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**N-4133 SENIOR SEMINAR/ N4412 SENIOR PRACTICUM COURSE SYLLABUS**

**COURSE DESCRIPTION**

The purpose of this course is to provide the student the opportunity to function as a contributing member of the inter-professional team and collectively apply the knowledge, practice, and skills acquired in previous courses. Students will provide care to a caseload of patients that is safe, evidence-based, patient-centered, and focused on promoting positive patient outcomes. Emphasis is placed on demonstration of professional behaviors, communication that supports information exchange, collaboration and conflict mediation, ethical comportment and the ability to effectively use leadership skills.

**PRE-REQUISITES**

Successful completion of all required courses up to and including 7<sup>th</sup> semester and pre-requisites for the nursing curriculum. Clinical Clearances must be up-to-date, on file, and must remain up-to-date throughout the semester. A proficient ATI Pharmacology Exam score is also required.

**PRE-REQUISITES TO THE CLINICAL PRACTICUM**

In addition to the above pre-requisites, successful completion of: ATI Pharmacology Exam, Passport to Practicum, and a Preceptor Packet is required.

**CREDIT ALLOCATION:** 4 (4) semester hours (*180 clinical*) 0-4-0

**FACULTY INFORMATION**

**Course Managers:**

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### **REQUIRED TEXTBOOKS**

- Lippincott Williams & Wilkins (2014). *Lippincott's NCLEX-RN PassPoint, North America PassPoint* ([www.thepoint.lww.com](http://www.thepoint.lww.com)). (Six-month subscription)
- Fowler, D. M. (Ed.). (2010). *Guide to the Code of Ethics for Nurses: Interpretation and application*. Silver Spring, MD: American Nurses Association.
- ATI Series Reference Books for Nursing Curriculum -- Online ATI Integrated Resources
- Nursing Diagnosis Book/Reference; Current Pharmacology Text/Reference; Lab Reference Manual. All may be on a cell phone or similar smart device with required information.
- Fundamentals of Nursing and all previous text books used in the Undergraduate Nursing Program.
- American Psychological Association (2019). *Publication Manual of the American Psychological Association* (7<sup>th</sup> Edition). Washington, D.C: American Psychological Assoc.

### **OPTIONAL TEXTBOOKS**

- Garner Moore, S., & Moore, S. G. (2011). *Nursing Math Simplified* (5<sup>th</sup> ed.). Clearwater, FL: H & H Publishing Co.
- Silvestri, L. (2019). *Saunders Comprehensive Review for the NCLEX-RN Examination* (8<sup>th</sup> ed.). St. Louis, MO: Saunders.
- Campbell, L., Gilbert, M. A., & Laustsen, G. R. (2009). *Clinical coach for nursing excellence* (1st ed.). F.A. Davis Co.

### **COURSE OBJECTIVES:**

1. Perform a comprehensive health assessment for a case-load of patients across the lifespan with alterations in health.
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a patient's diverse cultural, spiritual, and developmental variations while addressing wellness or alterations in health.
3. Act as a patient advocate when collaborating with members of the inter-professional healthcare team in the provision of safe, quality care for patients across the lifespan.
4. Demonstrate clinical judgment when managing a case-load of patients across the lifespan with wellness or alterations in health.
5. Integrate knowledge of pharmacology, pathophysiology, nutrition, established evidence-based practices, and concepts from previous nursing courses when caring for a caseload of patients across the lifespan.

6. Use verbal and nonverbal communication to promote caring, therapeutic relationships with patients, families, and groups as well as professional relationships with members of the healthcare team.
7. Use healthcare information systems and patient care technology to manage patient care, mitigate error, and communicate relevant patient information with members of the healthcare team.
8. Integrate evidence-based knowledge in the management of care to a case-load patients with wellness or alterations in health.
9. Evaluate the efficacy of health-related education that has been provided to patients, families, and groups.
10. Use organizational, time management, and priority setting skills when managing a caseload of patients and making clinical judgments about their care.
11. Evaluate the effectiveness of quality improvement strategies using patient outcome data.
12. Adhere to ethical, legal, and professional standards while managing a caseload of patients across the lifespan with wellness or alterations in health.

### **CLINICAL OBJECTIVES:**

#### **Use the nursing process as a framework for providing nursing care:**

- 1A. Perform focused assessments of a caseload of patients.
- 1B. Develop evidence-based plans of care based on data collected during focused assessments
- 1C. Integrate cultural and age-appropriate interventions into patient's plan of care.
- 1D. Implement nursing care to a caseload of patients that is safe and based on their established plans of care.
- 1E. Use clinical judgment when prioritizing patient needs and evaluating patient outcomes

#### **Promote continuity of health care within the health care team and across various settings:**

- 2A. Initiate collaborative practice with members of the inter-professional health care team.
- 2B. Use communication that supports collaboration and effective exchange of patient-related information to the inter-professional health care team.
- 2C. Plan and provide health care-related education to the health care team.
- 2D. Use information technology to facilitate the exchange of information and communicate with members of the health care team.

#### **Use scientific principles and evidence-based practice as a foundation for nursing practice:**

3A. Integrate knowledge of pathophysiology, pharmacology, and nutrition into patient care.

