

University of Texas at Arlington
College of Nursing and Health Innovation
NURS 3632: Clinical Nursing Foundations
Spring 2018

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Office numbers will not work before 0800 or after 1700. Please check with your clinical instructor for emergency contact information.

Time and Place of Class Meetings:

N3632-001 Monday, 8-10:50 am University Hall – Room 10

N3632-002 Monday, 1-3:50 pm Fine Arts – Room 258

Description of Course Content:

Basic therapeutic nursing interventions with individuals and families in diverse settings using nursing process framework. Prerequisite or Co-requisite: NURS 3320 Holistic Health Assessment across the Lifespan and NURS 3333 Health Promotion across the Lifespan.

Student Learning Outcomes:

- Apply ethical and legal principles and professional standards in providing care to individuals and families.
- Communicate respectfully with patient utilizing therapeutic techniques.
- Demonstrate critical thinking in patient care and self-reflection activities.
- Demonstrate responsible use of material resources.
- Develop basic skills in conflict management that promote cooperative working relationships.
- Evaluate personal performance in the delivery of basic nursing care to individuals and families.
- Provide basic patient education related to health needs.
- Utilize electronic information systems in providing patient care.
- Utilize safe care practices and accept accountability in lab and clinical settings.
- Utilize current evidence to provide competent and holistic care to individuals and families.

Requirements:

1. Course syllabus: Available on Blackboard for course N3632 or from MyMav. Please print and read before the first day of class and/or clinical skills lab. **Students are responsible for reading all information including material in the syllabus, related course content, and resources. Students are also responsible for completing and submitting the Attestation Form for N3632 Clinical Nursing Foundations in Blackboard. The due date for submitting the Attestation Form is also indicated in Blackboard in the Attestation Form Assignment link.**
2. Lab packs are required for the clinical lab portion of the course, included in the lab packs will be supplies required for the clinical labs during the first six weeks of the course. Students will pick up lab packs from the UTA Bookstore before the first day of class. They will be utilized in lab on a weekly basis. **Students may be unable to participate in lab without the lab pack.** Returning students are responsible for having appropriate supplies for practice and skills check-off.
3. Lab and clinical forms will be posted on Blackboard. Students are responsible for printing forms from Blackboard for weekly lectures, clinical skill labs, and as announced.

Required Textbooks and Other Course Materials:

CoursePoint+ for Taylor. *Fundamentals of nursing (8th ed)*. Wolters Kluwer.

CoursePoint+ for Lynn: *Taylor's clinical nursing skills: A nursing process approach. (4th ed)*. Wolters Kluwer.

Silvestri, L. (2017). *Saunders comprehensive review for the NCLEX-RN examination. (7th ed)*. Saunders.

Nurse Pack/Kit (listed as UTA NSG 3632 on UTA Bookstore website)

ATI Nursing Education Resources (UTA Bookstore or <http://www.atitesting.com/>)

DocuCare, Lippincott Electronic Health Record Package

safeMedicate Dosage Calculation Program (<http://www.safemedicate.net>)

Recommended: (optional – Hard Copy Books)

Taylor, Lillis, & Lynn. (2014). *Fundamentals of nursing (8th ed)*. Wolters Kluwer.

Lynn. (2014). *Taylor's clinical nursing skills: A nursing process approach. (4th ed)*. Wolters Kluwer.

Course Point+ includes a Medical Dictionary, Nursing Drug Book, and Nursing Care Plan resources (additional reference books should not be necessary).

Descriptions of major assignments and examinations with due dates:

Course schedule with dates and assignments are available on Blackboard, and also see the **COURSE SCHEDULE OVERVIEW** document.

Clinical Outcomes:

1. Administer medication in a safe and accurate manner.
2. Demonstrate written communication through documentation of patient care assessment findings, patient care plans, and critical thinking papers.
3. Demonstrate verbal communication therapeutically with patients and families.
4. Demonstrate time management to include organizing care interventions and completing all patient care and written required assignments on schedule.
5. Practice standard precautions in patient care.
6. Demonstrate use of sterile technique.
7. Provide a safe patient environment.
8. Apply ethical principles such as confidentiality, privacy, informed consent, and truth telling.
9. Collaborate with other members of the health care team in meeting the identified needs of the patient and family.
10. Demonstrate professional behavior.
11. Demonstrate critical thinking through performance of clinical and written assignments.
12. Formulate care plans with appropriate short term goals for an individual patient.
13. Demonstrate appropriate and accurate use of skills as learned in lab.
14. Evaluate and improve clinical performance considering self-evaluation, faculty evaluation, and staff feedback.
15. Identify own strengths and weaknesses in the delivery of nursing care.

Course Content:

The following topics will be covered in N3632. The corresponding chapter in Taylor, Lillis, and Lynn is noted in parenthesis.

Infection Prevention & Control (23)	Urinary Elimination (36)	Client Safety (26)
Nursing Process (11, 12, 13, 14, 15)	Bowel Elimination (37)	Communication (20)
Activity, Exercise, Mobility, Immobility (32)	Legal Implications (7)	Documentation (16)
Critical Thinking in Nursing Practice (10)	Self-Concept (40)	Hygiene (30)
Fluid, Electrolytes, and Acid-Base Balance (39)	Spiritual Health (45)	Nutrition (35)
The Experience of Loss, Death, and Grief (42)	Client Education (21)	Sleep (33)
Skin Integrity & Wound Care (31)	Pain Management (34)	Ethics & Values (6)
Perioperative Nursing (29)	Oxygenation (38)	
Medication Administration (28)	Sensory Alterations (43)	
Managing Client Care (22)	Sexuality (44)	

Skills taught in N3632:

- Hand Hygiene and PPE
- Environmental Safety and Restraints
- Sterile gloves and sterile fields
- Communication
- Documentation
- Body mechanics/lifts
- Ambulation
- Moving and Positioning practice
- Skills: TED/SCD/O₂/Incentive Spirometers
- Sterile dressing
- Input and Output
- Enemas/Ostomies
- Indwelling urinary catheter insertion
- Bed baths, oral care and linen changes
- NG insertion/maintenance
- Medication orientation
- Medication and feeding tubes
- Injection sites
- Injection techniques: intramuscular, subcutaneous, intradermal
- Drawing up medications
- Insulin administration
- Central Line/PICC Dressing change and maintenance
- Dry Dressing Change
- Medication Administration

