**NURS 3561:** Nursing of Adults

Syllabus Fall 2017

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Faculty office hours will vary.

**Time and Place of Class Meetings:**

Tuesday - 08:00am to 10:50am Pickard Hall 204

Tuesday - 1:00pm to 3:50pm Pickard Hall 204

**Clinical:**  Day and location will vary per clinical group

**Description of Course Content:**

Application of the nursing process with emphasis on critical thinking, therapeutic nursing interventions, and effective communication for persons experiencing medical-surgical problems. Theory and clinical application in diverse settings. Prerequisite: NURS 3632.

**Student Learning Outcomes:**

* Apply the existing body of scientific knowledge and apply evidence based findings in practice decisions using the nursing process, while utilizing awareness of one’s role in preventing errors and promoting quality improvement.
* Coordinate and collaborate with the interdisciplinary team in assessing, planning, implementing, and evaluating the patient’s care.
* Demonstrate knowledge of the impact of actual or potential illness on the patient’s developmental, physical, social, emotional, age, spiritual, economic, vocational and leisure status.
* Develop assessment and management strategies based on a consideration of the physical, functional, cultural, social, economic, developmental, and spiritual dimensions of human responses to actual and potential health problems.
* Establish an effective professional relationship with the patient and significant others to facilitate the development of the care plan.
* Participate with patients, families and other health care providers in collaborative decision-making that reflects the understanding that care should be culturally sensitive, ethical, legal, informed, compassionate and humane, and within the boundaries of available economic resources.
* Use the nursing process to develop and implement the plan of care: collect appropriate assessment data for each patient, determine appropriate nursing diagnoses, identify expected patient outcomes, determine the plan of care, implement interventions, and evaluate patient outcomes.
* Utilize available information systems to timely asses, plan and deliver patient care in an efficient manner.
* Educate patients and family members about measures that promote, maintain, and restore health or promote comfort for patients with both acute and chronic health problems.
* Mobilize resources to provide an environment that supports health promotion, restoration, and maintenance.
* Serve as an advocate for patients and family members.

**Clinical Outcomes:**

* Conduct an initial and ongoing patient assessment(s).
* Diagnose patients’ nursing care needs based on assessment findings.
* Develops a theoretically based and individualized plan of care.
* Implement and evaluate the effectiveness of initial interventions and makes modifications, as the patient situation requires.
* Demonstrate safe nursing care.
* Communicate verbally and / or in writing the delivery of nursing care & patient’s response(s).
* Organize time and materials effectively in completing pt. care & attending clinical experiences and conferences.
* Assume responsibility for own learning, communicating need for assistance when necessary.
* Communicate appropriately with staff, instructor, peers, patients, family, and other health care providers.
* Demonstrate professional behavior.

**Requirements for this course:**

1. Complete and submit the BSN Program Attestation Statement
2. Read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content.
3. Participate in the classroom discussions, including case studies and simulations.
4. Be responsible for any information presented in class, including lecture notes, announcements, etc. Students absent from class have the responsibility to obtain missed information from another classmate. (if it was announced in class then you “heard it”)
5. At minimum, review Blackboard and UTA emails every 2 days. Students are to ensure they have access to a computer, either a personal, in the LRC/library or other outside source computer.

**Required Textbooks and Other Course Materials:**

1. CoursePoint+ for Brunner & Suddarth’s Medical-Surgical Nursing (13th ed). Wolters Kluwer. ISBN 9781469886633 Optional: Hard copy of textbook Brunner & Suddarth. Medical-Surgical Nursing. 13th ed.