3B. Use evidence-based resources when making clinical judgments regarding best practice for patient care.

3C. Incorporate scientific evidence into nursing practice.

**Provide high-quality nursing care in an environment that is safe for the patient, self and others:**

4A. Use communication techniques that facilitate therapeutic, caring nurse-patient relationships.

4B. Advocate for patients when making health care decisions.

4C. Identify patient and institutional issues that affect quality of care and participate in the development of plans to promote improvements.

4D. Intervene to remove environmental safety risks while providing a safe environment for patients, self, members of the health care team and others.

4E. Use leadership skills to enhance the efficient management of a caseload of patients.

**Practice nursing in a professional, ethical, and legal manner:**

5A. Practice nursing in accordance with professional standards and demonstrating ethical comportment.

5B. Practice nursing in an ethical manner making ethical decisions based on an ethical theory and principles.

5C. Practice nursing within established legal parameters.

5D. Accept accountability and responsibility for the supervision and provision of patient care.

5E. Participate in solving work and operational failures and inefficiencies that impact patient care.

**Use communication that promotes an effective exchange of information, shared decision-making, and achievement of optimal patient outcomes.**

6A. Accept responsibility for effective communication.

6B. Integrate changes in communication and use of self in relation to barriers identified during assessment of patient, family, and selected groups.

6C. Use standardized hand-off communication tools when transferring care responsibilities to other members of the health care team.

6D. Communicate effectively with the health care team and demonstrate appropriate conflict resolution skills as needed.

## **PROGRAM LEARNING OUTCOMES, BSN ESSENTIALS, DECS:**

**UTEP SON PLOs (Level 3 Program Outcomes) & QSEN Competencies \*:** Patient-Centered Care\*, Teamwork & Collaboration\*, Evidence Based Practice\*, Quality Improvement\*, Safety\*, Informatics\*, Professionalism, Leadership, Communication, Systems-Based Practice, Health Promotion & Education

**BSN Essentials (AACN):** Essential I, II, III, IV, V, VI, VII, VIII, IX

### **Differentiated Essential Competencies (DECS) for Baccalaureate Degree (BSN) \*Version year 2021**

Member of the Profession A, B, C, D

Provider of Patient-Centered Care A, B, C, D, E, F, G, H

Patient Safety Advocate, A, B, C, D, E, F

Member of the Health Care Team A, B, C, D, E, F, G

## **TEACHING METHODOLOGIES**

The student is responsible for meeting course objectives, deadlines and requirements, participation and attendance, preparation for all assignments in the clinical and classroom and virtual setting, and professional behaviors. The student is expected to uphold policies of UTEP and the clinical facility, as well as maintaining standards of professional nursing practice.

This course is not self-directed. Learners will seize new knowledge in a personal way throughout the semester. Cognitive dissonance accompanies the activities of accessing new information, examining prior learning from multiple perspectives, and synthesizing/applying current knowledge. Dissonance, in turn, creates the pool from which new knowledge is constructed. Teaching and learning strategies stimulate this process. Didactic course work and clinical content help develop the skills necessary to critically assess practice issues and identify clinical problems. Conduct relevant evidence-based literature searches, and develop solutions to problems. A variety of teaching/learning strategies will be used to enrich the experience of all types of learners and includes the following:

<b>Didactic Content</b>	<b>Clinical Content</b>
Course Orientation	Clinical Orientation
Scheduled Seminar Sessions	Simulation Hospital Day/Documentation Exercises
Dosage Calculation Exam, ATI Comprehensive Practice exam, ATI Comprehensive Predictor, Review, Remediation	Skills Assessments and Demonstrations Remediation Scenario Based Learning Precepted Clinical
Career Skills Seminar, Group work	Hospital Specific Orientations/Computer Training/Skills Professional Development Activities.
PassPoint© Quizzes/N-CLEX Practice Exams	Journaling, Clinical Teaching Project (Poster Board Presentation)

## GRADING POLICY AND STRUCTURE

- **Students must maintain a minimum average of 75% on didactic course work. This constitutes the didactic evaluation of a course. Achieving less than a minimum average of 75% in the didactic portion of the course results in course failure. There is no rounding of grades and fractional points will be dropped for final didactic grade. Extra credit is not permitted.**
  - Clinical component/mentorship related assignments must meet the minimum average of 75%. Grades or points given for clinical component/mentorship related assignments are factored into the overall course grade **only** if the student has passed didactic course work with the minimum of 75%.
  - **All Phase 3 didactic & clinical component/mentorship work is mandatory.**
  - **Failure to complete an assignment will result in a failing grade at the course manager's discretion.**
  - **Failure to complete a non-graded assignment will result in an incomplete in the course.**
  - **The student will have a Clinical Evaluation for the clinical rotation. Students must achieve 4=Outstanding, 3=Satisfactory level, NO=No Opportunity or NA=Not Applicable in every criterion on the summative evaluation by the end of the semester. Acquiring a 2=Needs Improvement and 1=Unsatisfactory on the summative evaluation is not passing criteria.**
  - Students must pass **both** the didactic and the clinical or lab component of a course. Failure of either component results in failure of the entire course.
  - ⊖ Clinical performance is evaluated **with a Clinical Evaluation Tool.**
- ***Students are required to take and pass the Dosage Calculation exam at a 90% level PRIOR to participating in clinical experiences.*** (See Dosage Calculation Policy).