TEACHING METHODS: (not all methods may be used each semester at prerogative of lead instructor)

Lecture/Discussion	Reading & writing assignments	Simulation
Guest speakers	Care plans	Learning activities
Critical thinking journals	Blackboard (BB)	Return demonstration of skills
Clinical experiences	Discussion	Gaming
Case studies	Role playing	Computer Assisted Instruction
Presentations (post conference)	Classroom assessment techniques	Electronic Medical Records simulation

EVALUATION METHODS:**Skills and Skill Check Offs: Satisfactory/Unsatisfactory**

Clinical Nursing Foundations is a course that teaches basic nursing skills. Skills will be taught in the lab setting and practiced in the lab and clinical setting. Students are expected to come to lab prepared with a basic understanding and knowledge of each skill scheduled for the day. This is accomplished by the completion of assignments, required readings, quizzes, and reviewing of the specific skills or streaming videos prior to the lab practice time. By doing this in advance, student success is enhanced. Lab time will allow students to practice and ask questions regarding the skills. Students may also be required to sign up (or be assigned) for lab time at the Smart Lab/Hospital to complete training regarding some of the skills.

This scheduled time is mandatory and a no call/no show to this time is considered an unexcused clinical absence which will result in a Performance Improvement Plan being written and the time will need to be made up. (Also, see the section regarding MISSED CLINICAL MAKE UP ASSIGNMENT).

Some skills will require a check-off to show competence. Skill competence is defined as successful demonstration of critical elements of the specific skill being tested. Prior to demonstrating competence (check-offs), students must complete assignments as discussed above, participate in the scheduled lab practice, and obtain extra lab practice, if needed. The Smart Lab/Hospital skills lab will be open during specially posted times for students to practice skills with the oversight of an instructor, lab assistant, or graduate teaching assistant (GTA). Students may also make appointments with clinical instructors for additional practice if instructors have available time. Skill competence will be evaluated through student demonstration in the lab or clinical setting (check-offs). Students who can successfully demonstrate competency will receive a passing grade for that skill.

Students who are unable to demonstrate competency on the first attempt in the lab will undergo remediation and have a second opportunity to demonstrate competency with a clinical instructor. If a student is unable to successfully complete a skill on the second attempt, two instructors will observe the third and final attempt. The third and final attempt may be taped for quality control purposes. ***Inability to successfully perform required skills on the third and final attempt will result in clinical failure (see Clinical: Pass/Fail).*** Faculty evaluation of performance is final. **Students who are unsuccessful will be allowed to withdraw if before the drop date.**

When a student has a specific instance or pattern of difficulty in performing skills *in the clinical setting*, the clinical instructor will place the student on a performance improvement plan, and may require remediation in the skills lab. A skills lab remediation or check-off may be required before the student is allowed back in the hospital setting. Clinical absences due to student inability to attend a required remediation or check-off will be unexcused. ***If a student is unable to successfully perform the skills after remediation, either in the lab setting or upon return to the clinical setting, a clinical failure may result (see Clinical: Pass/Fail).*** Faculty evaluation of performance is final.

When appointments are made for student check-offs with an instructor, the student is responsible for notifying the instructor **prior to the appointment time** if the meeting must be rescheduled. Failure to notify the instructor by email or phone will result in a failure on that attempt.

Lab check-offs:

1. Principles of sterile technique as demonstrated through insertion of an indwelling urinary catheter: male or female
2. Principles of infection control as demonstrated through proper application and removal of isolation attire (personal protective equipment) and hand hygiene.
3. Insertion of a nasogastric tube.
4. Principles of sterile technique as demonstrated through proper application and removal of sterile gloves and setting up a sterile field.

Lab/Clinical combination check-offs:

Principles of safe medication administration:

- oral
- topical
- optic
- otic
- injectables (intramuscular, subcutaneous, or intradermal)
- other non-parenteral routes

Clinical check-off:

Principles of patient safety as demonstrated by consistent assessment, recognition, and correction of safety hazards.

Clinical Evaluation: Satisfactory/Unsatisfactory

Clinical failure may result when a student is unable to meet clinical course outcomes or exhibits unacceptable behaviors linked to the Texas Board of Nursing Standards of Professional Practice. **(See Clinical: Pass/Fail)** This failure may occur at any time during the semester.

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

In order to pass the course, the student must pass all course sections: theory, lab, and clinical. All written assignments must be completed in order to pass. For further information, refer to the Student Handbook.

Proctored Exams (Unit Exams + Final Exam)	80%
Unit Exam 1	18%
Unit Exam 2	20%
Unit Exam 3	20%
Final Comprehensive Exam	22%
Additional Course Work	20%
ATI Fundamentals Practice Assessment A	4%
ATI Fundamentals Proctored Assessment	6%
Medication Administration Competency Assessment	3%
Nursing Care Plans	2.5%
Assigned Activities	1.5%
Clinical Journals/Assessments	1.5%
PrepU Assignments	1%
Patient Teaching Presentation	0.5%
Total % of grade	100%

GRADE CALCULATION:

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. (Prior to calculating the final course grade, a 70% weighted average on exams is required.) Also, see page 28 for detailed example of how to calculate course grade.

COURSE WORK:**Unit Exams 1, 2, and 3 + Final Exams: (80%)**

- There are three unit exams and one comprehensive final exam. Blueprints for unit exams and final exam will be posted on Blackboard in advance of the testing.
- All unit exams are computer based. Students will be able to review the questions they were unsuccessful in answering at the completion of the exam. **Reviews may not be available until every student has completed the exam.**

Cheating on any exam will result in referral for academic dishonesty and automatic failure of the course.

70% Weighted Exam Average:

In order to successfully complete an undergraduate nursing course at UTA, a student must achieve a minimum 70% weighted average on proctored exams. In this course, that includes the four exams that compile the 80% of the final grade. None of the additional course work (20%) is calculated into the grade unless the 70% weighted average is reached. *There are no opportunities for bonus points.*

Unit and Comprehensive Exams	Weight
Exam 1	18%
Exam 2	20%
Exam 3	20%
Final Exam	22%
Total for Weighted Average	80%

Calculating your Exam Grade with Weighted Averages:

Example: This student made 100% on all exams:

	Weight of exam	Student grade	How to figure
Exam 1	18%	100	$x 0.18 = 18$
Exam 2	20%	100	$x 0.20 = 20$
Exam 3	20%	100	$x 0.20 = 20$
Final Exam	22%	100	$x 0.22 = 22$
Total	80%		Total = 80

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

Example: This is the student who makes 70% on everything.

