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**The University of Texas at Arlington**

**College of Nursing and Health Innovation**

**N5631 Family Nursing Advanced Practicum**

**Fall 2018**

**Instructor:** Phyllis Wood, DNP, APRN, FNP-BC

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**Faculty Profile:** <https://mentis.uta.edu/public/#profile/profile/edit/id/14029/category/1>

**Section Information:** [**2188-NURS-5631-415-ADV-CLINICAL-NURSING-PRACTICUM--2018-Fall**](https://elearn.uta.edu/webapps/blackboard/execute/launcher?type=Course&id=_431164_1&url=)

**Time and Place of Virtual Class Meetings: May be arranged**

**Description of Course Content:** Clinical preceptorships in selected health practice sites with opportunities to apply knowledge, skills and concepts in a guided, progressive context of advanced nursing practice. The ratio of credit to clinical hours is 1:4.

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

If changes were made for the 2017-2018 Academic Year, those changes may not be reflected until mid to late July 2017.

**Student Learning Outcomes:**

Upon completion of this course:

1. Use evidenced-based knowledge to manage the health care of selected populations.
2. Provide comprehensive health care (eg. age, gender, cultural, ethnic sensitive) to patients, families, and/or groups within the ethical and legal scope of advanced nursing practice.
3. Evaluate patient and family outcomes for the purpose of monitoring and modifying care.
4. Collaborate with other health care professionals to provide comprehensive care.
5. Implement the nurse practitioner role in selected settings.

| **Master**  **Essentials** | **Learning**  **Outcomes** | **Course Objective** | Activity |
| --- | --- | --- | --- |
| 1,2,4,5,7, 8, 9 | 1, 2, 3, 4, 5 | Module 1:  Upon completion of the assigned readings and questions, the nurse practitioner student will:  Effectively treat patients in disease prevention and cancer screening across the lifespan:  1. Effectively assess patients through use of the following strategies:   * gathering patient information including patient history. * performing the applicable physical exam given the patient's symptoms. * ordering appropriate diagnostic tests.   2. Evaluate and synthesize assessment data to determine a primary diagnosis and differential diagnoses.  3. Create treatment plans that include:   * personalized recommendations ranging from holistic care to medical prescriptions and rehabilitation. * comprehend patient scripts describing the pathophysiology (relaying to patient in laymen's terms). * age and culturally appropriate patient education. * appropriate referrals when needed including interprofessional referrals and available resources in the community to assist patients. | Clinical Hours with Preceptor  Scoring 80 or above on the post predictor exam |
| 1,2,4,5,7, 8, 9 | 1, 2, 3, 4, 5 | Module 2-8; Module 9  Upon completion of the assigned readings and lectures, the nurse practitioner student will:  Effectively treat patients with common Eye, Ear, Nose & Throat, Respiratory,Hematology,Renal, Gastroenterology, Psychology, Endocrine, Cardiac, Neurologic, Dermatology, MSK, Men’s Health and Women’s Health disorders seen in primary care across the lifespan:  1. Effectively assess patients through use of the following strategies:  -gathering patient information including patient history.  -performing the applicable physical exam given the patient's symptoms.  -ordering appropriate diagnostic tests.  2. Evaluate and synthesize assessment data to determine a primary diagnosis and differential diagnoses.  3. Create treatment plans that include:  -personalized recommendations ranging from holistic care to medical prescriptions and rehabilitation.  -comprehend patient scripts describing the pathophysiology (relaying to patient in laymen's terms).  -age and culturally appropriate patient education.  -appropriate referrals when needed including interprofessional referrals and available resources in the community to assist patients. | Clinical Hours with Preceptor  Scoring 80 or above on the post predictor exam |
| 1,2,4,5,7, 8, 9 | 1, 2, 3, 4, 5 | Module 8  Upon completion of the assigned readings and lectures, the nurse practitioner student will:  Effectively treat Pregnant females by:  -gathering patient information including patient history.  -performing the applicable physical exam given the patient's symptoms.  -ordering appropriate diagnostic tests.  2. Evaluate and synthesize assessment data to determine a primary diagnosis and differential diagnoses.  3. Create treatment plans that include:  -personalized recommendations ranging from holistic care to medical prescriptions.  -comprehend patient scripts describing the pathophysiology (relaying to patient in laymen's terms).  -age and culturally appropriate patient education.  -appropriate referrals when needed including interprofessional referrals and available resources in the community to assist patients. | Clinical Hours with Preceptor  Scoring 80 or above on the post predictor exam |
| 6 | 5 | Module 10:  Upon completion of the assigned readings the student will:   * comprehend medicaid, medicare, malpractice, billing, privacy issues and how they affect nurse practitioner role. | Clinical Hours with Preceptor  Scoring 80 or above on the post predictor exam |
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**Required Textbooks and Other Course Materials:**

Students will utilize all textbooks and resources used in previous courses as study tools to achieve a successful score reflecting probability of passing the national certification examinations.