**Grading Scale:** A =100-90    B = 89-80    C = 79-75    D = 74-60    F = < 60

### **Graded Assignments**

- PassPoint© Quizzes & Exams..... 36 Points
  - Skills Testing ..... 4 Points
  - ATI Comprehensive Predictor Exam.....20 Points
  - ATI-RN Comprehensive Practice Assessment Exam (2019) .....5 Points
  - Simulated Hospital Day.....5 Points
  - Passport to Practicum..... 5 Points
  - Journal.....10 Points
  - Clinical Teaching Project (Inservice).....5 Points
  - Complete Attendance of N-CLEX Review.....10 Points
- Total.....100 Points

### **Dosage Calculation**

**Pass at 90%**

(Three attempt maximum prior to clinical placement)

## Clinical Performance

(Competency in care setting AND in simulation) **Pass/Fail**

## COURSE POLICIES

### Academic Regulations:

- Review in UT El Paso Undergraduate Student Catalog and the **College of Nursing Student Handbook** the following policies: *Religious Observance, Clinical Compliance, Ethical and Responsible Use of Social Media, Policy on Academic Integrity, Professional Attire and Uniform Guidance, Progression Policy, and Safe & Effective Nursing Practice Policy, Statement on Disability, Cell Phone Policy During Testing and Student Injury in Clinical Policy.*

### Assessment Technologies Institute (ATI):

- It is a course requirement for all students to take the nationally standardized exam provided by Assessment Technologies Incorporated (ATI). Students not achieving a passing standard will be required to remediate and to submit documentation of this remediation in accordance with Course Manager's protocol. Students will receive an 'Incomplete' in the course until/unless this remediation is accomplished. **See the College of Nursing Student Handbook for the ATI Policy and Procedures.**

### Attendance:

- Students are expected to attend all classes and to arrive on time. Late comers are asked to enter quietly and unobtrusively. Students are responsible for content and/or announcements presented in class or clinical sessions whether present or not.

### Blackboard:

- Students are required to subscribe to and access the course Blackboard site. Blackboard is the main source of communication between faculty and students. Students are encouraged to access this site on a daily basis. Course syllabus, calendar, topical outline of scheduled lectures, assigned readings, and clinical assignment criteria are posted on this site. Grades will be made available **ONLY** through this site.

### Communication:

- Communication is the responsibility of both students and faculty. The faculty will keep students informed of progress in both theory and clinical. Students with questions or concerns should:

-First go to the appropriate faculty member.

-If not resolved, then follow the appropriate chain of command in the sequence as identified below:

Course manager

Director of Program

Associate Dean for Undergraduate Education  
College of Nursing Dean

### **Grievances:**

- Challenges to grades may be pursued only on the basis of malice, bias, arbitrary or capricious grade determination or impermissible discrimination. In no event shall a challenge be pursued only on the basis of the standards employed in setting grades, so long as those standards are employed impartially. Grievances **MUST** be in **WRITING** and filed through the College of Nursing chain of command. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

### **MyLearning Reflection:**

- A guided course reflection is required in this course. This reflection assignment will be a mandatory assignment in all Traditional Pre-Licensure Phase 3 and RN-BSN courses. The assignment will be due at the end of the course. Students who do not submit a completed document will receive an Incomplete in the course and not be allowed to progress until the assignment is completed. **See UTEP SON Undergraduate My Learning Policy.**

### **Policy on Scholastic Dishonesty:**

- Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the College of Nursing and/or university. Scholastic dishonesty includes but is not limited to reproducing test or quiz materials from memory, copy/paste or Xerox, cheating, plagiarism, collusion, the submission for credit or any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22.
- Since scholastic dishonesty harms the individual, all students, and the integrity of the College of Nursing and the university, policies on scholastic dishonesty will be strictly enforced. See detailed procedure in the Handbook of Operating Procedures (HOP) available in the Office of the Dean of Students.

### **Policy relating to Disability / Pregnancy/ CASS:**

- **Disability:** Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Nurses are also expected to be able to assist patients in transfer, ambulation and in activities of daily living. In order to do this, nurses must be able to lift, bend and be on their feet for extended periods of time. Nursing students are expected to be able to perform these functions. It is therefore the responsibility of the student to inform the course manager of any limitations they may have in completing course expectations. Nursing students with limitations in any of the above abilities are advised to discuss these matters with The Center for Accommodations and Support Services (CASS) to determine if reasonable accommodations could be provided. Written guidelines r/t accommodations from CASS must be submitted to the course manager **PRIOR** to the start of the course. If you have a disability and need classroom accommodations, please contact CASS at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union



East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*

- **Pregnancy:** It is the responsibility of the student to inform the instructor of pregnancy limitations. Written guidelines r/t accommodations from The Center for Accommodations and Support Services (CASS) must be submitted to the course manager PRIOR to the start of the course.