	Weight of exam	Student grade	How to figure
Exam 1	18%	70	$x 0.18 = 12.6$
Exam 2	20%	70	$x 0.20 = 14$
Exam 3	20%	70	$x 0.20 = 14$
Final Exam	22%	70	$x 0.22 = 15.4$
Total	80%		Total = 56

Last step: If you divide the 56 by 0.80 (80% – the weight of total exams) you will know what the average weighted score is on exams, in this case 70.00.

Grid for your Grades in Foundations (calculate YOUR weighted average...)

Column 1	Column 2	Column 3	Column 4
Exams	Weight of exam	Your grade	How to calculate
Exam 1	18%		x 0.18 =
Exam 2	20%		x 0.20 =
Exam 3	20%		x 0.20 =
Final Exam	22%		x 0.22 =
Total	80%		Total

Last step: If you divide the total of the fourth column by 80% (the total weight of your exams) you will know your weighted average score. This is the sum total of the 80% of your grade. **You must have 56 or more in column 4 to move to the next step of adding in your additional course work/grades.** If the 70% weighted average is not achieved, a letter grade commensurate with the weighted average will be awarded as the class grade. Less than a C signifies a non-passing grade.

ADDITIONAL COURSE WORK:**ATI Fundamentals Practice Assessment A: (4%)**

The ATI Fundamentals Practice Assessment A is a practice assessment of basic comprehension and mastery of fundamental principles for nursing practice and is administered per the designated date/time as indicated in the course schedule and/or per the lead faculty's discretion (**see the Comprehensive Assessment and Preparation Program Policy and Procedure on page 25 for additional information**).

ATI Fundamentals Proctored Assessment: (6%)

The ATI Fundamentals Proctored Assessment will be taken prior to the final exam. The standardized proctored assessment consists of approximately 70-items which offers an assessment of basic comprehension and mastery of fundamental principles for nursing practice (**see the Comprehensive Assessment and Preparation Program Policy and Procedure on page 25 for additional information**).

- The standardized proctored ATI Fundamentals Assessment must be taken at the specified date and time, and exam answers may be reviewed at the time of completion. Students **will not** be offered the opportunity to retake the standardized proctored ATI Fundamentals Assessment, regardless of the score achieved.
- The standardized proctored ATI Fundamentals Assessment is a computer administered exam and all rules related to the exam taken are applied as in other course exams (e.g. tardy, absences, etc.)

Cheating on any exam (including the ATI Practice Assessments A or B) will result in referral for academic dishonesty and automatic failure of the course.

Medication Administration Competency Assessment: (3%)

A proctored, medication administration competency assessment is administered for each clinical course in which students administer medication. The medication administration competency assessment is designed to assess competency in calculating drug dosages for safe medication administration.

- Minimum passing score on the competency assessment is 90% in order to administer medications in the clinical setting.
- Students who do not score at least 90% on the first Medication Administration Competency Assessment will have **two** additional opportunities to retake the exam. A 90% must be achieved on the second or third medication dosage calculation assessment or a clinical failure will result. The student must be competent to administer medications for clinical success. **Students who are unsuccessful will be allowed to withdraw if before the drop date.**

- **The grade received for the first Medication Administration Competency Assessment will be the recorded grade which will be calculated into the final course grade.**
- It is strongly suggested that students use all resources available to strengthen their math skills prior to the Medication Administration Competency Assessment. Math tutors, the Student Success Center, peer assistance, and clinical instructors are some of the many resources available to you.
- **There will be at least 5 medication dosage calculation questions on Unit Exams 2 and 3. Every student who misses more than one medication dosage calculation question per exam may be required to complete a medication administration competency assignment for remediation. The remediation assignment will be considered required paperwork for course completion.**

Assigned Activities: (1.5%)

- **Foundation Numeracy Assessment (safeMedicate Assessment) is worth 0.25%**
The Foundation Numeracy Assessment must be turned in **according to the lead faculty's deadline.** The numeracy assessment will be reviewed by the Lead Instructor, your Clinical Instructor, and/or the Student Success Center prior to the scheduled Medication Administration Competency Assessment. The Foundation Numeracy Assessment will be graded for completion only and calculated into the overall course grade.
- **safeMedicate Modules are worth 0.5%**
- **Comprehensive Assessment Assignments (ATI Assignments) are worth 0.75%**

Nursing Care Plans: (2.5%)

Three nursing care plans will be completed and required while in the lab and/or hospital setting during the semester. ***(Please refer to guidelines for care plans on Blackboard.)***

- **Nursing Care Plan #1 is worth 0.25%**
To receive full credit, the care plan must be completed per course guidelines **according to the lead faculty's deadline.** Nursing Care Plan #1 will be graded for completion only and calculated into the overall course grade.
- **Nursing Care Plan #2 is worth 0.25%**
To receive full credit, the care plan must be completed per course guidelines and submitted on time according to the clinical instructor's deadline. Nursing Care Plan #2 will be graded for completion. However, if the calculated score received on care plan #2 is < 90% the student will be required to make corrections to the care plan and resubmit on time according to the clinical instructor's deadline. Please be mindful the highest score acquired for the resubmitted care plan #2 will only be 90%, and calculated into the overall course grade.
- **Nursing Care Plan #3 is worth 2%**
This care plan will be graded numerically. The numerical grade on the final (3rd) care plan must be **at or above a 90%** or will be redone until that benchmark is reached. ***The first grade received on the third care plan will be the grade used for grade calculation.***

NOTE: Any Nursing Care Plan NOT submitted according to the course guidelines will receive a grade of ZERO (0%) for the assignment. NO PARTIAL CREDIT WILL BE GIVEN.

Prep U Assignment: (1%)

PrepU assignments will be due prior to lecture (or at the discretion of the Lead Instructor). Prep U assignments assist students in understanding the information from each chapter and how to apply it in clinical practice.

