**The University of Texas at Arlington**

**College of Nursing**

**N5631-003 Adult-Gerontology Primary Care Nurse Practitioner-Clinical Practicum**

 **Spring 2018**

**Instructor(s):** Donna Martinez, MSN, RN, ANP-BC

**Office Number:** 553B Pickard Hall

**Office Telephone Number:** 817-272-2776 / **580-284-3328 cell (preferred) call or text**

**Email Address:** donna.martinez@uta.edu

**Faculty Profile:** <https://www.uta.edu/profiles/donna-martinez>

**Office Hours:** By appointment

**Section Information:** N5631-Section 003

**Time and Place of Class Meetings:**

**01/20/18 9AM-2PM PKH 206**

**02/03/18 TBD UTSW IPE (either 2/3 or 2/10, only 1 session is required)**

**02/10/18 TBD UTSW IPE**

**03/03/18 9AM-2PM PKH 206**

**04/14/18 9AM UH room# tbd (clinical check-offs)**

**04/24/18 2PM-3PM PKH room# tbd**

**05/05/18 9AM-2PM PKH 206**

**Description of Course Content:**

**NURS 5631. ADVANCED CLINICAL NURSING PRACTICUM. 6 Hours.**

Clinical preceptorships in selected health practice sites with opportunities to apply knowledge, skills and concepts in a guided, progressive context of advanced nursing practice. The ratio of credit to clinical hours is 1:4. Graded F,I,P,W. Prerequisite: [NURS 5324](http://catalog.uta.edu/search/?P=NURS%205324) or [NURS 5325](http://catalog.uta.edu/search/?P=NURS%205325) or [NURS 5337](http://catalog.uta.edu/search/?P=NURS%205337) or [NURS 5338](http://catalog.uta.edu/search/?P=NURS%205338)or [NURS 5352](http://catalog.uta.edu/search/?P=NURS%205352) or [NURS 5353](http://catalog.uta.edu/search/?P=NURS%205353) or [NURS 5354](http://catalog.uta.edu/search/?P=NURS%205354) or [NURS 5355](http://catalog.uta.edu/search/?P=NURS%205355) or [NURS 5371](http://catalog.uta.edu/search/?P=NURS%205371) or [NURS 5372](http://catalog.uta.edu/search/?P=NURS%205372) or [NURS 5373](http://catalog.uta.edu/search/?P=NURS%205373) or [NURS 5374](http://catalog.uta.edu/search/?P=NURS%205374) or [NURS 5424](http://catalog.uta.edu/search/?P=NURS%205424) or [NURS 5425](http://catalog.uta.edu/search/?P=NURS%205425) or [NURS 5431](http://catalog.uta.edu/search/?P=NURS%205431) or [NURS 5436](http://catalog.uta.edu/search/?P=NURS%205436) or [NURS 5444](http://catalog.uta.edu/search/?P=NURS%205444) or [NURS 5447](http://catalog.uta.edu/search/?P=NURS%205447) or [NURS 5450](http://catalog.uta.edu/search/?P=NURS%205450) or NURS 5453 or NURS 5621 or concurrent enrollment. Good Academic standing (GPA 3.0) or Certificate Program S

**Student Learning Outcomes:**

Upon completion of the course, the student will be able to:

1. Use evidenced-based knowledge to manage the health care in selected populations.
2. Provide comprehensive health care (e.g. age, gender, cultural, ethnic sensitive) to patients, families, and/or groups within the ethical and legal scope of advanced nursing practice.
3. Evaluate patient and family outcomes for the purpose of monitoring and modifying care.
4. Implement the nurse practitioner role in selected settings.
5. Understand the essential components of a prescriptive authority agreement
6. Understand the professional components of a curriculum vitae
7. Incorporate didactic and clinical skills to prepare for certifying examination
8. Be able to produce professional quality teaching presentations to peers using current research and evidence based practice models
9. Be able to identify the impact of the nurse practitioner role in interdisplinary care for the patient through self-exploration of patient cases

