propose your clinical sites for approval. Read the information in Module 5: Propose Your Clinical Sites and follow the instructions for submitting your proposal forms electronically.

There are three clinical courses in the Family Nurse Practitioner program:

N5337 - FNP Clinical Practice I (180 Clinical Hours)

N5338 - Clinical Practice II (180 Clinical Hours)

N5361 - Advanced Practicum (360 Clinical Hours)

Preceptors must be an MD, NP, DO, or PA and have at least one year of clinical practice experience in their area of licensure. Your clinical site should be an outpatient, primary care family practice where patients are seen across the lifespan (i.e. pediatrics through adult/geriatric). Other options for clinical sites include health departments, some urgent care centers, pediatric clinics, and nursing homes. Hospitals, inpatient settings, house calls, and emergency care centers are not approved for this program.

The ideal scenario would be to work with one preceptor in a family practice that includes patients of all ages for all three clinical courses. If this option cannot be secured, it is also acceptable to work with more than one preceptor to cover the lifespan requirement (i.e. one preceptor in a clinic that sees pediatric patients and another in a clinic that sees adult/geriatric patients). Students may work with a maximum of two preceptors per clinical course and must see patients across the lifespan by the time the three clinical courses are completed. Below are examples of possible preceptor scenarios:

Clinical Practice I – Preceptor Information

Clinical Practice II – Preceptor Information

Advanced Practicum – Preceptor Information

Scenario #1 – Same preceptor throughout all clinical experiences

Dr. John Doe, MD at Family Medicine Clinic (sees patients across the lifespan)

Dr. John Doe, MD at Family Medicine Clinic (sees patients across the lifespan)

Dr. John Doe, MD at Family Medicine Clinic

(sees patients across the lifespan)

Scenario #2 – Two preceptors to meet lifespan requirement throughout all clinical experiences

Suzie James, PNP at Pediatric Clinic (pediatric patients) &

Dr. Robert Johnson, DO at Adult Primary Care (sees adults/geriatric)

Suzie James, PNP at Pediatric Clinic (pediatric patients) &

Dr. Robert Johnson, DO at Adult Primary Care (sees adults/geriatric)

Suzie James, PNP at Pediatric Clinic (pediatric patients) &

Dr. Robert Johnson, DO at Adult Primary Care (sees adults/geriatric)

Scenario #3 – One preceptor per course with varied patient populations to meet lifespan requirements

Jane Smith, PA at Pediatric Clinic (pediatric patients)

Bill Davis, MD at Health Department (adult patients)

Richard Jones, FNP at Nursing Home (sees geriatric patients)

Please Note:

Minimum 90 Hours Direct Patient Care per Population Subgroup:

Criterion IIIE of the 2012 Criterion for the Evaluation of Nurse Practitioner Programs, a Report of the National Task Force on Quality Nurse Practitioner Education, states “Clinical hours must be distributed in a way that represents the population needs served by the graduate.” UTA, therefore requires FNP students to document a minimum of 90 hours of supervised, direct patient care with each of the below patient populations:

•Pediatric patients (birth – age 17)

•Adult patients (age 18-64, and

•Geriatric patients (age 65+)

**To meet the requirements for graduation, you will need to show 90 hours in each of the following age groups:**

**Pedi, Adult, and Geriatric. Faculty will evaluate your progress toward your goal in each of the clinical courses. Remember, you have through Practicum to obtain these hours, so no need to worry--just keep an eye on those 3 groups.**

**Minimum 90 Hours Direct Patient Care per Population Subgroup**:

Criterion IIIE of the 2012 Criterion for the Evaluation of Nurse Practitioner Programs, a Report of the National Task Force on Quality Nurse Practitioner Education, states “Clinical hours must be distributed in a way that represents the population needs served by the graduate.” **UTA, therefore requires FNP students to document a minimum of 90 hours of supervised, direct patient care with each of the below patient populations:**

**• Pediatric patients (birth – age 17)**

**• Adult patients (age 18-64, and**

**• Geriatric patients (age 65+)**

If it is determined at any time during your program you become concerned that it may not be possible to meet this requirement with your approved clinical sites and/or preceptors, you are responsible for identifying and submitting an alternate or additional clinical site. We recommend students identify alternate clinical site and preceptors in advance in the event anticipated sites or preceptors become unable to meet this expectation.

**How To Find A Preceptor (Tips From Your Peers)**

.

To Do:

1. Review the preceptor requirements for your Family Nurse Practitioner clinical courses above.

2. Continue looking for potential preceptors for your three clinical courses. It is your responsibility to secure preceptors.

3. Don't delay. Finding preceptors can be a challenging experience.

4. Read the tips from your peers for how to find preceptors.

5. When you find your preceptor(s), it's time to propose your clinical sites for approval. Read the information in Module 5: Propose Your Clinical Sites and follow the instructions for submitting your proposal forms electronically.

You have spoken, and we have listened.

In response to the challenging experience that some students have had finding preceptors, we have surveyed your peers who have been through this experience and have successfully secured preceptors for their courses. We asked, "What suggestions or strategies do you have for your fellow classmates on how to find and/or contact a preceptor?" Below are their unedited responses.

Be patient.