Clinical Journals and Assessments: (1.5%)

- **Clinical Journal is worth 0.75%**
The clinical journal is a weekly reflection of a clinical experience. It should reflect significant experiences and the student's reaction to them.
- **Assessment Sheets (or Student-initiated DocuCare Assignments) is worth 0.75%**
The assessment sheets (or student-initiated DocuCare assignments) are done weekly on the patient the student is assigned to and submitted to the clinical instructor to review (if applicable, this assignment will not be required on weeks the student is participating in off unit experience such as OR).

NOTE: Critical thinking journals and assessment sheets (or student-initiated DocuCare assignments) will be **required during the hospital experience** and must be submitted on time according to the clinical instructor's deadline.

Patient Teaching Presentation: (0.5%)

Performed in post conference. (Please refer to guidelines for teaching presentation on Blackboard.)

MANDATORY CLINICAL AND CLASS ASSIGNMENTS:

Mandatory clinical AND class assignments must be completed and submitted in an acceptable manner and according to course guidelines to pass the course. **Therefore, fabricating any assignment, copying another student's work or using assignments previously submitted by a prior student will result in referral for academic dishonesty and possible failure of the course.**

MATH AND WRITING:

Faculty may require students to go to the Learning Center for Math and Writing or to the Student Success Department for individual assistance. **For further information, refer to the Student Handbook.**

LATE ASSIGNMENTS:

*Late assignments will receive a "0" but must still be turned in to the instructor in a passing format to pass the course. "Late" for the sake of paperwork, is defined as anytime past the **due date and time**. However, the late paper (or assignment) will still receive a grade of zero, even if the clinical instructor requires a replacement paper (or assignment). The clinical instructor sets the due dates/times for clinical paperwork. The lead instructor sets the due dates/times for theory assignments. Any assignment which you submit electronically must be received prior to the due date and time. Please double check that you have properly attached your file and that it is not corrupted. A corrupted file or forgetting the attachment **will not be excused** as you are responsible for turning in your work on time. Don't procrastinate—start early. Computer crashes, server downtimes, and/or any other computer-related problems are **NOT** valid excuses. A pattern of late papers will be reflected on mid-term & final evaluations under documentation, time management, and professional behaviors. **An unsatisfactory score in any of these areas on the final evaluation results in clinical failure.***

FACULTY RESPONSIBILITIES:

Faculty members are responsible for:

- providing an environment conducive to learning
- facilitating students' learning
- supporting creative endeavors

Students are urged to be actively involved in their own process of learning. The **instructor functions more as a facilitator** who coaches, mediates, prompts, and helps students develop and assess their understanding, and thereby their learning. Guided by the instructor, **students construct their knowledge actively** rather than just mechanically ingesting knowledge from the instructor or the textbook.

(*Constructivism as a paradigm for teaching and learning* (n.d.) retrieved July 11, 2005 from <http://www.thirteen.org/edonline/concept2class/constructivism/>).

STUDENT RESPONSIBILITIES:

Classroom:

The student is expected to:

- 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. (See UNDERGRADUATE Student Handbook).
- Read assigned text, case studies, and computer assisted instructional materials, and review other materials as necessary to support comprehension and understanding of course content. This material should be completed before class. Class time provides students with an opportunity to ask questions and clarify information they have read. **Due to limited time all material in the book will not be covered in class but may be on exams.**
- Participate in the classroom discussions and team activities, including case studies and simulations. Students are encouraged to bring laptops. Blackboard discussion boards may be utilized to facilitate classroom involvement.
- Please do not listen to music or text, etc. during class. Also, no laptop “web surfing” on matters not directly related to course material. It is distracting to others. If you are found using computers for other than classroom work you will be asked to shut it down and put it away.
- 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.
- During class, the audio mode of cell phones must be turned off or on vibrate. Ringing of cellular phones and/or cellular phone conversations/texting during class will not be tolerated. Occasionally, students must be “on call” for potential family problems. This can be explained to the instructor.
- **Communicate needs/concerns related to the course directly to the lead instructor or other course faculty.**
- **Make an appointment with the lead instructor 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. Extensions will be given at the discretion of the faculty based on reason and supporting documentation.
- Provide your 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.
- **NO CHILDREN MAY BE BROUGHT TO CLASS, LAB, OR CLINICAL.** Do not leave children unattended in the building.

Guidelines for taking exams: (All Proctored Exams)

- Students must present their UTA student ID.
- Students will be tested in the computer labs. **Testing for the Medication Administration Competency Assessment will be in the computer testing area prior to lecture.**
- Please use restroom facilities before the exam. No one will be allowed to leave the room once the exam starts.

- Calculators included in the nurse pack will be the only calculators permitted during exams.
- No talking between students is allowed during testing.
- All cell phones and pagers must be turned off (not on vibrate) and placed at the front of the room during all exams. Being caught using or having a cell phone in your possession and out during an exam could mean failure of the exam and course.
- No food or drink containers with labels will be allowed on desks during testing.
- Purses, backpacks and all class materials are to be left in car or locker during the test period. If testing is done in the Computer Labs no purses or backpacks are allowed, there is no place to store them and the staff cannot be responsible for items left outside the computer rooms. Items will need to be left in your car or locker.
- Only instructor–given materials may be on the desk (scratch paper, calculator, etc.).
- Students are expected to keep their eyes on their own 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.
- Head phones may not be used during exams (**except for any audio required for the ATI Fundamental Assessment**). Ear plugs are acceptable.
- Baseball caps, hats with brims, etc. must be removed or turned so that the “bill” of the cap is at the back of the head during exams. No hoodies, jackets, or sweaters with pockets will be allowed.
- Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates.
- Students will be referred to the Student Success Office if their overall exam average drops below 75%.
- **Non-compliance with these guidelines will result in disciplinary action and may result in course failure.**
- Additional protocols may be added for laptop computer testing.

