**The University of Texas at Arlington**

**College of Nursing**

**NURS 5341 – 401 - Financial Management in Nursing**

**Fall 2018**

**Instructor(s): Tammie Peterson, RN, MSN/MPH, CPTC, NEA-BC**

**Office Number:** By appointment only

**Office Telephone Number:** Cell Phone: 214-693-9985

**Email Address:** TAMMIE@uta.edu

**Faculty Profile:** <https://mentis.uta.edu/public/#profile/profile/edit/id/10664/category/1>

**Coaches**:

Jeanette Mincey Jeanette.cagle@iconnect-na.com

Lakesha Butler lakesha.butler@iconnect-na.com

Patricia Clayton-LeVasseur patricia.claytonlevasseur@iconnect-na.com

Kim Pinter kim.pinter@iconnect-na.com

**Office Hours:** By appointment. Call the cell phone to schedule

**Section Information:** N5341 - 402

**Time and Place of Class Meetings:** On Line

**Description of Course Content:** Analyze and apply financial management concepts to financial planning, budgeting, and reimbursement systems in health care.

**Student Learning Outcomes:**

| Degree Essentials | Course Outcomes/Objective(s) | Assessment Item |
| --- | --- | --- |
| 1. Evaluate the roles and functions of nurse leaders in selected rural/urban health care organizations | Module 1 |
| Summarize the impact of quality and value on healthcare. | Discussion Boards: Value Based Purchasing, Quality Relationship with Finance, Nurse Leader ImplicationsSurvey |
| Module 2  |
| Illustrate a workforce management myth. | Discussion Board: Workforce Myths |
| Evaluate a departmental staffing report. | SurveyAssignment: Staffing Module (ongoing) |
| Apply knowledge of financial management in preparation of a written essay. | SurveyAssignment: Staffing Module (ongoing) |
| Module 3 |
| Summarize the impact of skill mix in labor cost and variance. | Discussion: Patient Care Model Design ImpactSurvey |
| Defend the significance that fatigue management has on healthcare workers. | Discussion: Fatigue on the WorkforceSurvey |
| Demonstrate the application of labor productivity standards and variance management. | Discussion: Importance of Productivity Survey, Productivity MisconceptionsSurvey |
| Apply labor variance management techniques to achieve desired skill mix and labor cost ratio. | Discussion: Patient Care Model Design ImpactSurvey |
| Module 4 |
| Discuss the significance of cost. | Discussion Board: Cost Control, Cost DefinedSurvey |
| Understand the role of case management in a healthcare delivery system. | Discussion Board: Case ManagementSurvey |
| Summarize a proposed budget proposal.. | Assignment: Final Budget Issue Project (ongoing) |
|  | Module 1 |
| 2. Apply knowledge of trends and issues that influence financial budgeting issues in the healthcare organization.  | Summarize the impact of quality and value on healthcare. | Discussion Boards: Value-Based Purchasing, Quality Relationship with Finance, Nurse Leaders ImplicationsSurvey |
| Module 2 |
| Illustrate a workforce management myth. | Discussion: Workforce MythsSurvey |
| Module 3 |
| Defend the significance that fatigue management has on healthcare worker | Discussion: Fatigue on the WorkforceSurvey |
| Module 4 |
| Understand the role of case management in a healthcare delivery system. | Discussion Board: Case ManagementSurvey |
| Module 5  |
| Discuss financial issues with managers.  | Assignment: Final Budget Issue Project (ongoing) |
| 3. Evaluation personal mission statement with healthcare organization’s mission statement. | Module 1 |
| Summarize the impact of quality and value on healthcare. | Discussion Board: Nurse Leader ImplicationsSurvey |
| 4. Analyze research and evidence based practice findings in decision-making processes.  | Module 4 |
| Discuss the significance of cost. | Discussion Board: Cost Control, Cost DefinedSurvey |
| Understand the role of the case management in the healthcare delivery system. | Discussion Board: Case ManagementSurvey |
| Summarize a proposed budget proposal. | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
| Module 5 |
| Evaluate your financial issue project. | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
| Discuss the financial issues with managers. | Discussion Board: Budget Implications |
| Produce a financial issue project. | Assignment: Final Budget Issue Project (ongoing) |
| 5. Create a teaching project with solution for financial issue based on evidence-based research. | Module 4 |
| Discuss the significance of cost. | Discussion Board: Cost Control, Cost DefinedSurvey |
| Understand the role of the case management in the healthcare delivery system. | Discussion Board: Case ManagementSurvey |
| Summarize a proposed budget proposal. | Assignment: Financial Issue Project, Final Budget Issue Project (ongoing) |
| Module 5 |
| Evaluate your financial issue project. | Assignment: Final Budget Issue Project (ongoing) |
| Discuss the financial issues with managers. | Discussion Board: Budget Implications |
| Produce a financial issue project. | Assignment: Final Budget Issue Project (ongoing) |

**Required Textbooks and Other Course Materials:** Leger, J. & Dunham-Taylor, J. (2018). **Financial Management for Nurse Managers: Merging the Heart with the Dollar.** 4th ed. Burlington: Jones & Bartlett Learning.