### **Professional Behavior:**

- Students are expected to behave professionally *at all times* with faculty, peers, preceptors, and clients **and** in any setting in which the student is a representative of UTEP. Bullying, verbal abuse, insubordination, or personal attacks will not be tolerated in any form. Any behavior deemed inappropriate by faculty and/or preceptors will result in faculty conference(s), and completion of a Student Opting for Success (SOS) plan that addresses the student's areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program.
- The following addresses expectation of infection control, safety, and hygiene applying to classroom and clinical practice settings. Students are expected to be mindful of personal hygiene and cleanliness of clothing and personal baggage. Aseptic techniques should be used when coughing, sneezing, and disposing of personal tissues. Students and faculty must be careful to create an image of cleanliness and health, avoiding personal body odors and excessive use of perfumed chemicals. Hair should be clean and neatly kept, skin should be clean and intact. Open wounds with drainage/swelling/ or lacerations should be cleansed/bandaged for the classroom setting; however, a physician note is needed to be allowed into the skills practice lab or into a clinical rotation in the nursing program. **See *Professional Attire and Uniform Guidance Policy***

### **Retention: Students Opting for Success (SOS):**

- When a student is not progressing in the course as expected, or is not successful on an examination, or is not meeting clinical expectations, they will be required to meet with the instructor to discuss strategies for success as outline on the SOS form. The SOS plan will identify recommendations for improving the student's success potential and will specify time lines for completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to the course manager by due date. **Non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester. Please see UG Remediation Policy and respective Blackboard home page for SOS form.**

### **UTEP Tobacco Policy:**

- The University of Texas at El Paso (UTEP) appreciates your cooperation as we are a smoke and tobacco-free campus. The policy is part of the university's promotion of respect toward our environment and community. The use of tobacco products (including but not limited to cigarettes, cigars, pipes, water pipes, bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) is prohibited in university buildings, grounds, sidewalks, walkways, and university-

owned property and applies to all students, faculty, staff, contractors, and visitors. For more information, visit: [www.tobaccofree.utep.edu](http://www.tobaccofree.utep.edu).

## **DIDACTIC POLICIES**

This course is designed around the principles of adult learning. The student is responsible for meeting course objectives, deadlines and requirements, participation and attendance, preparation for all assignments in the clinical and classroom setting, and professional behaviors. The student is expected to uphold policies of UTEP and the clinical facility, as well as maintaining standards of professional nursing practice.

**Dress Code:** Students are expected to dress professionally (business-casual attire) for all classroom activities (seminars/lectures, group presentations, etc.). Students can wear their nursing uniform when attending classroom presentations or seminars immediately after or during a clinical rotation.

**Attendance:** Please review the course calendar. Students are expected to attend all classes and to arrive on time. Students are responsible for content and/or announcements presented in class or clinical sessions whether present or not. Post clinical conferences and assignment submission may occur via Blackboard Collaborate, Zoom, email, discussion boards, assigned chat rooms, or in person as determined by individual clinical faculty.

**Ethical Assignment:** This is a group assignment, however, it is not mandatory, please note completing this assignment will replace a zero of a low PassPoint quiz or exam. I highly recommend all students to complete the ethical exercise assignment, it will make a difference by the end of the semester. Groups are listed on blackboard under "Group Page". From the Ethical Provision that you are assigned. Complete the template provided and note which students worked on the assignment.

**Assignments:** All assignments and projects must be completed and submitted in order to pass the course and receive a course grade. Assignments submitted late will receive a deduction of five (5) points per day (24 hours). Assignments submitted 3 days (72 hours) past the assigned due date/time will receive a zero (0) for that assignment. **Even though a student might receive a zero on an assignment, it must still be submitted in order to pass the course.** All references must be submitted in APA format. Extension(s) for written assignments will only be considered on an individual basis.

We strongly suggest you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. We also suggest you save all your work (answers to discussion points, PassPoint© quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me or your clinical instructor your back-up document as a last resort.

For this course, all assignments and projects **must** be completed and submitted in order to pass the course and receive a course grade. **Grades on these assignments are factored into the overall course grade only if the student has achieved a minimum average score of 75% on PassPoint© quizzes and exams.**

**PassPoint©: Quizzes (2-4 weekly)** will be posted each week on The Point ([www.thepoint.lww.com](http://www.thepoint.lww.com)). The PassPoint program bases the questions on the student's knowledge level. Each of these quizzes will be on a mastery level point scale. Students will take each quiz until they have reached one of the following mastery levels. These levels are averaged for your final quiz average. Quizzes are due by the deadline posted in

PassPoint© in MST. If at any point you need to know your average, please send an email to the course managers.

**PassPoint© Practice Exams** are timed, the student **must complete this exam in one sitting**, if the student runs out of time, PassPoint© will calculate the mastery level achieved.

- 8.0 mastery level = 100 %
- 7.0 mastery level = 89 %
- 6.0 mastery level = 82 %
- 5.0 mastery level = 75%
- < 5.0 mastery level = 0%

**In order to pass this course, students must first earn an average score of 75% or greater on PassPoint© Quizzes and scheduled PassPoint© N-CLEX practice exams.**

**ATI:** Students are required to take the related RN Comprehensive Predictor exam and achieve a 90% predicted probability of passing the NCLEX. The score will count as 20% of your course grade. Failure to achieve a 90% after 2 attempts will result in a zero for this grade. (Refer to the College of Nursing Student Handbook for the ATI Policy and Procedures).

