**The University of Texas at Arlington**

**College of Nursing**

**NURS 5220 – 001 On Campus**

**Advanced Health Assessment and Diagnostic Reasoning Skills**

**Fall 2018**

**Instructor(s): Jacqueline Lall Michael, PhD, ANP, WHNP-BC**

***Lead Teacher and Lab Faculty for section: 001***

***Clinical Assistant Professor***

Office #628-A

Office hours: By Appointment

Office phone: 817-272-2776

Fax: 817-272-5006 (for all faculty)

Email Address: Michaels@uta.edu

Faculty Profile: <https://www.uta.edu/mentis/profile/?316>

Section Information: N5220 Section 001 (Saturday)

Time and Place of Lab Meetings: Mondays, 0900-1050 PKH 223

Mandatory Class Meetings Dates: Plan to meet on Saturdays for Mandatory Class.

**Description of Course Content:** Apply theoretical foundations of comprehensive health assessment across the lifespan. Prerequisite: Graduate or Certificate Program Standing.

[**http://catalog.uta.edu/nursing/**](http://catalog.uta.edu/nursing/)

**Student Learning Outcomes:** Upon completion of the course, the student will be able to:

1. Determine elements of a comprehensive and problem-focused physical examination across the lifespan.

2. Differentiate between objective and subjective findings in documenting a history and physical examination.

3. Develop appropriate differential diagnoses.

4. Differentiate among normal variations, normal and abnormal findings across the lifespan.

5. Incorporate socio/cultural beliefs, values and practices relevant to health into assessment.

**Required Textbooks and Other Course Materials:**

These books are offered as a bundle through the UTA Bookstore. <http://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials>

ISBN: 9780323560757.

1. Dains: Advanced Health Assessment Diagnosis
2. Seidel: Mosby's Phys Exam Video Series
3. Ball: PE & HAO Guide Phys Exam 8
4. Ball: Seidel Guide to Physical Exam 8e
5. Ball: Seidel Physical Exam Handbook 8

The following course materials are not part of the bundle and are required for Lab

1. Baxter, Richard E. (2004). *Pocket Guide to Musculoskeletal Assessment.* Saunders*.,* ISBN: 9781416065272

For ordering the Bundle textbooks:

Please visit: [www.utashop.com](http://www.utashop.com/)

Click on Books (Upper Left Hand Corner)

Visit: <http://www.utashop.com>​

Hover on Books, click on Textbooks & Course Materials

Term: Fall 2018

Academic Session: 1

Dept: NURS
Course: 5220

Section: 001

Submit

Next screen displays your course materials which you may purchase and have it ship to you.

UTA Bookstore does not carry parts & pieces of this bundle; however, we would be more than happy to order them for you.

Any questions or concerns regarding course materials should be directed to Shiva at the UTA Bookstore. She may be reached at: 817-272-3526 or shiva@uta.edu

**Requirements:**

1. Multiple Choice Examinations
2. Blackboard Content/Case studies/Post-test
3. The course grade includes attendance AND participation.
4. Active participation in course is required. If faculty determines a student is not participating, attendance points will be deducted from the course grade
5. All learning and evaluation activities must be completed for successful completion of NURS 5220.

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

|  |  |  |
| --- | --- | --- |
| Course Pretest  | 12% | 8-25-18 |
| Test 1 | 30% | 10-20-18 |
| Diagnostic Reasoning Interview Quiz(HPI, Immunizations, Childhood Illnesses, Adult Illnesses, ROS, Family History narrative and Genogram) | 28% | 11-3-18 |
| Test 2 | 30% | 12-1-18 |

**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, **I have decided that** **attendance will be taken for each class/laboratory session.** It is the student’s responsibility to sign in on time for each class session. Tardiness will result in the deduction of attendance points; if a student cannot come to class, the student is expected to communicate with the faculty concerning a reason for absence. Course faculty will determine if the reason for absence is excused or unexcused. **[**However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Clinical Hours: No clinical hours required for this course.**