**Required Textbooks and Other Course Materials:**

No additional texts; just texts for previous courses

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

| **Assignment/exam** | **Due date (all times are CST)** |
| --- | --- |
| Attendance and participation in Seminars | **01/20/18 9AM-2PM****02/03/18 or 02/10/18 IPE activity** **03/03/18 9AM-2PM****04/24/18 2PM-3PM** **05/05/18 9AM-2PM** |
| Professional CV development | **02/05/18 by 11PM** |
| Clinical Journal 1&2 | **#1 due 02/19/18 by 11PM and #2 due 4/23/18 by 11PM** |
| Clinical Presentation and Poster | **03/19/18 by 11PM** |
| Critiques/comments to clinical presentations and posters | **04/02/18 by 11PM** |
| Clinical Check Offs | **04/14/18 at 9AM** |
| Prescriptive Authority Agreement | **05/05/18 by 9AM** |
| Mock Certification exam | **05/05/18 at 9AM** |
| Completion of 360 clinical practice hours | **05/11/18** |
| Passing clinical practicum  |  **05/11/18** |
| Documentation of patient encounters within Typhon  |  **05/11/18** |
| Passing clinical evaluation by all preceptors |  **05/11/18** |

**Attendance Policy:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will take attendance sporadically” or “I have established the following attendance policy: …”] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Other Requirements:**

Students are expected to attend the seminar sessions and participate in the seminar discussions and presentations. The students will have the opportunity to create their own collaborative practice protocol and fine tune their curriculum vitae. The seminar sessions allow the students to polish their didactic skills in preparation for their certifying examination.

**Other Information Regarding Written Assignments:**

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.

Students are responsible for uploading & submitting the correct document in the Blackboard assignment drop box. The document submitted will be graded and no substitution of the document will be accepted. **Submit ONLY MS Word documents or Mp3Mp4 files [for audio assignments]—MAC users—do not** submit Pages! Please verify you have submitted the correct document within five minutes of submission. **Faculty must be able to open the document Mp3 or MP4 or it will receive a grade of zero.**

**Late written assignments will not be accepted and may receive a grade of zero unless specific permission is obtained from the lead teacher and your clinical faculty ahead of time.**

Students are responsible for assigned readings, web-based assignments, classroom and/or participatory assignments as given by faculty and a grade may be assigned on any of the above. Most in-seat topics will require students to review voiced slides PRIOR to attending class. This is required so students can be informed to participate in in-class activities. **Students are expected to remain in class for the entire session for application of clinical content. Faculty do not review slides during class but support knowledge**

**Clinical Hours:**

Three hundred and sixty [360] clinical hours are required for N5631. The clinical hours will be completed at non-campus clinical practice sites arranged by the student. The student is to work in conjunction with their clinical faculty to ensure that the clinical placement is appropriate for N5631. Clinical hours are for medical management of the patient. Clinical hours may be given for some of the didactic class hours; therefore, clinical hours may not include travel to and from sites, preparation for clinical, or recording of clinical experiences.

After you have made contact with your clinical preceptor—you are to notify **your clinical faculty in this course. Coordinated recording of your preceptors will help your faculty ensure that you are in a place that provides a positive environment for your learning this semester. Failure to notify your faculty prior to beginning clinical in each site could result in forfeiture of those clinical hours and encounters.**

Arrange your clinical hours over the course of the semester to enhance your learning experiences. You may not complete the majority of your hours prior to the mid-term date.

**Completion of Clinical Hours:**

Clinical hours may only be completed during the semester. Clinical hours may not occur between semesters. In the event that a student is unable to complete their clinical hours during the semester, they may be eligible to take an incomplete. Incompletes are given at the discretion of the course faculty only for extenuating circumstances. In the event that an incomplete is granted, the student will not be allowed to complete their clinical hours until the next semester has started. If the course for which the incomplete is granted is a pre-requisite for the next course on the student's degree plan, they will not be allowed to register for the next course. Students who find themselves in this situation will need to communicate with their advisor to develop a new degree plan and discuss the need to apply for a leave of absence to prevent being dismissed from the graduate nursing program. Exceptions to this requirement will not be granted.

**Course Evaluation/Faculty Site Visit(s):**

Practicum Evaluation(s) – Passing with specified grade of B (80% or better).

Completion of In Place Logs, written documentation of patient encounters and seminar requirements.