- **ATI-RN Comprehensive Practice Assessment Exams A & B**
  - Students are required to take the ATI practice exams prior to the ATI Comprehensive Predictor Exam. The practice exams will be web-based through ATI but will be proctored in person. See grading above for the practice exams.

Please review the following guidelines:

- The assessments will only be available at the times identified on the course calendar.
- A reliable Internet connection is essential to completing the exam.
- **ATI RN Comprehensive Predictor Examination (RN-CPE).**
  - Students are provided two opportunities during the semester to achieve at or above 90% predictability on the RN-CPE.
    - If unsuccessful after the first attempt, students will be required to remediate prior to attempt #2. Students will meet with the course manager and ATI champion for further instructions. Non-compliance with remediation will prevent the student from taking a second attempt of the ATI RN-CPE. This will result in an Incomplete for the course. Course policy for Incompletes due to the ATI RN-CPE will then apply. According to UTEP policy, a course Incomplete (“I”) must not exceed one calendar year.
    - If unsuccessful after two attempts the student will receive a zero for the Predictor Grade which represents 20 points of the course grade.
    - Students not achieving at or above 90% on the second attempt will require proof of remediation prior to the week of Final Exams.

- **Remediation and Retesting:**

- Those earning  $\geq 95\%$  on **RN-CPE #1** may opt out of taking **RN-CPE # 2**. The highest score stands. Remediation is not mandatory but highly recommended.
- Those earning 90-94% on **RN-CPE #1** must take **RN-CPE #2**. The highest score stands. Remediation is required and will consist of an ATI focused review (4 hours), a retake of the practice exams A and B prior to the RN-CPE #2.
- Those earning below 90% on **RN-CPE #1** must take **RN-CPE #2**. Remediation is required. Remediation will consist of an ATI focused review (4 hours minimum), retake of the practice exams A and B prior to the RN-CPE #2, and the application exercises within the focus review from the **RN-CPE #1**, and a meeting with the ATI champion or it's designee.

**NCLEX Review:** This is a mandatory review, and part of your grade. It takes place during the week of finals. Please arrange to attend all sessions for the entire time, there is no partial credit. This is your review for your success on the NCLEX. Take advantage of this opportunity.

**Communication:**

- **Office Hours:** We will have office hours for your questions and comments about the course.
- **Email:** UTEP e-mail is the best way to contact us. We will make every attempt to respond to your e-mail within 24-48 Business hours of receipt. **When e-mailing us, be sure to also copy the other course manager on your email.** Please email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- Students should not contact faculty after normal business hours unless there is an emergency ie. not being able to access an exam is **not** an emergent matter.

**Cell Phones**

- All cell phones, tablets, or other electronic devices that are not in use for the quiz or exam must be turned off during testing or quizzes as many of these devices connect automatically to WiFi and the buzzing sound associated with putting the device in vibrate mode is a distraction to many. Please be considerate of your fellow students.
- **The use of a cell phone as a mobile hot spot is prohibited unless expressly approved by the course manager.**
- In case of emergency, friends/family may call the College of Nursing operator at 747-7280 with name of student and course number and the message will be relayed.

**Netiquette:** As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language

and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- o Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- o Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- o When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- o Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

**Technology Requirements:** Course content will be delivered face to face or via the Internet through the Blackboard learning management system if needed. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

**IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

**COVID-19 Accommodations (This item is subject to change in accordance with CDC guidelines)**

Please stay home if you (1) have been diagnosed with COVID-19, or (2) are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org)

**CLINICAL POLICIES:**

**Skills Testing:** The student will be tested on basic nursing skills, such as IV start, Indwelling Urinary

Catheterization, IM Injection, Intravenous piggyback (IVPB), and administration of insulin. The student must be successful before starting clinical. If successful during the first attempt, the student will earn 4 points; if the student is not successful, the student must remediate and still be able to earn 2 points. If the student needs the third attempt, the student must pass but will earn a zero for this assignment. It is highly encouraged for students to go to the SimLab to practice skills starting the first week of classes.

**Simulation:** Satisfactory achievement of simulation and course related objectives is required to achieve a passing clinical grade in this course. The goal of these activities within the course is to provide the student with an experience similar to what they will encounter in the clinical practicum. This gives the student an opportunity to apply principles of patient care management, critical thinking, and leadership. Faculty are available to mentor the student through the process of integrating theory into practice, while applying the nursing process. Attendance and participation in all clinical assignments is mandatory and count for clinical hours. Failure to complete a clinical activity may result in clinical failure. Makeup is at the faculty's discretion.

- Students who come unprepared for simulation will be removed from simulation area and will be required to complete their simulation preparation.
  - Students will be given up to 2 hours to complete their clinical preparation at the simulation/clinical site.
- There will be a 20% grade deduction for the clinical preparation assignment that is completed in the simulation. In addition, the student will receive a Clinical SOS.
- In the event that the student has not completed their simulation/clinical preparation within the 2-hour time frame, the student will be sent home with an unexcused clinical absence and will be required to meet with the course manager.
- Any subsequent occurrence of simulation/clinical unpreparedness will result in a clinical failure.