Fitzgerald, M. A. (2017).  *Nurse practitioner: certification examination and practice preparation* (5th ed.) Philadelphia: PA. F. A. Davis Company.

All textbooks from previous classes will be needed for review <http://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials>

In Nurs-5631 Final Practicum, you will be taking 2 exams.  A pre predictor will be taken in week 2. This will enable you to determine weak areas where your study needs to focus. A score of 80 or above indicates high probability of passing boards. You will continue to review throughout the course, following the content outlined in the modules.

In week 10, you will then take the post predictor exam. Our goal is that your scores will improve from the pre predictor exam. Again, the goal is a score of 80 or above.

These exams are provided by Barkley & Associates at no cost. Please take advantage of this opportunity. We have designed this course to enable you to complete your hours and study for the certification exams.

We want each of you to be successful and become the best FNPs you can be.

**Psychometric Properties of Diagnostic Readiness Tests**

Diagnostic Readiness Test Development and Pilot Testing

Diagnostic readiness tests (DRTs) are 100-item, best answer multiple choice exams, designed to be administered in 100 minutes, followed by a 45 minute review session. The 45 minute review session includes a comprehensive analysis of incorrect answers and detailed rationales for remediation.   
Barkley & Associates, Inc. uses certification exam content blueprint outlines from national certification companies, along with feedback from seasoned national faculty, to identify and construct test item topics for DRTs to ensure matching subject areas and similar content distributions to national exams. DRTs are designed to assess students’ mastery of concepts within a nurse practitioner specialty (e.g., FNP, AGPCNP, PNP, AGACNP, PMHNP, WHNP) while also serving to identify subject areas that warrant further review and remediation.

From content conception to item analysis and test interpretation, Barkley & Associates evaluates all testing material psychometrically, which produces quantitative data to observe and classify results.  Each DRT is administered in testing phases to over 1,000 subjects per specialty.  Item analyses are then conducted, data are analyzed, and items are reconstructed as necessary. Using national data, it is then possible to draw inferences about the trends of the typical nurse practitioner (NP) student profile and, as such, provide a reliable prediction of success in passing national NP certification exam

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<http://www.bkstr.com/texasatarlingtonstore/shop/textbooks-and-course-materials>

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

|  |  |  |
| --- | --- | --- |
| Week | Content | Assignments |
| Module 1/Week 1  August 13-19 | Health Promotion & Disease Prevention | **Clinical Hours Attestation form is due the first day of this course. Due Monday August 13, Midnight.**  **Attestation Due Wednesday August 15at Midnight** |
| Module 2/Week 2  August 20-26 | EENT & Respiratory | Pre Predictor exam opens Monday August 20 and closes Sunday August 26 at Midnight |
| Module 3/Week 3  August 27-September 2 | Neurology & Psychosocial |  |
| Module 4/Week  September 3-9 | Older Adults & Skin Disorders |  |
| Module 5/Week 5  September 10-16 | Cardiovascular & Peripheral Artery Disease. Endocrine |  |
| Module 6/Week 6  September 17-23 | Hematology & Renal |  |
| Module 7/Week 7  September 24-30 | Musculoskeletal & Gastrointestinal | Collaborate Session. Review at your own pace. Certification/BON Paperwork  Recordings |
| Module 8/Week 8  October 1-7 | Male GU System & Female Reproductive and GU System |  |
| Module 9/Week 9  October 8-14 | Pediatrics & Childbearing |  |
| Module 10/ Week 10  October 15-21 | Professional Issues |  |
| Module 11/Week 11  October 22-28 | NP Prescriptive Authority | **Quiz BON Rules and Regs on APRN Prescriptive Authority opens Monday October 22 and closes October 28 Sunday at Midnight** |
| Module 12/Week 12  October 29-November 4 |  | **Post Predictor Exam opens Monday October 29 and closes Sunday November 4 Midnight** |
| Module 13-16/Week 13  November 5-11 |  | Wrap Up:  **Exit Survey**  **Clinical Practicum Checkoffs and SOAP**  **Final Hours Verification Due Midnight November 9**  (Course technically isn’t complete until Sunday 11/11 Midnight. If you plan on completing your course work after 11/9 through 11/11, please let you faculty know in advance) |

**Clinical Hours:** 360 clinical hours are required in this course. The student must complete a minimum of 90 geriatric, 90 pediatric and 90 OB/GYN prior to graduation. The clinical hours and InPlace entries must be completed by November 9 (11/11 if needed).