**Instructions for ‘PREP U’ online registration:**

* If you don't already have access to Lippincott CoursePoint+ for Hinkle & Cheever: Brunner & Suddarth's Textbook of Medical-Surgical Nursing, 13th Edition, redeem your ACCESS CODE and complete registration at [http://thePoint.lww.com/activate](http://thepoint.lww.com/activate).
* From the “My Content” page, click on Lippincott CoursePoint+ for Hinkle & Cheever: Brunner & Suddarth's Textbook of Medical-Surgical Nursing, 13th Edition.
* On the welcome screen or from “My Classes”, select “Join a Class”, enter your **CLASS CODE: B9698273** and click “Enroll”.
* If you experience any problems, check the code again and re-enter it. If it does not work, contact Lippincott Online Product Support at 1-800-468-1128 or techsupp@lww.com for assistance.
* Not sure what an ACCESS CODE is?

Learn more at <http://thePoint.lww.com/Help/BookAccess>

2. DocuCare will be utilized in clinical and needs to be purchased

3. ATI products – from previous semester

4. Nurse Pack/Kit (listed as UTA NSG 3561 on UTA Bookstore website)

5. Silvestri, Linda. (2014). *Saunders comprehensive review for the NCLEX-RN examination.* (6th ed). Saunders. ISBN 9781455727551

5. Mosby’s Diagnostic and Laboratory Test Reference. (12th ed). Mosby. ISBN 9780323225762

6. Vallerand, A. & Sanoski, C. (2017). Davis’s drug guide for nurses. (15th ed). F.A. Davis. ISBN

 9780803657052.

**Req.** – Pagana, Pagana & Pagana*.*(266. **Books from previous courses:** Please utilize textbooks from Nursing Foundations, Pathophysiology, Pharmacology, and Anatomy & Physiology

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

Course Schedule with dates and assignments available on Blackboard

*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. Judith Flanagan*

**EVALUATION METHODS:**

1. **Quizzes**

Four quizzes will be given during class time throughout the semester. Any student who is absent on the day of a quiz will receive a grade of zero for that quiz. If a student enters the classroom after the start of a quiz, the student may begin the quiz at that point. The quiz questions the student missed will not be made up. *The lowest quiz grade will be dropped*. *If a student misses a quiz, they receive a zero and that will be their lowest quiz* *grade.* Scantrons will be provided on the day of the quiz. The quiz questions will be shown on the computer screen and will not be repeated after the quiz. Quiz questions may include course content from previous lectures, assigned case studies and/or from assigned readings for that day’s lecture. Quiz grades will count 5% of the course grade

1. **Prep U**

Students are expected to come to class prepared for discussion and ready to participate in other interactive activities. Weekly assignments, based on the assigned reading, will be posted in the online Prep U application. Students can earn extra point(s) on exam 1, 2, & 3 grades for mastering chapter content in Prep U. There are assigned chapters in each module and 2 points will be added to the exam grade IF the student achieves a mastery level of “6” and completes ALL assigned chapters in each of the modules prior to each exam. A score of at least 80 must be achieved on the ‘question collection’ assignments in order to receive credit for completion. These mastery levels must be achieved by the due date prior to each class. Mastery completion post-exam will not be applied.

1. **V-Sims**

A minimum of 3 Virtual Simulations from the Coursepoint + V-Sim application will be assigned to help the student develop clinical decision making skills, competence, and confidence. During the course as part of your grade you will be assigned 3 V-sims. To receive full credit on the V-sim, the student **must complete pretest, simulation with a grade of 90%, and achieve a 100% on the post test.**  If the student meets this criterion the grade will be 100%. A grade of zero will be entered for any V-Sims that are not completed by the due date, if the pre-test is not completed, a 90% is not attained on the simulation or a 100% on the post-test. Monthly V-Sim assignments will be posted on the course calendar. They will generally be due the last Saturday of September, October, and November by midnight. V-Sims will comprise 3% of the course grade