### Clinical Practicum

- Compliance with clinical documentation and meeting deadlines are some factors in the pairing process. Students are required to submit the correct clinical documents for clearance in order to participate and get assigned a preceptor.
- A minimum 180 hours of clinical is required for completion of the course. These hours include alternative hours, such as: practice of skills for a max of 2 hours, in-person Skills Testing and Simulated Hospital Day. Each student will be assigned a preceptor within an acute care setting. We try to assign you to your preferred unit, but ultimately, we work with the assignments provided by our clinical partners. **Assignments are not negotiable.**
- If there are conflicts between a student and their initial preceptor, the student may be placed with another preceptor based on availability, agreement with facility liaisons, and at the course manager's discretion (if there are no preceptors available, the student will be issued an incomplete).
- If a conflict is severe enough to where a preceptor refuses to continue working with a student, even after speaking with the course manager and assigned clinical instructor, the student will be removed from the clinical setting and will receive an incomplete in the course.
- The Clinical Practicum Policy indicates that if the facility notifies the College of Nursing that a student is not permitted to return to the facility indefinitely, this would result in failure of clinical,

and thus, failure of the course.

- Students are **not allowed** to contact Clinical Liaisons, unless directed by course manager. Students contacting Clinical Liaisons will have to meet with Course manager, and complete and SOS.
- **Students will meet with their assigned preceptors in advance of the clinical experience to get documentation signed after the clinical rotation starts.** Students will provide the faculty with his/her preceptor's complete work schedule **prior** to the first day of clinical and as the preceptor's new work schedules are available. The student will work the same schedule as the preceptor to include day/night shift, holidays and weekends; unless arrangements are made for an additional experience, i.e., working with the unit manager. This means, for example, if the preceptor is working two eight-hour day shifts and three eight-hour evening shifts in one week - the student works the same schedule. If the preceptor is scheduled for three 12-hour shifts each week, then the student works the three shifts and is off from clinical practice the other days for that specific week.
- Preceptor's work schedule provided to clinical instructor must be followed, if there is a change on the preceptor's work schedule, the student must report it to the clinical instructor. Failure to communicate will result in a SOS, a second occurrence will result in a failure of clinical, and thus, failure of the course.
- Alternative clinical hours with the assigned preceptor may not exceed 15 hours. Prior permission is needed and is at the course manager's discretion. Examples of alternative clinical hours include health fair leadership, hospital affiliated conferences and mock disasters.
- Alternative clinical hours given by the course manager don't have a limit, you may take advantage of these opportunities throughout the semester as long as it does not intervene with your preceptor's work schedule.
- Punctual attendance for all clinical activities is required and tardiness and/or absenteeism will not be tolerated. Tardiness is defined as past the scheduled start time of clinical. A second occurrence clinical tardiness and/or absence from clinical activities will result in failure of clinical, and thus, failure of the course.
- Students must work until he/she has completed shift work, even if it is beyond the scheduled shift. ie: An emergency arises or you have not completed documentation for the assigned shift. The student will stay after the shift with his/her preceptor until this work has been completed. These hours will be documented as "extra hours" on the Clinical Timesheet.
- Students may not leave work mid-shift. Ie: If the 180-hour clinical requirement is met mid-shift, students must remain on the job until end of that shift.
- Students may request to work more than the 180 minimum clinical hours. Depending on preceptor availability, students may request to have these hours on their assigned unit or request experience on a different unit. Students may not count any hours before a rotation starts regardless of internship participation.
- Attendance and punctuality at all post conferences/seminars/wrap-up sessions and theory integration classes are mandatory. Post conferences/seminars may include presentations, discussions, and analyzation of patient cases. Additional weekly conferences may be called by faculty or adjunct faculty as deemed necessary. These conferences would be for all students within the facility, faculty, and adjunct faculty as required. Time will be as indicated by faculty member.

- Preceptors are assigned by the course manager in collaboration with the agency managers and must be BSN level nurses or ADN nurses with several years of clinical experience. Preceptors must complete the Preceptor On-Line Program and submit Certificate of Successful Completion prior to the clinical experiences as well as a current resume.
- At the end of the clinical rotation, the student will submit to faculty the completed and signed Clinical Evaluation Tool, Timesheet, and all other required forms. In addition to End of Course evaluations, students will receive two exit surveys via email after the middle of the semester. One is administered by Skyfactor-Benchworks and the other by UTEP. It is an expectation that students will complete these surveys.
- Should it be determined the student be dropped from the course, the faculty will assign either a W or F grade (refer to UTEP catalogue). Missed experiences must be made up. Arrangements to make up missed clinical time must be discussed and approved by faculty and preceptor. The student must then coordinate with faculty, adjunct faculty of the facility, and a preceptor to complete the experience. If a preceptor is unavailable and the student will not complete the required 180 hours of clinical, the student will be administratively withdrawn from the course with an assigned grade of either a W or F. The only excused absences from clinical are for seminars and/or post conferences.