Call as many practices/visit in person as early as possible. As many as possible.

Cold call and send an email to the practice manager. Email them specifically about what you are looking for and include a copy of your resume.

Stop by the office in professional attire or lab coat and bring your resume.

Find someone who has previously precepted students and ask way in advance. Many places already have students asking for preceptors six months in advance and the preceptors already have promised to work with other students.

Start a year in advance securing preceptors and make sure they are not going out of town during the time they agree to precept you.

Google a list of local offices, plan a route to stop at several offices per day. Print several preceptor packets, print several copies of your resume, dress professionally, and show up in person.

Try and meet your preceptor directly in person.

If you've been in the nursing field, network 24/7. Go out in the community and say hello to NPs you see. Introduce yourself, go to the local NP organization meetings. Sell yourself.

Have family members talk to their family physician and ask for help.

Join a local nurse practitioner chapter and attend events. Network and circulate copies of your curriculum vitae to attendees. Once you get an agreement at a site, you can network with providers at that clinic for other potential preceptor options.

Keep making phone calls.

Network and use your connections.

Show up personally to speak with preceptors or office managers. Call to follow up after visiting.

Start calling early. Try to go to the site.

Start early and ask for suggestions from NPs who are accepting of having a preceptor.

Start early and don't give up.

Start looking for preceptors early and don't wait until the last minute.

Start very early and be persistent.

Start way early and be patient.

Start with your personal doctor then ask friends who have been in the program.

In Addition:

* Spring 2017 practicum students please participate in this webinar that is provided by the Texas BON.  They only do it twice a year; once in fall and once in the spring.  IT IS FREE, but you must register.  <https://www.bon.texas.gov/catalog/product/#bon-wr-aap-161027>

**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 the Associate Dean, Department of Graduate 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 College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy. www.uta.edu/nursing/file\_download/234/BSNDressCode.pdf **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.**

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation 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/>

**Ebola exposure**: Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

**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/conhi/students/msn-resources/index.php>

**Student Code of Ethics:** The University of Texas at Arlington College of Nursing and Health Innovation 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/conhi/students/msn-resources/index.php>

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

**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 UTA CONHI Graduate 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.***

**Emergency Phone Numbers**: **[Optional but strongly recommended]** In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. For non-emergencies, call 817-272-3381.

**Graduate Nursing Support Staff**

|  |  |
| --- | --- |
| **Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**  Associate Dean  Chair, Graduate Nursing Programs  Director, PNP, ACPNP, NNP Programs  Pickard Hall Office #514  Email address:  [jleflore@uta.edu](mailto:jleflore@uta.edu) | **Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF**  Associate Chair, Graduate Nurse Practitioner Programs  Pickard Hall Office #511  817-272-0175  Email address: [kdaniel@uta.edu](mailto:kdaniel@uta.edu) |
| **Rose Olivier**, Administrative Assistant I  Pickard Hall Office # 513  (817) 272-9517  Email address: [olivier@uta.edu](mailto:olivier@uta.edu) | **Lauri John, PhD, RN, CNS**  Associate Chair, Graduate Educator and Administration Programs  Pickard Hall Office #519  817-272-0172  Email address: [ljohn@uta.edu](mailto:ljohn@uta.edu) |
| **Janyth Mauricio,** Clinical Coordinator  Pickard Hall Office # 518 Letter-set TBA  (817) 272-0788  Email address: [janyth.mauricio@uta.edu](mailto:janyth.mauricio@uta.edu) | **Angel Trevino-Korenek,** Clinical Coordinator  Pickard Hall Office # 518 Letter-set TBA  (817) 272-6344  Email address: [angel.korenek@uta.edu](mailto:angel.korenek@uta.edu) |
| **Janette Rieta**  Administrative Assistant – Letter-set TBA  Pickard Hall #518  817-272-1039  [jrieta@uta.edu](mailto:jrieta@uta.edu) | **Christina Gale**  Administrative Assistant  Pickard Hall Office #518  817-272-1039  Email address:  [christina.gale@uta.edu](mailto:christina.gale@uta.edu) |

|  |  |
| --- | --- |
| **Graduate Advisors:** | |
| **Campus-based and AO Programs: A-C**  **and Post MSN Certificate Students**  Lisa Rose  Graduate Advisor II, PKH #119  Email: [lrose@uta.edu](mailto:lrose@uta.edu) | **Campus-based and AO Programs: D-H**  Starlett Mitchell  Graduate Advisor, PKH #119  Email: [starlett.mitchell@uta.edu](mailto:starlett.mitchell@uta.edu) |
| **Campus-based and AO Programs: I-M**  Timara Spivey, Graduate Advisor  Pickard Hall Office #119  Email:  [tnspivey@uta.edu](mailto:tnspivey@uta.edu) | **Campus-based and AO Programs: N-SL**  **and ALL NNP Program Students:**  Luena Wilson  Graduate Advisor II, PKH #119  Email: [lvwilson@uta.edu](mailto:lvwilson@uta.edu) |
| **Campus-based and AO Programs: N-Z**  Caitlin Wade, Graduate Advisor II  Pickard Hall Office #119  Email:  [cwade@uta.edu](mailto:cwade@uta.edu) |  |