**Grading Policy:** Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Course Grading Scale

A = 90 to 100

B = 80-89

C = 70-79

D = 60 to 69 – cannot progress

F = below 59 – cannot progress

Course Grade (70% required to pass the didactic course):

|  |  |  |
| --- | --- | --- |
| Course Pretest  | 12% | 8-25-18 |
| Test 1 | 30% | 10-20-18 |
| Diagnostic Reasoning Interview Quiz(HPI, Immunizations, Childhood Illnesses, Adult Illnesses, ROS, Family History narrative and Genogram) | 28% | 11-3-18 |
| Test 2 | 30% | 12-1-18 |

**Late Assignments / Assignments:** *Late assignments will not be accepted for a grade or reviewed for feedback (regardless of the reason) and will be assigned a zero. Quizzes and tests must be started, completed, and submitted prior to the submission due date and time. Any quiz or test submitted after the due date and time will not be accepted.*

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

**Test Reviews:** Contact faculty for instructions.

**Expectations of Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional \_\_6-9\_\_\_ hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**CONHI – language**

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

Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Office of Financial Aid and Scholarships at <http://www.uta.edu/fao/>  .  The last day to drop a course is listed in the Academic Calendar available at <http://www.uta.edu/uta/acadcal.php?session=20176>

1.      A student may not add a course after the end of late registration.

2.      A student dropping a graduate course after the Census Date but on or before the last day to drop may, receive a grade of W. Students dropping a course must:

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

**Census Day:  September 7, 2018**

**Last day to drop or withdraw – November 2, 2018 by 4:00 p.m.**

**Last day of classes – December 4, 2018**

**Final Exams – December 10 – 14, 2018**

**Disability Accommodations:** UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability.

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

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

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

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

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Colivier%5CAppData%5CLocal%5CTemp%5Cjmhood%40uta.edu).

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted.

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

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

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

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

**The English Writing Center (411LIBR)**:The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

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

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

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

The success faculty in the MSN Program:

Dr. Lauri John is available as a writing coach to assist graduate nursing students who need help with their writing assignments/papers. She can help students improve the clarity and organization of their written papers.  She can be reached via email: ljohn@uta.edu

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

**Writing Assistance for Students**

Should you need assistance with writing, please contact your Lead Teacher for information.

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

If you are unable to resolve your issue contact the Helpdesk at helpdesk@uta.edu.

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** May not apply to NP’s - for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** **On-campus, face-to face courses.**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

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

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

**Librarian to Contact:**

|  |
| --- |
| **Nursing Liaison Librarians:**nursinglibrarians@uta.edu (Use if you need an immediate response) |
| **ReaAnna Jeffers**Information Literacy and Health Sciences Librarianraeanna.jeffers@uta.edu817-272-1563Office Hours: 11am – 2pm (Mon., Tues., Wed.) |
| **Library Resources**Library Website: [library@uta.edu](file:///C%3A%5CUsers%5Cmichaels%5CAppData%5CLocal%5CTemp%5Clibrary%40uta.edu)Nursing Databases: [http://libguides.uta.edu/az.php?s=9598](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Faz.php%3Fs%3D9598&data=02%7C01%7C%7C0d1da449e5d04784c1fa08d5ec0bc951%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636674457709517391&sdata=c5Kf9OBtVzO1KWEHRDZ8I81tE9XeJGM0yRRzZKLE6w4%3D&reserved=0)APA Guide: [http://libguides.uta.edu/apa](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fapa&data=02%7C01%7C%7C0d1da449e5d04784c1fa08d5ec0bc951%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636674457709517391&sdata=C6elO2qMhqfos1UlRpem2DTC8KknPTNrjYoAfWNPRlI%3D&reserved=0)Nursing Guide: [http://libguides.uta.edu/nursing](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fnursing&data=02%7C01%7C%7C0d1da449e5d04784c1fa08d5ec0bc951%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636674457709527399&sdata=xd0An2FCDmWe%2FGNQBxi5zsnqLLgLh8binjHTXN7%2F%2BCE%3D&reserved=0)Other Nurrsing Guides: [http://libguides.uta.edu/?b=s](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2F%3Fb%3Ds&data=02%7C01%7C%7C0d1da449e5d04784c1fa08d5ec0bc951%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636674457709537403&sdata=WceylYZ37Kfn%2FTotwmRwJTEeokal3Ym%2BfA91CUBHW9U%3D&reserved=0) |