## **PRE-REQUISITES TO CLINICAL PRACTICUM**

### **Passport to Practicum**

- Students are required to arrange a meeting with their preceptors prior to the clinical experience. Students must submit to their assigned clinical faculty, a list of the top 5 medical diagnoses, top 5 nursing diagnoses, top 5 diagnostic tests, top 10 routine medications, top 5 PRN medications and top 10 clinical skills used most frequently on the assigned unit. The medical diagnoses should include a precise and concise description; the nursing diagnoses must include a discussion of associated assessment/evaluative parameters and common nursing interventions. All medications listed must include the normal dosage range for the clinical population, the routes, side and adverse effects and contraindications/ precautions and any appropriate nursing implications/ considerations. Diagnostic procedures must list appropriate nursing implications/considerations. This must be submitted with the preceptor packet and schedule after completing the first week of clinical rotation. This assignment is to be completed by each student even if they are working in the same unit as another classmate. **Group work will not be accepted.**

### **Preceptor Agreement form**

- The student must have their preceptor sign the Preceptor Agreement Form. If a student rotates with other preceptor(s) during their time on the unit, they must also have a Preceptor Agreement Form signed. Each Preceptor Agreement Form must be filled out entirely with a recent work history. A preceptor may opt to submit a resume instead of filling out the work history section on the agreement form.



## Clinical Time Sheet

- Record all clinical hours on the Clinical Time Sheet. Time spent after scheduled shifts (following a nurse manager, attending meetings, or needed to stay past end of shift to complete shift work/tasks) are counted as extra time on the time sheet and are included in the total clinical hour's requirement. The preceptor will certify the documented hours of practicum. *Falsification of timesheets results in a meeting with the course manager, the Assistant Dean and possible dismissal from the program. Students are responsible for completing, tracking, totaling, and submitting completed time sheets. Students are not allowed to pre-fill anticipated hours on the timesheets. Keep a copy for your own records.*

## Clinical Evaluation Tool

- The tool is designed to track a student's achievement of minimum nursing competencies through critical thinking, delegation, and prioritization skills based on *Texas Board of Nursing Differentiated Essential Competencies for a BSN* graduate nurse and of N-4412 Course & Clinical Objectives. This is completed by the preceptor midway (formative) through the practicum and at the end of the practicum (summative) & reviewed with the student. The original signed, completed tool with all evaluations is submitted at the end of the semester. Students must consistently meet minimum standards of nursing practice at all times. Students must achieve 4=Outstanding, 3=Satisfactory level, NO=No Opportunity or NA=Not Applicable in every criterion on the summative evaluation by the end of the semester. Acquiring a 2=Needs Improvement and 1=Unsatisfactory on the summative evaluation is not passing criteria. The preceptor and/or student will notify clinical faculty immediately if the student is not demonstrating competencies at the required level.

## Student Evaluation of Preceptor and Clinical Agency Evaluation

- Once the clinical rotation is complete, students must submit an evaluation of their preceptor and an evaluation of the clinical agency. Students are encouraged to be honest in these evaluations as it helps the course manager and facility liaisons place future students with preceptors. In addition to UTEP's preceptor and agency evaluation, students may be required to submit additional agency evaluations as requested by the facility. Any further evaluations are expected to be submitted on time and correctly.
- **Additional Student Expectations**
  - Accountability for all information provided, clinical assignments, and assignments from faculty and as distributed on Blackboard.
  - Review & practice of clinical skills needed in clinical setting at the Simulation Lab,
  - Full preparation for each clinical experience including assessments and/or procedures.
  - Awareness of the nursing process and how it relates to the care of the patient(s).
  - Ability to relate prior knowledge such as adaptation, anatomy, physiology, psychology, and nutrition to the clinical experience.
  - Application of nursing management and leadership principles.
  - Clarification of and seeking information and feedback from faculty and preceptor when needed.
  - Arranging own transportation to meet course and clinical requirements.
  - Reporting of any unusual incidents or problems to the faculty (including on-call faculty), preceptor and staff immediately.

## Journal Assignments and Reflections

- The Journal and Reflection assignment are designed to assist you in application of Texas Board of Nursing competencies, evidence-based practice, critical and ethical reasoning skills, reflective insight and application of the nursing process related to your clinical experiences.
- The Journal & Reflection are to be submitted on time, using correct English, spelling, grammar, punctuation. All references must be within the last five years and in APA (current edition) format. Work is expected to be professional in appearance and scholarly in content. Journals are to be typed as a “Word” document and submitted electronically via Safe Assign in Blackboard by the due date directed by your clinical instructor.
- Faculty reserve the right to refuse a journal if incomplete or not compliant with the guidelines. Should this occur a zero will be given for that assignment.

## Leadership and Management

- Each student will select a nurse manager or clinical coordinator with a minimum of a BSN in their agency, facility, or unit to observe. The observation is for 8-12 hours, and must be completed within one eight, one 12 or 3 four-hour sessions. The manager and the site must be presented for approval to the course faculty prior to commencing the experience. This observation should be completed on a day agreed upon by the student, manager, and the course faculty. However, the date set for the observation must be turned to faculty by week 3 of your clinical rotation and documented on the clinical time sheet.