Please read the following regarding Incompletes:

* Incompletes are granted at the discretion of the lead faculty and/or the program director for extenuating circumstances. In the event that a student believes, they need an incomplete they should discuss this with the lead faculty of the respective clinical course.
* Incompletes require accompanying documentation to support the need for the incomplete. The lead faculty and/or the program director will review the documentation. If the documentation is determined to be inadequate, the incomplete will not be granted.
* Students are expected to start their clinical hours at the beginning of the semester and to do consecutive days every week to complete their clinical hours by the end of the semester. Scenarios in which clinical hours are delayed by work or other personal schedules do not qualify for an incomplete.
* All course work other than the clinical hours must be complete, including the faculty clinical evaluation of the student’s performance.
* A minimum of half the clinical hours must be completed before the faculty clinical evaluation is completed.
* The clinical faculty must approve clinical hours prior to completing the outstanding clinical hours to remove the incomplete. Faculty will not approve clinical hours to continue until the next start date of the course for which the student is taking an incomplete. Any hours the student does outside of this parameter will not count towards the completion of the outstanding clinical hours and they will be required to repeat those hours.
* An incomplete granted in any clinical course (CP1, CP2, Practicum) may result in a delay of graduation by a minimum of one semester.
* Should an incomplete be granted for Clinical Practice I, clinical hours for this course must be completed prior to starting any clinical hours for Clinical Practice II.
* An incomplete granted in Clinical Practice II will prevent the student from enrolling in the Practicum and delay graduation by a minimum of one semester.
* An incomplete granted in NURS 5631/5632 will delay graduation by one semester.
* Students approved to take an incomplete will be required to sign a contract for course completion. The contract will identify the specific work that has to be completed, the dates within which the work must be completed and that a failure to complete the terms of the contract will result in a final course grade of F.

**Clinical Evaluations:**

Students are evaluated during each clinical course by their instructor with the Clinical Evaluation of Student tool. For ALL graded and pass/fail clinical courses, students must attain 80% on this evaluation in order to pass the course. For numerically graded clinical courses, students will be assigned a numerical grade based on their performance on the tool.

For graded Clinical Practice 1 courses, students must receive ‘Meets Expectation with Moderate Assistance’ on 80% of the scored items.  For Clinical Practice 2 courses, students must receive ‘Meets Expectation with Minimal Assistance’ on 80% of the scored items. The student’s percentage score will be the assigned grade for evaluation, with the minimum requirement of 80% to pass. Items marked as 'N/A or no opportunity to observe' will not be calculated in the student's raw score.   
  
For pass/fail practicum courses, the student must achieve 80% of the scored items as 'meets expectation' in order to pass the course.  
  
If the student fails to attain an 80% on the evaluation at the prescribed level of the course, the instructor may assign additional activities and/or additional clinical hours prior to a reevaluation.  The student will have a one-time opportunity to be re-evaluated. A second faculty member will be present during the clinical performance retake. If the student passes the clinical performance retake (with a minimum score of 80%), the maximum grade the student can receive for the exam for purposes of grade calculation is 80%. If the student fails the retake, the student will receive a grade of "F" for the course.

Late Assignments / Assessments:

**This course is Pass/Fail**

**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:** None

**Test Reviews:** None

**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 \_\_\_\_12-14\_ hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Hours verification sheets should reflect the total number of hours you are in the clinic, minus lunch. You must take a minimum of 30 minutes for lunch each day.**

**We expect you to see a MINIMUM of 1 patient per hour. If you are in a clinic that does not have the volume for you to achieve this. You need to find another clinic. We will not give you 8 hours credit if you only see 2 patients. However, we understand that you may have some patients that may take longer than 1 hour and some that take much less.**

**Your time with your preceptor needs to be included in total time with the patient. Do not enter them separately in InPlace.**

**Your hours verification sheets need to match your InPlace entries.**

**Example:**

**If you were in the clinic 8 hours and saw 12 patients: InPlace needs to show this. If you averaged the time, this would be about 40 minutes per patient. You however, need to enter actual time. Round them to 15-minute increments.**

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

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

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

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

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

Students are required to enter all patient encounters into the clinical management system.