Missed Exams:

1. Students must contact the Lead Instructor about any absence for an exam **PRIOR** to the exam time. When the Lead Instructor has determined that an absence is excused a make-up exam will be given within one week at the Lead Instructor’s discretion or the student will receive a zero (0). The format may differ from the regularly scheduled exam (e.g. short answer, discussion, essay, alternative question format, etc.) **Students who miss more than one exam will enter into a Performance Improvement Plan with the Lead Instructor. If the student does not achieve the outcomes set forth in the Performance Improvement Plan, by the time specified, resulting in course requirements not being met, the student will fail the course.**
2. If a student is ill or experiencing some other unusual situation or emergency, **YET CHOOSES TO PROCEED WITH THE EXAMINATION**, the grade earned will stand and is not subject to a make-up.
3. Students who have an illness that may be contagious should refrain from attending class, labs, or exams. Students must contact the lead instructor (prior to any scheduled exam, class, or lab) of any contagious illness that prevents the student from taking (or attending) the exam, class, or lab. The Lead Instructor may use discretion as to whether a student with a potentially contagious illness will be allowed to test on the day of an exam.
4. Exams will not be rescheduled for convenience of vacation travel or work schedules. Students who miss an exam for these reasons would receive an un-excused absence.
5. **Exams missed for un-excused absences** must be made up within one week of the original exam, and will result in a **10 point deduction**. If the exam is not made up within the designated time frame, a grade of “0” will be administered.

Testing Environment: Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam

proctors. If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.

Protocol for individual exam review:

- Exam review (on-line rationales) will be available after each exam. Exam reviews may be postponed until all students have completed the testing at the lead instructor's discretion.
- No calculators or cell phones may be used during the exam review. There will be no taking of notes during the exam review.
- Students will be asked to submit written support of their positions on exam items in question. Positions should be backed by text references.
- Individual appointments for exam reviews will not be scheduled routinely.
- The lead instructor will be available to counsel students experiencing difficulty in the course. It is the student's responsibility to make an appointment with the lead instructor in order to discuss progress in the course.
- Any student who makes less than 75% on any exam must be seen in the Student Success Center to discuss a plan of action.
- **No adjustments to the exam will be made after one week from original posting of grades. Please make sure you contact the lead instructor with questions prior to that deadline.**

ACADEMIC DISHONESTY:

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

"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." (Regents' Rules and Regulations, Series 50101).

Many courses, books, and exams require logons or codes. Do not share these codes with other students under any circumstance. Failure to follow this will result in referral to academic dishonesty and if the situation merits may lead to failure of the course.

SKILLS LAB:

- Lab days will take place in the Smart Hospital™ or the Smart Lab in University Hall.
- Do not practice with needles, IV catheters, or other invasive equipment on human subjects outside of the clinical venue or without the supervision of a licensed nurse or instructor. (Remember to practice safety when handling needles).
- Come to lab prepared and with the required equipment to practice or perform skills. Bring required supplies from your nurse pack to lab weekly. Complete skill assignments (or modules) **before** you come to lab. Students who come to lab unprepared, without nurse pack supplies, and/or are unable to demonstrate assigned skills will be placed on a Performance Improvement Plan and asked to leave the lab for remediation. Missed time will be counted as a clinical absence and must be made up. **(Also, see the section regarding MISSED CLINICAL MAKE UP ASSIGNMENT).**
- Follow the dress code as if at clinical **(See UTACONHI Dress Code Guidelines).**

CLINICAL:

- Show proof of current immunization, CPR certification and other pre-clinical requirements as described in the UTA Undergraduate Catalog and the College of Nursing Student Handbook by the date prescribed by the College of Nursing. A checklist of compliance data is maintained in the Nursing Advising Office file. **Non-compliance with these College of Nursing requirements by the due date will cause you to be dropped from this course and prevent you from participating in clinical components of your course work. You will be required to sit out and return the following semester if there is space available.** Questions regarding clearance in these matters may be directed to Holly Woods, PKH 643 or to Ms. Woods' discussion area on Blackboard.
- **The hospitals require students to complete orientation material prior to starting clinical time at the hospital. Students not completing the assigned material from the hospital by the required due date will result in the student having to withdraw from the course and sit out until the next semester if space allows.**
- Students will work with their clinical instructor and RNs from the clinical facility.
- Students will perform nursing care within the restrictions of both UTACONHI and the agency including the following:
 - Arrive on time. **Be aware that the time for clinicals may vary from posted time due to the clinical facility and instructor determined outcomes for the student experience. (See Absence & Tardy policies for clinical)**
 - Dress according to UTA Student Nurse guidelines. Please read the UNDERGRADUATE student handbook requirements carefully and abide by the rules without prompting. Do not wait for an instructor to correct you—be proactive and professional in complying with UTA rules and regulations. (Please arrive to your facility wearing appropriate UTA scrubs even when you will be changing into hospital scrubs in a few minutes.)
 - **DO NOT PHOTOGRAPH ANY PATIENTS, MEDICAL RECORDS, OR OTHER PERSONAL HEALTH INFORMATION (INCLUDING DOCUMENTATION OF TREATMENTS SUCH AS WOUNDS OR OTHER HEALTH CONDITIONS). DO NOT REMOVE ANY PAPERWORK WITH OR WITHOUT PATIENT IDENTIFIER INFORMATION FROM THE HOSPITAL.** Most facilities **DO NOT** allow any information to be printed and taken from the building so check with your clinical instructor before printing **ANY** patient information. Use only patient room numbers for care plans, Critical Thinking Journals, etc. **Photographing and removing protected health information (PHI) is a HIPAA violation and will result in a Performance Improvement Plan on the first episode and course failure thereafter.**
 - **Do not give any medications without your instructor or hospital nurse present. To attempt to do so could result in clinical failure.** Some hospitals require the clinical instructor to be present anytime medications are given and will not allow medications to be given with hospital staff. Please make sure you are aware of hospital policy before giving medications.
 - Do not attempt, **without appropriate supervision**, anything you have not done before or do not feel comfortable doing. There are many things that you might not feel comfortable doing, but with appropriate supervision you are going to do many of those “things”. Your clinical instructor is your first source for supervision but many RNs may serve as “appropriate supervision” depending on the circumstances. Please verify your boundaries with your instructor. **Performing skills you have not yet been taught such as giving IV medications or starting IVs can result in clinical failure.**
 - Do not hang blood, only observe. You may assist with taking vital signs during the process.
 - Do not take verbal or telephone orders from a physician but try to listen to nurses when

they call/talk to physicians so you can learn how to do that.