APA 6th Edition. ISBN: 9781284127256

Students are expected to use APA style to document resources. Numerous resources can be found through the UTA Library at the following links:

* + APA tutorial link: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
	+ UTA CONHI Cover page link: <http://www.uta.edu/nursing/msn/apaformat>
	+ <http://library.uta.edu/sites/default/files/apa2014.pdf>
	+ <http://libguides.uta.edu/apa>

 <http://library.uta.edu/how-to/paper-formatting-apa-st>

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

| **Required Components for Course Credit** | **Percentage Value****Within the Course** | **Due Date**  |
| --- | --- | --- |
| Staffing Module Assignment (Excel Spreadsheet) | 30% |  |
| Financial Budget Assignment (Formal APA Paper) | 30% |  |
| Final Financial Budget PowerPoint Presentation with signed Proctor agreement and evaluation | 30% |  |
| Weekly Discussion Boards and Surveys | 10% |  |

### **Discussion Boards**

Discussion participation is crucial to your learning and success in the course.

* In order to receive full credit for each module discussion, you must contribute to discussions through postings as required by discussion board guidelines and rubrics.
* A substantive post is thoughtful and includes reflection, elaboration, analysis, application, synthesis and/or evaluation. In your initial post you must also provide personal insights which includes:
	+ How this information impacts the role of a nurse educator and
	+ How it can be applied to nursing education
* Please refer to the Guidelines for Substantive Posts and the Discussion board grading rubric.
* Late Discussion Board Posts will receive a minus 10 points for the first day and a result of zero after one day.

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

## **Other Requirements: Technology Requirements**

Students must have an up-to-date computer system with wired (not wireless) high-speed Internet in addition to e-mail and internet skills. The entire course will be delivered in an online format.

**Clinical Hours:** No clinical hours required for this course except as it relates to completing the assignments. However, no documentation of clinical hours is required.

## **Communication**

### **Preferred contact method**

Contact your academic coach as your first line contact. The Coach will contact the Faculty as needed.

### **Student Email**

Students enrolled in online UTA MSN Nurse Educator courses are expected to check their UTA email daily. Students waiting for their next course to start are expected to check their UTA email a minimum of twice weekly**.**

### **Faculty and Students – Email**

For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business. As a security measure, and in order to protect student privacy, only emails received through the UTA email system will receive a response. Emails received from any student’s personal email address will be deleted without a response.

### **Department Telephone Number**

Felicia Chamberlain, (817) 272-0659, chamberl@uta.edu

Coordinator –Accelerated Online MSN Nursing Education Program

### **Preferred Methods for Reaching Course Faculty**

Email correspondence should be sent to me via YOUR UTA EMAIL. Emails are checked at least once daily on weekdays and weekend days. Should we need to communicate further via telephone or virtual video conferencing, then that may be arranged after the initial email correspondence. **Maximum Timeframe for Responding to Student Communication**

* + Response to student emails can generally be expected within 24 hours with a 48 hour maximum time frame.
	+ Students may expect assignments to be graded within 72 hours.

### **Virtual Office Hours**

* + Office hours by appointment. Please email the professor or your lab/clinical faculty to request and schedule an individual (or small group) virtual work session. The purpose of virtual office hours is to address those unique instructional challenges or questions that require a response that cannot be answered via email (in this order: course coach, lab/clinical instructor then lead faculty), announcement, or the Q&A forum provided within the course.
	+ If the above resources are not appropriate, please email the lab/clinical instructor or lead faculty to schedule an individual virtual work session Include the purpose of the meeting, what you hope to learn as a result of this meeting, and who will be participating (i.e. coach, lab/clinical instructor and/or lead faculty).

### **Zoom**

* + Zoom is a user-friendly, online, video-conferencing, screen-share tool. It operates outside of Blackboard. If invited to attend a Zoom conference, students simply need to:
		- Use a computer with video and audio features
		- Download Zoom to their computer the first time they receive a Zoom link (you will do this simply by clicking on the link)
		- Check their video and audio features via the cues provided in Zoom
	+ The Zoom link can also be downloaded to your smart phone. Lastly, Zoom sessions can be saved and made available to all students through a link provided by the professor.
	+ Students do not need a Zoom account to join Zoom meetings hosted by a faculty member or lab/clinical instructor. Zoom tutorial can be found at the following link: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
	+ Skype is a free user-friendly, online, video-conferencing tool. It operates outside of Blackboard. Students will need to set up a skype account
	+ Facetime for those students that have that capability on their cell phones.

**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

**Late Assignments / Assignments:** *Late assignments will require a 10 point deduction on day 1 and a zero for day 2*

**Expectations of Out-of-Class Study:** A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. However, the amount of time required by students to study and complete assignments in this course will vary according to students’ previous professional experiences, prior learning, and, the pace at which one works. While having completed multiple years of practice generally provides students an advantage, these same students sometimes find themselves having to “unlearn” practices that are not supported by the most recent evidence or research. Students with fewer years of nursing experience will generally find themselves working more diligently to quickly increase their overall knowledge base – knowledge that their classmates may have developed over multiple years of working in healthcare settings.

**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.

**Last day to drop or withdraw – 11/26/2018**

**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 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.

**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>.

**Librarian to Contact:**

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| **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%5Cchamberl%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C9Z5MH6PW%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**

The course schedule will be attached to blackboard with the due dates. *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. If any changes are made, they will be added to the Announcement Board. – Tammie Peterson, RN, MSN/MPH, CPTC, NEA-BC*

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

**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 in the state of Texas.  It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Chair of the Graduate Nursing Program. The complete policy about encumbered licenses is available online at: [www.bon.state.tx.us](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.bon.state.tx.us&data=02%7C01%7Colivier%40uta.edu%7C6fb403a85ae94c93d21608d5e69f23b4%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636668493524291451&sdata=a8CdDGmvHDMpbMG%2BmdcXoJLS6vdu%2B%2F75TvZgJInHWzM%3D&reserved=0)

**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.***

**Graduate Nursing Support Staff**

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