4. **N3561 Medications Administration Test 1, 2, and 3:**

* All students will take the N3561 Medications Administration Test 1 during the first few weeks of the semester.  The score achieved by the student on Medication Test 1 will count 2% towards their grade for the course.
* Each student will be required to achieve a minimum score of 90.00%.  If a student does not achieve this minimum score on Medication Administration Test 1, the student will be required to take the N3561 Medications Administration Test 2; after a required remediation session. If a student does not achieve 90.00% on Medication Administration 2, the student will be required to take Medication Administration Test 3.
* If a student does not achieve the minimum score of 90.00% on Medication Administration Test 3, the student will not be allowed to continue taking the course and **it will be considered a “clinical failure” which results in an “F” for the course.**
* Students will not be allowed to administer medications during their clinical experience sessions until they have achieved the required minimum score (90.00%) on the N3561 Medications Administration Test.

5.  Comprehensive Assessment and Preparation Program (CAPP)

CAPP consists of modular studies, tutorials, assessments and remediation tools. All students will complete assigned activities and assessments as part of their course grade. Students may receive an Incomplete in the course until all assigned activities are complete.

This is a comprehensive program that requires preparation prior to taking the assessment at the end of the course.  There will be four components in N3561: ATI learning modules RN 2.0, Targeted Practice Assessments, Practice test and a proctored ATI assessment.

The assignments will be scheduled during weeks 1-13 of the course. In week 14, the practice assessment will need to be completed.  The proctored ATI assessment will be administered in Week 15.  Please refer to course calendar for specifics.

The student must complete the following 4 requirements:

ATI Learning Modules RN 2.0 **(3%)**– the student must complete the modules assigned by due date ON COURSE CALENDAR. The student will receive a grade of 100% if all assigned modules are completed by the due date.  If a student does not complete the modules by the due date, the student will receive **NO credit**.  The modules assigned for N3561 are:

Learning System: RN 2.0

MS: Cardio & hematology

MS: Dermatological

MS: Endocrine

MS: GI

MS: Immune & Infections

MS: Musculoskeletal

MS: Oncology

MS: Renal & Urinary

MS: Respiratory

Due dates will be found on the course calendar.

ATI targeted medical-surgical practice modules **(3%)**–The student must complete the assignment by dates on calendar. The student will receive a grade of 100% if the assigned modules have been completed.  If a student does not meet this criterion, the student will receive **NO**credit.

RN Targeted Medical –Surgical Practice Assessments:

Cardiovascular

Endocrine

Fluid, electrolytes and acid base

GI

Immune

Neuro & musculoskeletal

Perioperative

Renal & Urinary

Respiration

Due dates will be found on the course calendar

The due dates for ATI learning modules and targeted practice assessments will generally be due on Sunday nights by midnight.

All students enrolled in this course will participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. Assignments are based on students’ performance on practice and proctored assessments and students will not receive partial credit for late or incomplete assignments.

ATI Practice Assessment (4%)

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete Practice Assessment A. Students scoring less than 75% on their FIRST ATTEMPT of Practice Assessment A will be required to review the student’s Individual Performance Profile and complete and submit Active Learning Templates for all identified topics to review.

ATI Proctored Assessment (6%)

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade. All students complete the Proctored Assessment. Students who score less than 70% on the Proctored Assessment will review the Individual Performance Profile, complete and submit Active Learning Templates for all identified topics to review, then take Practice Assessment B. Students who score less than 70% on FIRST ATTEMPT Practice Assessment B will enroll in NURS 2232: Learning Professional Nursing and Life Skills. Students who do not complete and submit Active Learning Templates and Practice Test B prior to course completion date will receive an incomplete (I) and will not progress to the next clinical nursing course until the Active Learning Templates, and Practice Assessment B are complete. Completing coursework during the incomplete period does not guarantee your clinical placement in the next clinical course.

Please refer to course calendar for due dates.

If a student is unable to take the ATI Assessment on the scheduled day, it will be rescheduled within the next day and taken no later than one week.