- Do not intubate patients or perform surgery. Occasionally you might be put in a situation where a physician, nurse, or other caregiver asks you to perform a skill that you have not learned or practiced. They may even think you are a medical student instead of nursing. While such skills may be interesting or exciting, you need to be aware of your position as a student nurse at the foundational level. It is appropriate to say that you are unable to do that at your level of training or defer until you check with your clinical instructor. (See above.)
- When there is an emergency, get out of the way or do what you are directed to do.
- When things are moving quickly, observe carefully and think critically.
- Give updates on your patient to your primary nurse. Practice professional communication with members of the health care team.
- Do not leave clinical before the scheduled completion time without the permission of the clinical instructor.
- Students are not allowed to return to the clinical area without clinical instructor after post-conference. When in doubt, **ALWAYS** clarify with your clinical instructor.
- Do not interview for jobs during clinical times. This includes lunch or break times since these times are not guaranteed and your primary responsibility is to your patient. **Failure to follow this rule may result in clinical failure.**
- Sleeping while on clinical duty may result in clinical failure.
- Do not use hospital computers for personal business or checking Blackboard (BB).
- Do not initiate or receive personal phone calls or texts during clinicals unless it is an emergency. Personal calls may be conducted during meal or break times. Cell phones must be turned off while in clinical unless cleared with clinical instructor. *Because of increased technology, most of your phones have photo capability. You can understand why patients may be a little nervous of you using these at bedside. Please be sensitive to this issue. Many facilities have now banned cell phone use in patient care areas. If you must "look up" any information with regards to the care of your patient, go to an area outside the patient care area (e.g. supply room or break room) to retrieve any pertinent information.*

SMART HOSPITAL/SMART LAB (UNIVERSITY HALL) SIMULATION CENTER GUIDELINES

While you are in a learning lab at a UT Arlington College of Nursing and Health Innovation facility in the student role, you should be respectful of the lab environment; this time is considered a clinical experience.

UTA Policy

1. All student learners will follow the skills laboratory student dress code while participating in lab experience. Dress code may be altered at the discretion by the faculty of the course based on the intent or need of the lab.
2. It is the student's responsibility to bring the required, standard equipment for the learning lab/simulation experience, including, but not limited to textbooks, lab book, syllabus, stethoscope, etc.
3. Students are to complete any required preparation for the lab experiences, i.e. watching of required videos, reading assigned articles or text, completion of skill modules, etc.
4. Safety for all participants must be ensured by:
 - a. Keeping lab neat and orderly.
 - b. Putting equipment where instructed.
 - c. Not removing, touching, or disconnecting any equipment unless supervised by the clinical faculty or lab coordinator.

- d. Being aware of any wires and tubes which may pose a risk for falls or patient endangerment.
5. Students are to speak with their peers and clinical instructor with professional communication.
6. No food or drink is allowed in the simulation area/skills lab except with instructor approval.
7. Do not sit on any beds; there are chairs and tables available.
8. Any supplies or equipment checked out from the lab needs to be returned to the skills lab coordinator by the required date. Failure to do so will result in an incomplete in the course until the equipment is returned or may require replacement cost.
9. Phones are to be put away and silenced while in the learning labs. Students are not to video or audio record any learning lab/simulation experience.

Mannequin Care

1. Consider all mannequins (or peers acting as patients) to be true patients and treat them with respect – keep them covered and dressed. Maintain privacy between your patients (mannequins or peers) by pulling screens or pull drapes as necessary.
2. Do not move, reposition, or disconnect any mannequin unless instructed by the lab coordinator.
3. Do not apply or insert any substances, such as Betadine, KY jelly, IV catheters, and Indwelling urinary catheters to any mannequin without specific direction from your instructor. There are specific mannequin lubricants and tapes available. Students are not to perform any practice task training on the high fidelity mannequins because replacement parts are expensive; instead, please use the task trainers for practice.
4. Do not use pens in the learning labs, **pencils only** are to be used near the mannequins to avoid marks that cannot be removed.

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:

TARDY/ABSENCE POLICIES for Clinical– See Undergraduate Student Handbook

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 mandatory.*** 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/lab will not be tolerated and will result in a Performance Improvement Plan and/or failure of the course.***

ABSENCES/TARDIES DUE TO INCLEMENT WEATHER

When UTA cancels school, clinical is also cancelled. Verify school cancellations by calling (972) 601-2049. It is also announced on area TV/radio networks.

The challenge with this policy is that many times you are required to leave from home for school or the clinical facility before the University officials cancel for the day. **When in doubt about any cancellations, ALWAYS contact your clinical instructor.** If the weather conditions where you live are dangerous for driving, don't drive. The key to this is good communication with your clinical instructor. Yes, you might have to make up time but your safety is much more important to us.

ABSENCE POLICIES:

Absences for skills lab, exams or clinical may be considered excused or un-excused. **Absences** are very serious and difficult to make up. ***Because of this, any clinical or lab absence, excused or un-excused, will result in a Performance Improvement Plan and the make-up of lost time.***

Excused and Unexcused Absences

Reasons that would commonly constitute an excused absence include illness, illness of child, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled. For any such absence, the Lead Instructor must be notified in advance (unless not feasible due to circumstance, i.e. car accident, hospitalization) in order for the absence to be approved. Furthermore, **the student must provide documentation to support the absence** (e.g. doctor's excuse detailing when you could return to school, obituary, court summons, etc.). It is the final decision of the Lead Instructor as to whether an absence is considered excused. Any unexcused absence will result in a Performance Improvement Plan.

Clinical/Lab Absences

- The clinical instructor must be notified by the student **prior to the start time** of clinical or lab of any potential for missing the clinical/lab experience.
- **More than two excused absences** from clinical/lab may result in failure to meet clinical outcomes and jeopardize passing the course.
- **Two un-excused absences will result in clinical failure.**
- Clinical instructors will work with the lead instructor to determine the method of making up missed clinical/lab. **(ALSO SEE CLINICAL MAKE UP ASSIGNMENT).**
- Make-up for clinical/lab sessions must be approved by the lead instructor. Unexcused absences are considered unprofessional behavior. See course/clinical outcomes.
- **Tardies:** Part of being a professional is being on time to accept your assignment. **Therefore, any potential absence or tardy must be called to your clinical instructor immediately, emails WILL NOT be accepted, and any missed time must be made up. (ALSO SEE CLINICAL MAKE UP ASSIGNMENT).**

To avoid being tardy plan your route and familiarize yourself with available parking ahead of time. Traffic in the area is very unpredictable so plan ahead, it is better to be 15 minutes early than 5 minutes late. Performance Improvement Plans may be written at the discretion of the clinical faculty for any tardiness.