Contact all nursing librarians:

library-nursing@listserv.uta.edu

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

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

For help with APA formatting, you can go to:

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

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

**Course Schedule.**

**Fall 2018**

**MyMav Mandatory Lecture Days: Saturdays, 0900-1050 in PKH 223**

**Census Date is 9-27-18 Last Day to drop with “W” is 11-2-18 by 4:00pm CST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class/ Lecture Schedule** | **Grades/** **submission** | **Dates for class in MyMav** | **Schedule of learning activities and topics** |
| **Lecture 1** | **Course Pretest 12%**  | **8-25-18****0900-1050** | * Orientation to the course
* Syllabus
* Introduction of Faculty
* SOAP and Diagnostic reasoning
* Nutrition
* Skin, Hair and Nails
* Eyes
* Ears, Nose and Throat
* Head and Neck and Lymphatic
 |
| **Lecture 2** | **Review** | **9-1-18****0900-1050** | * SOAP and Diagnostic reasoning
* Nutrition
* Skin, Hair and Nails
* Eyes
* Ears, Nose and Throat
* Head and Neck and Lymphatic
 |
| **Lecture 3** |  | **9-15-18****0900-1050** | * Head and Neck and Lymphatic (continued from Lecture 1)
* Heart and Blood Vessels
* Chest and Lungs
* Abdomen
* Musculoskeletal
* Mental Status
* Neuro
* Sports Physical Exam
 |
| **Lecture 4** | Review | **9-22-18****0900-1050** | * Head and Neck and Lymphatic (continued from Lecture 1)
* Heart and Blood Vessels
* Chest and Lungs
* Abdomen
* Musculoskeletal
* Mental Status
* Neuro
* Sports Physical Exam
 |
| **Lecture 5** |  | **9-29-18****0900-1050** | * Assessment across the Lifespan – TEAM
* Pregnancy Pearls
* Breast and Axilla
* Female Genitalia
* Male Genitalia, Anus, Rectum and Prostate
 |
| **Lecture 6** |  | **10-13-18** | * Putting it together
* Review for content
 |
| **Lecture 7** | **Test 1- 30%** | **10-20-18****0900-1050** | * **Test 1 and Review to follow**
 |
| **Lecture 8** | **Diagnostic Reasoning Interview Quiz- 28%** | **11-3-18****0900-1050** | * **DRIQ Test**
 |
| **Lecture 9** | **Test 2- 30%** | **12-1-18****0900-1050** | * **Test 2 with Review to follow**
* **Course Wrap up**
 |

|  |  |  |
| --- | --- | --- |
| Course Pretest  | 12% | 8-25-18 |
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| Test 2 | 30% | 12-1-18 |

***“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”. Jacqueline Michael, PhD, ANP, WHNP-BC***

**UTA College of Nursing and Health Innovation - Additional Information:**

**Clinical/Practicum Preparation - InPlace Pathway to Graduation**

**The time is now** for you to begin submitting the required documentation for your clinical or practicum courses. To help ensure you begin your clinical or practicum courses as scheduled on your degree plan, there is a series of **required steps** you must take with **important deadlines** along the way. Access your InPlace Pathway to Graduation today and get started.