As lead teacher, I reserve the right to change the ATI requirements if it is in the best interest of enhanced student learning. Judith Flanagan MSN RN CCRN-K

 **6. Examinations**

Four proctored exams occur in the course (Exams 1, 2, 3, and a comprehensive final) All exams consist of multiple-choice items and multiple answer items. Math calculations may be part of Exams 1, 2, 3 and the Final. Exams 2 and 3 may also have questions from the previous weeks’ content.

The exams may be given either in the written (paper) format or on a computer at UTA. Exams are given at UTA only and are proctored. **Students must bring their UTA ID card for all exams. If a student does not have their UTA ID prior to exam, they cannot take the exam. All students must sign in and sign out when entering and leaving the room. No one will be permitted re-entrance to the room once they have left.**

Exams may be rescheduled only for a legitimate reason such as personal illness or a death in the family. Exams will not be rescheduled for convenience of vacation travel or work schedules. Any exam taken after the scheduled exam time (for any reason) may be “fill in the blank”, matching, essay, and short answer format. Make-up exams will not be given before the regularly scheduled exam. If an exam is missed due to illness, a note will be required from your health care provider stating as such, prior to the make-up exam

**Guidelines for Exam Taking:**

* **Students must present the UTA student ID in order to take an exam*.***
* No talking between students is allowed during testing.
* All cell phones must be turned off and placed at the front of the room during all exams. No cell phones, books, pages of books, papers, notes or note cards of any type may be on your person or used in any manner during a quiz or an exam.
* No food or drink containers will be allowed during testing.
* Purses, backpacks and all class materials are to be placed at the front of the room during the exam period.
* Students are expected to keep their eyes on their own paper/computer and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
* Midterm and final exams will be taken on Blackboard. You will be assigned computer rooms. You are required to keep eyes only on Blackboard and not access outside sources such as Google, etc. **Anyone accessing outside sources will receive an automatic zero for that exam.**

**If Scantrons Are Used For Testing:**

* Students are responsible for using a pencil for ALL quizzes. Scantrons written in pen will NOT be graded. The student will receive a zero for that exam. Remember to bring sharpened pencils to all classes and exams.
* Scantrons mutilated with holes, etc. will not be hand graded.
* Students must fill in complete scantron, exam, and have name, UTA one thousand number and ALL answers bubbled on the scantron when time is called. Students may not bubble in answers or information after time is called. All pencils are to be placed on the table when time is called. Anyone observed with a pencil in hand after time is called risks receiving a zero for that quiz or exam.
* Non-compliance with these guidelines will result in disciplinary action and may result in course failure.

Protocol for test review:

* The clinical instructors and lead instructor will be available to counsel students having trouble in the course. It is the student’s responsibility to contact the coach through email.

The Student Success Center (SSC) is a dedicated resource that provides support and guidance for nursing students seeking to:

* Create a plan for success
* Connect to campus resources
* Communicate academic needs
* Cope with stress related to nursing school

Students must schedule an appointment with an SSC faculty for the following reasons:

* 75% or below on a course exam
* Making less than the required score on a standardized end-of-course exam
* Faculty referral

**N3561 Missed Examination Course Policy:**

All students are expected to take N3561 Nursing of Adults exams at the scheduled time. If a student is unable to complete the exam at the scheduled time, prior notice must be given to the lead teacher on or before the test date and time for the test to be made up. The student must furnish verification of the reason for missing the examination and email this to the lead teacher (physician note or release form, obituary of loved one, airline ticket voucher, etc.). Failure to take a scheduled examination at the assigned time without prior coordination with the lead teacher may result in a zero (F) for this specific test grade. If you miss an exam due to illness or an emergency, you will need a note from your health care provider stating as such, before you can take the make-up exam. Any exam taken before or after the scheduled exam time (for any reason) may be a fill in the blank, matching, essay, and short answer format. The make-up exam must be taken within 7 days

**Tardiness for Exams**

* Students should notify the Lead Instructor as soon as they realize they will be tardy for an exam.
* Proctored exams: A student who is tardy for the exam may enter the testing area quietly, following the testing guidelines and begin the exam. No extra time will be given. If another student has already completed the exam, the tardy student will not be allowed to take the test.