Clinical Make-up Assignment

In order to meet the required clinical hours for the course, students are responsible for communicating with the Lead Instructor and Clinical Instructor regarding arrangements for the clinical make-up assignment. Students will be required to make-up **ALL** missed clinical hours within a designated time period determined by the Lead Instructor and Clinical Instructor. The Lead Instructor and Clinical Instructor will collaborate in developing the clinical make-up assignment regarding the student's clinical and/or lab absence(s). The due date and time for the clinical make-up assignment will be provided with the assignment instructions.

Make-up assignments for missed clinical hours may include (but are not limited to) one of the following clinical assignments below:

- One or two missed clinical days:
 - Complete one or more clinical make-up days at assigned facility (if this option is possible, this must be approved by the Lead Instructor, the assigned facility, and if there is feasible space for the student to attend additional clinical days at the facility).
 - Complete 5 – 8 vSim assignments **AND** 5 – 8 DocuCare assignments. This will include completing the pre-simulation quiz, vSim scenario with a minimum score of 90%, post-simulation quiz with a minimum score of 90%, and the guided reflection questions for each vSim scenario.

- Complete assigned simulation experiences at the Smart Lab or Smart Hospital **AND** complete assigned case study along with patient documentation assignment designated by the Lead Instructor or Clinical Instructor.
- Less than one missed clinical day -- (May also include any component(s) of the clinical make-up assignments above **OR** the following):
 - Complete vSim assignments **AND** DocuCare assignments as designated by the Lead Instructor or Clinical Instructor. This will include completing the pre-simulation quiz, vSim scenario with a minimum score of 90%, post-simulation quiz with a minimum score of 90%, and the guided reflection questions for each vSim scenario.
 - Complete assigned simulation experience **AND** patient documentation assignment designated by the Lead Instructor or Clinical Instructor at the Smart Lab or Smart Hospital.
 - Complete assigned case study, research paper, or additional care plan(s) designated by the Lead Instructor or Clinical Instructor.

ALL CLINICAL MAKE UP ASSIGNMENTS MUST BE COMPLETED AND SUBMITTED TO THE CLINICAL INSTRUCTOR PRIOR TO THE FINAL EXAM (OR AS DESIGNATED BY THE LEAD INSTRUCTOR). ASSIGNMENTS NOT COMPLETED BY THE DESIGNATED DUE DATE/TIME WILL RESULT IN CLINICAL FAILURE.

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: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *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 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.

Counseling and Psychological Services, (CAPS) 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.*

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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.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.” Suspected 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: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, 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): 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 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 frequently. 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>.

Blackboard:

- **Blackboard is the primary method of communicating with the lead instructor and clinical faculty outside of class.** Please use the e-mail and discussion areas provided as often as needed.
- **Students are responsible for checking Blackboard daily.** Any information posted on Blackboard is considered delivered after 24 hours from the posting.
- Students are responsible for all information on Blackboard relating to the course including the weekly course outlines and lecture notes.
- Course forms and schedules not contained in the syllabus will be found on Blackboard
- Student will be instructed on Blackboard during orientation.
 1. Go to <http://elearn.uta.edu>
 2. Log on using your net id and password given to you during registration.
 3. Click on N3632 Clinical Nursing Foundations (this course).

4. Orientation assignments from Foundations will be found there.

*Blackboard is a wonderful way to keep in contact with faculty and other students.

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 and/or the course.

Cell Phones/Texting:

Clinical instructors will give specific contact information for their clinical groups. Please keep instructors' cell numbers handy in case of emergency. Some instructors like to be texted and others will not receive text messages. It is your responsibility to keep a line of communication open in the event of possible traffic problems, tardies, etc. You must be in a private area, not seen by patients or families, when using phone to communicate with faculty.

(Side note: You may not use cell phones with timers at the bedside to check pulses. You must have a watch that you can use for "counting.") **Cell phones are not allowed in the testing areas.**

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.

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.

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>

Librarian Contact Information:

UTA Library's Nursing Library Team, nursinglibrarians@uta.edu

Members:

Peace Ossom Williamson, peace@uta.edu, 817-272-6208

Gretchen Trkay, gtrkay@uta.edu, Central Library, Room 202

Lydia Pyburn, lpyburn@uta.edu, Central Library, Room 516

Heather Scalf, scalf@uta.edu, Central Library, Room 312

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

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.

APA FORMAT:

APA style manual will be used by the UTACONHI with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook: <http://www.uta.edu/nursing/bsn-program/>

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. Refer to the Student Handbook for more information.

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 Instructor (or other designated faculty member) with an Honors Credit Contract (downloaded from <http://honors.uta.edu/documents/credit.pdf>). You and the Lead Instructor/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.

ESSENTIAL SKILLS EXPERIENCE:

Each UTACONHI 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. Each course syllabus will list the Essential Skills required for that specific course. UTA students are required to perform 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. It is the student's responsibility to obtain the required essential skills experiences in a timely manner throughout the semester.

CLINICAL DRESS CODE:

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing and Health Innovation (UTACONHI), and has two primary purposes: To insure that, whenever in the clinical setting, students of the UTACONHI: 1) represent the nursing profession and UTACONHI in a professional and appropriate manner, and 2) are readily identifiable as students. Students should be identified at all times by wearing their nursing student identification badge/name tag.

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 UTACONHI uniform and UTACONHI insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACONHI faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACONHI instructor and when their clinical instructor and/or preceptor are present 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".

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.

Award for Student Excellence in Clinical Nursing

This award is for an exceptional student who consistently exceeds the clinical expectations of the course. The student will be honored at an awards ceremony at the end of the semester. Clinical faculty will further discuss the award during the clinical rotation.

Criteria for selection:

- Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence-based practice, and communication (written and verbal).
- Demonstrates exemplary performance in the use of critical thinking and problem solving skills.
- Demonstrates exemplary performance in the application of leadership principles and professionalism.

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.

Policy on Invasive Procedures

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

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.

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, Performance Improvement Plans 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 client 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 for any additional information regarding the Texas Nursing Practice Act.