This course is a Pass/Fail course. Students who are not practicing in a safe manner with expected degree of competency will not receive a passing grade in the course. The following behaviors constitute clinical failure:

1. Demonstrates unsafe performance and makes questionable decisions.
2. Lacks insight and understanding of own behaviors and behaviors of others.
3. Needs continuous specific and detailed supervision.
4. Has difficulty in adapting to new ideas and roles.
5. Fails to submit required written clinical assignments.
6. Falsifies clinical hours.
7. Fails to submit In Place Clinical Log entries and/or written documentation of patient encounters

**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

P = 70 and above

F = 69 and below – cannot graduate

I = incomplete - cannot graduate until completed; did not complete course requirements.

**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.

**Late Assignments / Assignments:** Late assignments will not be accepted for a grade or reviewed for feedback (regardless of the reason) and will be assigned a zero, unless specific permission is obtained from the lead teacher and your clinical faculty ahead of time. Quizzes and tests must be started, completed, and submitted prior to the submission due date and time. Any quiz or test submitted after the due date and time will not be accepted.

**Make-up Exams:** Please contact your faculty for approval.

**Test Reviews:** Test reviews will not be done in this course

**Expectations of Out-of-Class Study:** As a general rule of thumb, for most clinical courses, for every credit hour that will be earned, a student should spend 3-4 hours per week working outside of class. Hence, beyond the time required to attend each class seminar, students enrolled in this course should expect to spend at least an additional 12-15 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**CONHI – language**

**Drop Policy:** Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Academic Advisor @ MSNAdvising@uta.edu.

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=20176>

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:  January 16, 2018**

**Last day to drop or withdraw – March 30, 2018 by 4:00 p.m.**

**Last day of classes – May 4, 2018**

**Final Exams – May 5-11, 2018**

**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%3A%5CUsers%5Colivier%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.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, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**2nd Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS) , or call (817) 272-6593.

**The English Writing Center (411LIBR)**:The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty 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.

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.

**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.

**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:** ***DOES NOT APPLY FOR N5631*** 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.

Evacuation plans may be found at <http://www.uta.edu/campusops/ehs/fire/Evac_Maps_Buildings.php>.

UT Arlington Procedure 7-6: Emergency/Fire Evacuation Procedures [http://www.uta.edu/police/Evacuation Procedures.pdf](http://www.uta.edu/police/Evacuation%20Procedures.pdf)

MavAlert system will send information in case of an emergency to cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**Librarian to Contact:**

|  |  |  |
| --- | --- | --- |
| Peace Williamson 817-272-6208peace@uta.edu | Lydia Pyburn 817-272-7593llpyburn@uta.edu | Heather Scalf817-272-7436scalf@uta.edu |

Contact all nursing librarians:

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/) |

For help with APA formatting, you can go to:

1. <http://libguides.uta.edu>
2. Scroll down and click on “Nursing”
3. Click on “APA Guide” for advice on various aspects of paper writing.  This is a short-cut for the APA Manual.  When in doubt, refer to the Manual.

In addition to providing the general library guide for nursing (<http://libguides.uta.edu/nursing>), we can put together course specific guides for your students.  The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> .

**Course Schedule.**

**Please refer to the separate detailed course schedule for more information**

“*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Donna M Martinez, MSN, RN, ANP-BC.”*

**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.

**Castle Branch**: All students must have current immunizations and other compliance documents on file with the university to legally perform clinical hours each semester. These requirements are submitted to Castle Branch. Your clinical clearance in Castle Branch must be current and remain in compliance throughout the duration of your clinical experiences. Failure to maintain compliance will result in removal from your clinical site until compliance is achieved. If you are not able to complete clinical hours due to noncompliance in Castle Branch, this may result in a course failure.

**Clinical Approval and Electronic Logs**: To be cleared for clinical, this means you have submitted the online proposal for your preceptor(s) and clinical site(s), received approval for your preceptor(s) and clinical site(s) from your clinical coordinator, submitted the online affiliation agreement information request for all clinical site(s) you will be attending, this affiliation agreement has been fully executed by the clinical facility and UTA Legal Department, and submitted a signed and complete preceptor agreement(s) for each preceptor you will work with to the appropriate drop box in the clinical management system.