**Teaching Methods:**

Lecture

Discussion

Case Studies / Virtual Simulations

Group work/testing

Lab Simulations

Role play

Clinical Experiences

Demonstration and Return

**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; see “Student Support Services,” below.

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

**70% weighted average on proctored exams (i.e. Exam 1,2,3, and the Final)**

70% weighted average on major written assignments.

**90% on medication administration test**

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 exams, written assignments and end-of-course grades, etc. shall be:

A 90.00 100.00

B 80.00 89.99

C 70.00 79.99

D 60.00 69.99

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

In calculating the course grade for N3561, the weighted average on proctored exams will be checked first. If the student achieved a 70.00% with no rounding on weighted average on exams, the quizzes will count toward the final course grade. **If the student did not achieve a 70.00% with no rounding on weighted average on exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on exams.**

The following grades will be recorded. Percentage indicates the contribution of each grade to the overall course grade. Students must also pass clinical in order to pass the course. A failure in clinical will result in course failure. The course grade will be based upon the following percentages:

Math 2%

Quizzes (3) 5%

V-Sims 3%

ATI Learning Modules RN 2.03%

ATI Targeted Practice 3%

Exam 1: 17%

Exam 2: 18%

Exam 3: 18%

ATI CAP Practice Test 4%

ATI CAP Proctored Test 6%

Comprehensive Final 21%

TOTAL 100%

Note: **There are no opportunities to obtain extra credit in this course.**  However, students can earn extra point(s) on Exam 1, 2, & 3 and the Final grades for mastering chapter content in Prep U. Prep U assignments must be completed exactly as delineated under “Evaluation Methods” section of this syllabus in order to have 2 points added to each grade on Exams 1, 2, 3. If they are not completed as instructed then no extra credit will be given.

Grades will not be posted on Blackboard immediately. Grades may be posted within 18-24 hours after the exam.

**Attendance Policy:**

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section: Attend class, be on time, and exhibit attentive and respectful classroom behavior. Inappropriate and/or disrespectful comments made to faculty and/or students, including side comments, will not be tolerated in the classroom and clinical settings. *The class role is taken by reviewing the ICLICKER report of students use during class time.*

Attendance in clinical is mandatory; this includes time at the Smart Hospital. Behaviors and policies are the same for BOTH the hospital and Smart Hospital.

**STUDENTS AND FACULTY RESPONSIBILITIES RELATED TO N3561 NURSING OF ADULTS:**

Students are urged to be actively involved in their own process of learning. The **teacher functions as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the teacher, studentsconstruct their knowledge actively rather than just mechanically ingesting knowledge from the teacher or the textbook. (*Constructivism as a paradigm for teaching and learning* (2004.) retrieved May 21, 2013 from [http://www.thirteen.org/edonline/concept2class/constructivism/)](http://www.thirteen.org/edonline/concept2class/constructivism/%29). **It is the student’s responsibility to make an appointment to meet with the lead teacher if having difficulty on exams or struggling with content mastery.**

Faculty members are responsible for:

* Providing an environment conducive to learning.
* Facilitating students’ learning.
* Supporting creative endeavors.