**You only have 7 days to enter your case logs and time logs from the day of your clinical experience.** **Failure to log cases/hours within 7 days will results in a loss of those hours. No exceptions.** Your electronic logs are both a student learning opportunity and an evaluation method for your clinical courses.  Patient encounters include patients the student assesses, diagnoses, and manages as part of their clinical coursework.  Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g. types of encounter required, number of patients required during course).  The student’s electronic log data provides a description of the patients managed during the student’s clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated.  As a result, the data is an essential requirement of the student’s clinical experience and is used to evaluate student clinical performance.  The data is also used to meet course requirements and to evaluate student clinical performance.  Upon completion of the Program, students will have access to an executive summary of their log entries for their professional portfolio.

You must log every patient that you evaluate. At the very minimum you must evaluate 360 patients in this course and at the very minimum log 360 hours. At a minimum, you must evaluate at least one patient per hour with no exceptions. This is a minimum requirement however you must log every patient that you evaluate with no exceptions. By the time you graduate you must evaluate and log 90 geriatric hours and 90 pediatric hours which is included in the 720 total clinical hours required for the FNP program.

“*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.” Phyllis Wood, DNP, RN, FNP-BC*

**Attendance Policy: If a virtual meeting is scheduled, I have elected to take attendance but will not factor attendance into the final grade. Attendance however is strongly encouraged. The Final Practicum is mandatory.**

**Other Requirements:**

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

Course Grading Scale

P: 80-100

F: 79 and below

(Excluding pre & post-predictor)

This is a Pass/Fail Course

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

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

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

**Unsafe Clinical Behaviors:** Students deemed unsafe or incompetent will fail the course and receive a course grade of “F”. **Any of the following behaviors constitute a clinical failure**:

1. Fails to follow standards of professional practice as detailed by the Texas Nursing Practice Act \* (available at [www.bon.state.tx.us](http://www.bon.state.tx.us))

2. Unable to accept and/or act on constructive feedback.

3. Needs continuous, specific, and detailed supervision for the expected course performance.

4. Unable to implement advanced clinical behaviors required by the course.

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

\*Students should also be aware that violation of the Nursing Practice Act is a “reportable offense” to the Texas Board of Nurse Examiners.

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

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

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

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

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

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

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

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

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

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

**Last Day To Drop Or Withdraw: 10/5**

**Grade Posting: 11/16**

**Disability Accommodations:** UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

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

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

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

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

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

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

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

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

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

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

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

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

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

**University Tutorial & Supplemental Instruction** (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php) sessions, [Start Strong](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/start-strong.php) Freshman tutoring program, and [Supplemental Instruction](http://www.uta.edu/universitycollege/current/academic-support/learning-center/si/index.php). Office hours are Monday-Friday 8:00am-5:00pm. For more information visit [www.uta.edu/utsi](http://www.uta.edu/utsi) or call 817-272-2617.

**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)**: 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](mailto:ljohn@uta.edu)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>

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

The success faculty in the MSN Program:

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

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

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

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

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

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

[http://www.uta.edu/police/Evacuation Procedures.pdf](http://www.uta.edu/police/Evacuation%20Procedures.pdf))

Students should also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**Librarian to Contact:**

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

Contact all nursing librarians:

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

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

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| **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/) |

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> .

**Please contact Kaeli if you would like this for your course.**

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

**Clinical Evaluations:** Students must pass both the didactic and clinical portions of a clinical course in order to pass the course. In order to pass the clinical portion, the student must receive a passing grade (minimum of 80%) on the faculty evaluation of the student’s clinical performance (Nurse Practitioner Clinical Evaluation). Students who fail a faculty evaluation have a one-time option to retake the practicum. A second faculty member will be present during the clinical performance retake. If the student passes the clinical performance retake (minimum of 80%), the **maximum** grade the student can receive for the exam for purposes of grade calculation is 80%. If the student fails the retake, the student will receive a grade of “F” for the course.

**Clinical Clearance**: All students must have current immunizations to legally perform clinical hours each semester.  If your clinical clearance is not current, you will be unable to do clinical hours that are required for this course and this would result in course failure.

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

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

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

If you are a student needing assistance with your clinical clearance, please contact your clinical coordinator at [msnclinical@uta.edu](mailto:msnclinical@uta.edu)

Upon graduation, please note that you must have completed 720 clinical hours. Your clinical hours must include a minimum of 500 family practice hours. Your clinical hours must also include a minimum of 90 hours of geriatric experience and 90 hours of pediatric experience.

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

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

**Clinical Electronic Logs**:

Your InPlace login is your net id username and password.

Students are required to enter all patient encounters into the InPlace electronic log system.  **YOU ONLY HAVE 7 DAYS TO ENTER YOUR CASE LOGS AND TIME LOGS FROM THE DAY OF YOUR CLINICAL EXPERIENCE. Failure to log cases/hours within 7 days will results in a loss of those hours.** InPlace is both a student learning opportunity and an evaluation method for your clinical courses.  Patient encounters include patients the student assesses, diagnoses, and manages as part of their clinical coursework.  Individual clinical courses may have additional guidelines/requirements related to their specific course and will be noted in the course syllabus (e.g. types of encounter required, number of patients required during course).