The Undergraduate BSN Student Handbook can be found by going to the following link:
<https://www.uta.edu/conhi/students/policy/index.php>

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.

See next page please.

Comprehensive Assessment and Preparation Program Policy and Procedure

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. Any activity submitted after the due date will result in a score of zero for the entire phase. After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.

LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.

LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.

LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

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 complete the Focused Review and submit all Active Learning Templates.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade. All students complete the Proctored Assessment. Students with proficiency levels of 1 or <1 will complete the Focused Review, submit all Active Learning Templates, then take Practice Assessment B. Students who score less than 70% on their **first attempt** of Practice Assessment B will enroll in NURS 2232: Learning Professional Nursing and Life Skills. Students in Proficiency Level 1 or <1 who do not complete Focused Review, Active Learning Templates, and Practice Assessment B prior to course completion date will receive an incomplete (I) and will not progress to the next clinical nursing course until Focused Review, Active Learning Templates, and Practice Assessment B is complete. Completing coursework during the Incomplete period does not guarantee your clinical placement in the next clinical course. The complete Comprehensive Assessment and Preparation Procedure can be found here:

http://www.uta.edu/conhi/doc/unurs/capp_procedure.pdf

CAPP Course Content Mastery Assessment

In each course, the Content Mastery Assessment will count for a total of 10% of the students' course grade and will not be calculated in the weighted exam average. The following grading rubric will be used:

Phase 1: Practice Assessment A

40 points – 4% of course grade
1. Complete Practice Assessment A
2. Focused Review: <ul style="list-style-type: none"> A. If score on FIRST ATTEMPT of Practice Assessment A is 75% or greater, focused review is recommended prior to Proctored Assessment. B. If score on FIRST ATTEMPT of Practice Assessment A is less than 75%, then the following are required: <ul style="list-style-type: none"> 1. Complete Focused Review 2. Complete and submit Active Learning Templates
NOTE: Students must complete Phase 1 by the due date to receive 40 points. No partial credit will be awarded for incomplete submissions.

Phase 2: Proctored Assessment and Practice Assessment B

Maximum 60 points- 6% of course grade			
Proctored Assessment Proficiency Levels			
Level 3: 60 points	Level 2: 50 points	Level 1: 30 points	< Level 1: 20 points
1. Complete Proctored Assessment 2. Recommended: Practice Test B after Focused Review of Proctored Assessment		1. Complete Proctored Assessment 2. Required: A. Complete Focused Review B. Complete and submit Active Learning Templates C. Practice Assessment B after Focused Review of Proctored Assessment 3. Students who score less than 70% on their FIRST ATTEMPT Practice Assessment B will enroll in 2232. LEARNING PROFESSIONAL NURSING AND LIFE SKILLS.	
NOTE: Students must complete all components of Phase 2 by the due date to receive points. No partial credit will be awarded for incomplete submissions and students will receive a zero for Phase 2 if all assigned activities are not submitted by the due date. Students in Proficiency Level 1 or <1 who do not complete Focused Review, Active Learning Templates, and Practice Assessment B prior to course completion date will receive an incomplete (I) in the course and will not progress to the next clinical nursing course until Focused Review, Active Learning Templates, and Practice Assessment B have been completed. A learning contract with a timeline will be provided by the course faculty. *Clinical placement for the following term may not be available in the event that the focused review and Practice Assessment B are not complete by the end of your course. Completing the work during the Incomplete period does not guarantee your clinical placement and may delay your graduation.			

ATI Fundamentals Proctored Assessment Grade Calculation

Proctored Assessment Proficiency Levels	Proctored Assessment Grade
Level 3	100%
Level 2	83.33%
Level 1	50%
< Level 1	33.33%

See next page please.

Detailed Example of How to Calculate Course Grade

$$\text{Final Grade} = 62.52 + 11.52 = 74.04$$

Weighted Exam Grade = 80% of the Course Grade

Tests	Weight of exam	Sample grades	How to figure
Test 1	18%	72	$\times 0.18 = 12.96$
Test 2	20%	88	$\times 0.20 = 17.60$
Test 3	20%	85	$\times 0.20 = 17.00$
Final exam	22%	68	$\times 0.22 = 14.96$
Total	80%		Total = 62.52

80% of the course grade

Sample weighted exam grades

$$72 \times 0.18 = 12.96$$

$$88 \times 0.20 = 17.60$$

$$85 \times 0.20 = 17.00$$

$$68 \times 0.22 = 14.96$$

$$62.52 \div 80 = 0.7815 \text{ or } 78\% \text{ for the weighted exam grade}$$

Other Course Assignments = 20% of the Course Grade

Course Assignments		Percentage	Sample grades	Calculation
Medication Administration Competency Assessment		3%	80	$80 \times 0.03 = 2.4$
Assigned Activities <i>Accounts for 1.5% of the course grade</i>	Comprehensive Assessment Assignments (ATI Assignments)	0.75%	66	$66 \times 0.0075 = 0.495$
	safeMedicate Modules	0.5%	100	$100 \times 0.005 = 0.5$
	Foundation Numeracy Assessment (safeMedicate Assessment)	0.25%	0	$0 \times 0.0025 = 0$
Nursing Care Plan <i>Accounts for 2.5% of the course grade</i>	Care plan 1	0.25%	100	$100 \times 0.0025 = 0.25$
	Care plan 2	0.25%	90	$90 \times 0.0025 = 0.225$
	Care plan 3	2%	90	$90 \times 0.02 = 1.8$
Clinical Journal/Assessment <i>Accounts for 1.5% of the course grade</i>	Clinical Journals	0.75%	83	$83 \times 0.0075 = 0.6225$
	Physical Assessment Forms (and/or DocuCare Assignments)	0.75%	100	$100 \times 0.0075 = 0.75$
Teaching presentation		0.5%	97	$97 \times 0.005 = 0.485$
PrepU		1%	100	$100 \times 0.01 = 1$
ATI Fundamentals Practice Assessment A		4%	0	$0 \times 0.04 = 0$
ATI Fundamentals Proctored Assessment		6%	50	$50 \times 0.06 = 3$
Total		20%		Total = 11.5275

20% of the course grade

$$11.5275 \div 20 = 0.576375 \text{ or } 57\% \text{ for the course assignment grade}$$