**CLINICAL:**

Clinical is defined as all experiences contributing to clinical hours including, but not limited to campus labs, hospital labs and ancillary experiences. **Attendance at all clinical activities is required**. The student must be in clinical in order to be evaluated on the clinical criteria. The opportunity to apply theory is limited and should be used to the maximum. **The** **scheduling of personal appointments or travel** (except for emergencies) **during clinical will not be acceptable.**

**Clinical includes ALL activities at the Smart Hospital. The clinical evaluation tool includes behaviors at the Smart Hospital.**

**The student is expected to:**

1. Contact their clinical instructor, per individual instructor guidelines, if they will be absent.
2. If a student is absent, the clinical time must be made up. Clinical instructors will work with the lead teacher to determine the method of making up missed clinical. Absence from clinical may result in failure to meet clinical outcomes and jeopardizes passing the course.If you miss clinical due to illness, your clinical instructor may require a note from your health care provider documenting your illness. Missing greater than 2 days of the clinical practicum, even when excused, will necessitate withdrawal from the course due to insufficient time to evaluate student performance.
3. When administering medications to a patient, the clinical instructor or assigned staff R.N. must be present in the room. NO EXCEPTIONS. Failure to adhere to this N3561 requirement may result in clinical failure. **J-2 Students are not permitted to administer IV push narcotics, IV sedatives, or IV vasoactive medications such as anti-hypertensives and anti-arrhythmics. The student is allowed, under direct supervision by their clinical instructor, to administer IV push medications such as Pantoprazole, Steroids, and Heparin. IV piggybacks, such as antibiotics, can be administered with direct supervision by an R.N.**

**Essential skills experience:**

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

UTA students are required to perform and document ALL the essential skills for each course 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 Skills Checklist.  It is the student’s responsibility to obtain the required essential skills experiences in a timely manner throughout the semester. The Final evaluation must include documentation that all all required skills were performed and/or demonstrated. Verification must be included on the Final evaluation by the clinical instructor.

**ASSESSMENT**

**1. Physical assessment: Head to Toe**

**2. Physical assessment: Problem-Focused**

**3. Level of consciousness**

**4. Obtain a patient health history r/t chief complaint**

**5. Interpret & analyze normal & abnormal assessment findings**

**MEDICATION ADMINISTRATION**

**1. Six rights**

**2. Safe dose range calculation/determination**

**3. Oral**

**4. Subcutaneous**

**5. Parenteral (IV push)**

**6. Parenteral (IV piggyback)**

**INDWELLING TUBES**

**1. Insertion and/or management of urinary catheters- female/male**

**INTRAVENOUS (IV) ACCESS LINES**

**1. Peripheral IV line placement**

**2. Management, care and/or use of PIV**

**3. IV infusion initiation and/or monitoring- use of IV pumps**

**4. Total parenteral nutrition (TPN)**

**SPECIMEN COLLECTION**

**1. Blood – venipuncture**

**AIRWAY MANAGEMENT**

**1. Bag-valve-mask devices use**

**2. Administration of oxygen – nasal prongs and/or mask-multiple types**

**ADVANCED CARDIOVASCULAR CARE**

**1. BLS/CPR and Code Blue**

**INFECTION CONTROL PROCEDURES**

**1. Handwashing/cleansing**

**2. Standard/universal precautions**

**SAFETY**

**1. Use of correct body mechanics**

**2. Maintaining basic patient safety (side rails up, breaks on wheelchairs & beds, call system activated, etc.)**

**MISCELLANEOUS**

**1. Documentation**

**2. Therapeutic communication techniques– patients**

**3. Therapeutic communication techniques–families**

**4. Nursing Math Skills**

**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.

Undergraduate, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor arepresent on site. Students who provide nursing care to patients when an instructor or preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”.

**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 not 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.

When UTA cancels school, clinical is also cancelled. Verify school cancellations by calling 1-866-258-4913. It is also announced on area TV/radio networks.

**CLINICAL PASS/FAIL:**

Clinical Failing Behaviors

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

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

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

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

Please refer to the Board of Nursing at [www.BON.state.tx.us](http://www.bne.state.tx.us) for any additional information regarding the Texas Nursing Practice Act

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

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

**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%5Cmandell%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses 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. If any exams are administered in a non-proctored environment, I reserve the right, at any time, to require a student to take or re-take any or all exams in a proctored environment. If I deem this necessary, the student is responsible for making the proctoring arrangements, subject to my approval. This policy applies to any and all assignments required in this course.