**You must work with your preceptor(s) of record in the clinical site(s) of record.** This means that you must work with the preceptor and clinical sites that have been approved by your clinical coordinator. Note: If your clinical site or preceptor has not been fully approved and does not appear in the official records of the clinical management system, **you are not approved from a legal standpoint to be in the facility or with the preceptor.**

**Once you begin your clinical course, you may not make changes to your preceptors of record** except in circumstances where your preceptor leaves their position or it is determined that the preceptor or clinical site is not allowing you to meet the objectives of the course.

Students are required to enter all patient encounters into the clinical management 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. No exceptions.** Your electronic logs are 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).  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 for their professional portfolio.

**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/policy/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**: 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**

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| **John Gonzalez, DNP, RN, ACNP-BC, ANP-C**Chair, Graduate Nursing ProgramsAssistant Professor, ClinicalPickard Hall Office #512Email address:  johngonz@uta.edu |  |
| **E. Monee’ Carter-Griffin, DNP, RN, ACNP-BC**Associate Chair for Advanced Practice NursingAssistant Professor, ClinicalPickard Hall Office #510Email address: monee@uta.edu  | **Margarita Trevino, PhD, RN, CHN**Associate Chair, DNP, PhD, Graduate Educator and Administration ProgramsPickard Hall Office #512A817-272-6347Email address: trevinom@uta.edu |
| **Rose Olivier**Administrative Assistant IIGraduate Nursing ProgramsPickard Hall Office #513817-272-9517Email address: olivier@uta.edu | **Tabitha Giddings,** Administrative Assistant817-272-9440Tabitha.giddings@uta.edu |
| **Tameshia Morgan,** Clinical CoordinatorLetter set – A-GPickard Hall Office #518817-272-1039Email address:  tameshia.morgan@uta.edu | **Angel Trevino-Korenek,** Clinical CoordinatorLetter set – K-QEmail address: angel.korenek@uta.edu |
| **Janette Rieta,** Clinical CoordinatorLetter set – R-ZEmail address: jrieta@uta.edu | **Brittany Garza**, Clinical CoordinatorLetter set – H-J, NEDU, DNPBrittany.garza@uta.edu  |

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| **Graduate Advisors**[msnadvising@uta.edu](http://www.uta.edu/conhi/students/advising/nursing-grad.php) |

**PREVENTION OF ACADEMIC DISHONESTY GUIDELINES**

**Special Instructions Regarding Assignments—Nursing 5631 Spring 2018**

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

1. Each student is expected to do each assignment independently. This means no consultation, discussion, sharing of information, or problem-solving to complete any component of the assignment. This includes your preceptor  do not ask the preceptor to advise you on an assignment.

2. It is your ability and clinical decision-making that we are assessing through the assignments, not your colleagues.

3. Any violation of these instructions will result in academic dishonesty a violation of UTA’s Academic Dishonesty Policy. The penalties can range from failure on the assignment, course failure and/or expulsion from the program.

4. The student will turn in the original and 1 copy of each written assignment. One copy will be maintained in a permanent file after a faculty assesses all class papers. The graded copy will be returned to the student and will be maintained in the clinical notebook.

5. If at any time a student is aware of academic dishonesty committed by a classmate, the student is expected to inform the faculty.

6. Academic dishonesty is cheating and will not be tolerated in this program. RNs are expected to conform to professional ethics whether in the classroom or in the clinical setting.

**You are being asked to electronically sign this document and upload it into the Bb assignment drop box for this course. Your signature below indicates that you understand and will comply with the above guidelines.**

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

**Adult/Geriatric Management in Advanced Nursing Practice**

**Nursing 5631 Practicum**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | **Date due** | **P/F or Credit** |
| **Didactic course requirements** |
| Personal CV |  | Credit |
| Presentation and Poster |  | P/F |
| Practice Protocol |  | Credit |
| Mock Certification Exam |  | Credit |
| Attendance/participation |  | Credit |
| Clinical Journals |  | P/F |
| **Clinical practice course requirements**  |
| Clinical practicum  |  |  |
| Completion of 360 clinical hours |  |  |
| 360 clinical hours logged into Typhon |  |  |
| Tally sheet signed by preceptor for each day/site in clinical |  |  |
| Preceptor evaluation of student |  |  |
| Student evaluation of preceptor |  |  |

**Faculty Signature/Date:**

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