**How to Access Your InPlace Pathway to Graduation**

1. Go to [inplace.uta.edu](https://www.inplace.uta.edu)

2. Click on the blue box labeled “Staff and Students”

3. Log in using your UTA Net ID (not email) and UTA password

*Be sure to type your UTA Net ID and password carefully. The system is secured, and if you enter your login information incorrectly more than once you will receive an error message and be locked out of the system until the security automatically resets. This can take several hours to reset, so use care when entering your information.*

**Home Screen Welcome Notification**

On your InPlace home screen, you will see a note on the right side titled, “Welcome! – IMPORTANT – PLEASE READ.” Here you will find instructions for clinical and practicum clearance. You will be directed to an area called “Shared Documents” where you will see the steps of your Pathway to Graduation in sequential order. **Read the steps carefully and thoroughly, and be sure to meet all required deadlines.**

Your Pathway to Graduation is a series of “steps” that are designed to guide you through successful clinical/practicum clearance. The steps are outlined in documents located in the InPlace system, in the “Shared Documents” folder. You are responsible for reading through the following documents in the order they are listed and acting on them sequentially. Note that all self-placement submissions must be complete at least 4 months in advance of your clinical/practicum start date. Failure to meet this deadline increases the risk that you will not be cleared for clinical/practicum on time and will have your degree plan adjusted for a future start date of the clinical/practicum course.

**Your Pathway to Graduation**

**Step 1: Castle Branch Compliance** (right away – must remain compliant throughout entire program, even if you are not in a clinical setting)

**Step 2: Review Clinical/Practicum Requirements** (right away – secure your clinical/practicum arrangements as soon as possible)

**Step 3: Complete Self-Placement Submissions** (DEADLINE: 4 months before the clinical/practicum course start date on your degree plan)

**Step 4: Background Check and Drug Screen** (must be done 30 days before your first clinical/practicum course, NOT SOONER. Instructions and a link for the drug test and background check will be sent 30 days before your first clinical/practicum course.)

**IMPORTANT POLICIES AND STUDENT RESOURCES FOR SUCCESS:** *This document can be found in InPlace “Shared Documents” immediately after the steps of the Pathway to Graduation that are outlined above. You are responsible for adhering to all policies and procedures in this document and in the UTA Student Handbook.*

**Your Clinical Coordination Team**

**Nurse Practitioner students with last names beginning with A-G only**

Tameshia Morgan (tameshia.morgan@uta.edu)

**Nurse Practitioner students with last names beginning with H-J only**

**All DNP and Nursing Education students**

Brittany Garza (brittany.garza@uta.edu)

**Nurse Practitioner Students with last names beginning with K-Q only**

Angel Korenek (angel.korenek@uta.edu)

**Nurse Practitioner students with last names beginning with R-Z only**

Kendra Lemon (kendra.lemon@uta.edu)

***Please include your full name, 10 digit UTA student ID number, and program in all email correspondence. Thank you!***

**Status of RN Licensure:** All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Associate Dean, Department of Graduate Nursing. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](http://www.bon.state.tx.us)

**MSN Graduate Student Dress Code:** The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy. www.uta.edu/nursing/file\_download/234/BSNDressCode.pdf **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

**UTA Student Identification: MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation ID in the clinical environment.**

**Blood and Body Fluids Exposure:** A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at:<http://www.cdc.gov/>

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

**Confidentiality Agreement:** You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. **Please do not sign** other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

**Graduate Student Handbook:** Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: <http://www.uta.edu/conhi/students/policy/index.php>

**Student Code of Ethics:** The University of Texas at Arlington College of Nursing and Health Innovation supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the student handbook online: <http://www.uta.edu/conhi/students/msn-resources/index.php>

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

**Online Conduct:** The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTA CONHI Graduate Student Handbook for more information.

***For this course Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often.***

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

**[REVISED] Graduate Nursing Support Staff**

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| **Margarita Trevino, PhD, RN, CHN**Associate Chair, DNP, PhD, Graduate Educator and Administration ProgramsPickard Hall Office #512A817-272-6347Email address: trevinom@uta.edu  | **Felicia Chamberlain**Manager of Graduate Nursing ProgramsOn-line Programs supportPickard Hall Office #515817-272-0659Email Address: [chamberl@uta.edu](file:///%5C%5Ctalisman%5Cnurs%5CAcademic%20Programs%5CMSN%20Programs%20%28Carter%20and%20Trevino%29%5CSyllabi%5CSyllabi%20Templates%5Cchamberl%40uta.edu) |
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| **Graduate Advisors**[msnadvising@uta.edu](http://www.uta.edu/conhi/students/advising/nursing-grad.php) |