 Students can access their InPlace account by entering their net id and password.

The student’s electronic log data provides a description of the patients managed during the student’s clinical experience, including the number of patients, diagnoses of patients, and the type of interventions initiated.  As a result, the data is an essential requirement of the student’s clinical experience and is used to evaluate student clinical performance.  The data is also used to meet course requirements and to evaluate student clinical performance.  Upon completion of the Program, students will have access to an executive summary of their log entries through InPlace for their professional portfolio.

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

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

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

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

**Unsafe Clinical Behaviors:** Students deemed unsafe or incompetent will fail the course and receive a course grade of “F”. **Any of the following behaviors constitute a clinical failure**:

1. Fails to follow standards of professional practice as detailed by the Texas Nursing Practice Act \* (available at [www.bon.state.tx.us](http://www.bon.state.tx.us))

2. Unable to accept and/or act on constructive feedback.

3. Needs continuous, specific, and detailed supervision for the expected course performance.

4. Unable to implement advanced clinical behaviors required by the course.

5. Fails to complete required clinical assignments.

6. Falsifies clinical hours.

7. Violates student confidentiality agreement.

\*Students should also be aware that violation of the Nursing Practice Act is a “reportable offense” to the Texas Board of Nurse Examiners.

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

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

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

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

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

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

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

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

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

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

**Graduate Nursing Support Staff**

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| **John Gonzalez, DNP, RN, ACNP-BC, ANP-C**  Chair, Graduate Nursing Programs  Assistant Professor, Clinical  Pickard Hall Office #512  Email address:  [johngonz@uta.edu](mailto:johngonz@uta.edu) | **E. Monee’ Carter-Griffin, DNP, RN, ACNP-BC**  Associate Chair for Advanced Practice Nursing  Assistant Professor, Clinical  Pickard Hall Office #510  Email address:  [monee@uta.edu](mailto:monee@uta.edu) |
| **Margarita Trevino, PhD, RN, CHN**  Associate Chair, DNP, PhD, Graduate Educator and Administration Programs  Pickard Hall Office #512A  817-272-6347  Email address: [trevinom@uta.edu](mailto:trevinom@uta.edu) | **Felicia Chamberlain**  Manager of Graduate Nursing Programs  On-line Programs support  Pickard Hall Office #515  817-272-0659  Email Address: [chamberl@uta.edu](file:///\\talisman\nurs\Academic%20Programs\MSN%20Programs%20(Carter%20and%20Trevino)\Syllabi\Syllabi%20Templates\chamberl@uta.edu) |
| **Rose Olivier**  Administrative Assistant II  Graduate Nursing Programs  Pickard Hall Office #513  817-272-9517  Email address:  [olivier@uta.edu](mailto:olivier@uta.edu) | **Meagan Hare**  Support Specialist II  Graduate Nursing Programs  Pickard Hall Office #520  817-272-5769  Email address: [mhare@uta.edu](file:///\\talisman\nurs\Academic%20Programs\MSN%20Programs%20(Carter%20and%20Trevino)\Syllabi\Syllabi%20Templates\mhare@uta.edu) |
| **Tameshia Morgan,** Clinical Coordinator  Letter set – A-G  Pickard Hall Office #518  817-272-6344  Email address:  [tameshia.morgan@uta.edu](mailto:tameshia.morgan@uta.edu) | **Angel Trevino-Korenek,** Clinical Coordinator  Letter set – K-Q  682-710-1569  Email address:  [angel.korenek@uta.edu](mailto:angel.korenek@uta.edu) |
| **Kendra Lemon,** Clinical Coordinator  Letter set – R-Z  Pickard Hall Office #518  817-272-9440  Email address: [Kendra.lemon@uta.edu](mailto:Kendra.lemon@uta.edu) | **Brittany Garza**, Clinical Coordinator  Letter set – H-J, NEDU, DNP  Pickard Hall Office #518  817-272-1039  281-810-2339 Friday’s only  Email address: [Brittany.garza@uta.edu](mailto:Brittany.garza@uta.edu) |
| **Tabitha Giddings,** Administrative Assistant  817-272-4876  Pickard Hall Office #517  Email address: [Tabitha.giddings@uta.edu](mailto:Tabitha.giddings@uta.edu) |  |

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| **Graduate Advisors**  [msnadvising@uta.edu](mailto:msnadvising@uta.edu) |