Per UT System *Regents’ Rule* 50101, §2.2, which states *“Academic 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.” S*uspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Community Standards. **Being found responsible for violating Regents’ Rule 50101, §2.2 by the Office of Community standards will result in course failure.** Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

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

**Student Support Services**:[Required for all undergraduate courses]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. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

 **The English Writing Center (411LIBR)**: [Optional.] 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.

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

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

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup exams 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. ***Activities at the SMART Hospital may be scheduled for clinical groups during Final Review Week.***

**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 stairwell. 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.

**During class, THE AUDIO MODE OF BEEPERS AND CELL PHONES MUST BE TURNED OFF.** Ringing of cell phones and/or cell phone conversations during class **WILL NOT** be tolerated.

The following are inappropriate behaviors as outlined in UTACON student handbook:

* Cell phones ringing in class
* Bringing infants or children to class
* Sleeping in class
* Arriving late and leaving early
* Coming unprepared for class
* Taping lectures without permission.
* Conducting side conversations
* Using a computer in class unrelated to course
* Dominating conversations
* Cheating, plagiarism, academic dishonesty
* Taunting and belittling other students or professor
* Using profanity in the classroom/website
* Inappropriate e-mails to professor, staff or other students

**Additional:**

Communicate needs/concerns related to the course directly to the lead teacher or other course faculty. ***If you have concerns related to class or clinical, you must speak to the other person involved, such as the lead teacher or your clinical instructor. Professional nursing includes utilizing the proper chain of command when seeking resolution to a concern.***

* Make an appointment with the faculty member regarding personal progress as necessary.
* Submit required written course and clinical assignments on time. Students must have a **VALID** reason (serious illness, death in family) for requesting an extension.
* Students should provide their families with class and clinical schedules, as well as phone numbers of the College of Nursing and clinical agency, so that messages may be given to students in an appropriate manner.

**Professional Conduct on Blackboard and Social Media Sites**

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).

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

***If you have concerns related to class or clinical, you must speak to the other person involved, such as the lead teacher or your clinical instructor. Professional nursing includes utilizing the proper chain of command when seeking resolution to a concern.***

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>

**LIBRARY INFORMATION: Peace Ossom Williamson, MLS, MS, AHIP**

Nursing Liaison Librarian, Central Library Office 216

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

Research information on nursing:

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

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Program Coordinator, On-Campus BSN Program***

643 Pickard Hall, (817) 272-7295

 Email: hwoods@uta.edu

 **Suzanne Kyle*, Testing Specialist, On-Campus BSN Program***

 645 Pickard Hall, (817) 272-0367

 Email: skyle@uta.edu

**College of Nursing 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.

**APA FORMAT:**

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

**Honors College Credit**

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from http://honors.uta.edu/documents/credit.pdf). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at http://honors.uta.edu/, where you will find an application form for electronic submission.

**Classroom Conduct Guidelines**

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. This includes dressing appropriately for class (i.e. no cleavage exposed front or back), as you represent the College of Nursing, both in and out of the clinical setting Refer to the Student Handbook for more information.

**Code Of Professional Conduct**

Nursing students in the UTA CON are considered to be part of the nursing profession.  As members of the profession, students are expected to commit to and maintain high ethical standards.

Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences.

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

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

Refer to the Student Handbook for more information located in the lower left-hand corner.

**Observance Of Religious Holy Days:**

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

**Clinical Attendance When University is Closed**

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

**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:

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

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

***The Undergraduate BSN Student Handbook can be found by going to the following link:*** <http://www.uta.edu/conhi/_doc/unurs/BSN_student_handbook.pdf>.

*As the instructor for this course, I reserve the right to adjust the course schedule in any way that serves the educational needs of the students enrolled in this course. – Judith Flanagan MSN RN CEN*

 **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. Non-emergency number 817-272-3381