## Professional Poster Presentation

- This is a group assignment, and your clinical instructor will assign your groups. During the clinical experience, each individual of the group is responsible for finding a learning need with current relevance for the staff of the unit assigned, and preparing a poster using the power point template provided to present to your peers. Please refer to the calendar for Mandatory Poster Presentation day, this day is not negotiable, so make sure you plan accordingly. You are also responsible for delivering the poster printed colored-letter sized as a hand-out to the staff of the clinical unit assigned. Clinical faculty must approve the topic. A **detailed** outline and complete poster board using three cited references is to be submitted to Blackboard. One of the references must be a research article, a copy of which is to be submitted along with the outline. The objectives, teaching strategies, and method(s) of presentation, must be presented to and approved by clinical faculty prior to creating the poster. The professional poster will be 10 to 15 minutes in length, please save the poster as a PDF file so you can present it using the projector from the classroom. **This assignment is not optional.**

## Ethical and Responsible Use of Social Media.

- Posting information about patients in social media of any kind is strictly forbidden. This includes but is not limited to: names, diagnoses, treatments, medications, histories, room numbers, symptom description, descriptions of any kind (good or bad), conversations with or any other part of the day in clinical, pictures of patients, clients, or family members at the clinical sites.
- Under no circumstances are students to discuss policies or activities of any clinical facilities.
- Any violation of this policy will result in disciplinary action which may include dismissal from the program. This violation is covered under HIPAA laws.

## Reporting of an Injury

- Students injured while participating in UTEP College of Nursing courses or activities are required to notify their clinical instructor & complete an Incident Report, as stipulated in the SON Undergraduate Handbook. Students are responsible for carrying their own health insurance for the duration of the program.

## Individual Resources

- Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
- Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.
- Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability.

## Attendance:

- **Punctual attendance for all clinical activities is required and tardiness and/or absenteeism will not be tolerated.** The days and times for clinical experiences are clearly posted on the class/clinical schedule and students are expected to be where assigned and to be on time.
- If a student anticipates absence or tardiness for any clinical experience, the clinical instructor or Course Manager must be notified prior to the absence or tardiness and this will only be tolerated for a single occurrence. Makeup for one incidence of tardiness and/or clinical absence will be at the faculty's discretion if there are extenuating circumstances. In case of illness, a release from a health care provider will be required to return to clinical with documentation that is signed and on an official letterhead.
- Students who are tardy and/or absent from any clinical experience will receive a formal verbal and written counseling relating to this lack of professionalism. A second occurrence of tardiness and/or absence from clinical activities will result in failure of clinical, and thus, failure of the course.
- If the facility notifies the College of Nursing that a student is not permitted to return to the facility indefinitely, this would result in failure of clinical, and thus, failure of the course.
- Students must remain in their assigned area at all times, unless approved by the clinical instructor. Failure to comply will result in failure of clinical, and thus, failure of the course.
- Required clinical experiences include hospital orientation, clinical orientation, computer orientation as required by the agency, lab demonstrations, practice sessions, simulation hospital days, pre/post conferences and direct patient care.

**Clinical Clearance:** Before clinical orientation, students are required to have clinical clearances that are valid through the end of the semester. Health clearances, CPR, insurance, background checks, drug screening, city-wide orientation clearances, and additional clinical requirements should be verified by the Compliance Office. Students will not be eligible for clinical participation until all clearances are verified. **See Clinical Compliance Policy.**

**Clinical Preparation:** Any student who is not adequately prepared for clinical will not be allowed to care for patients if doing so would violate the departmental **SON Safe & Effective Nursing Practice Policy**. Daily preparation is a major component on the clinical evaluation. **See Clinical Practicum Policy & Preceptorship Policy**

**Dosage Calculation Exams:** Students are required to take and pass the dosage calculation exam given in this

course. The exam must be passed at 90% prior to the start of clinical. If the exam is not passed at 90%, students will have the opportunity to remediate and retest twice before clinical rotations start (a maximum of 3 attempts). Students unable to pass the dosage calculation exam after the 3 attempts will be administratively dropped from all clinical courses. The dosage calculation exam is not factored into the course grade. **See the Dosage Calculation Policy With Rounding Rules.**

**HIPAA:** HIPAA (Health Insurance Portability and Accountability Act of 1996) is a mandatory federal law that protects patient health information. In keeping with HIPAA guidelines, nursing students **shall not**, under any circumstance; photocopy, fax, or remove from the agency premises, any component of the patient's medical record. Failure to comply with HIPAA policies **will** result in disciplinary action that may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.

**Simulation:** Satisfactory achievement of simulation and course related objectives is required to achieve a passing clinical grade in this course. Facilitators are available in the Simulation Lab for additional help as needed.

### **Copyright Notice**

Copyright law protects many of the materials that are posted within this course. These materials are only for the use of students enrolled in this course and only for the purpose of this course. They may not be further retained or disseminated.

<p><b>NOTE: Addendum or changes may be made to the syllabus as the semester progresses at the discretion of the faculty. Notifications of changes or updates are made on the Announcement section of our Blackboard Home Page.</b></p>	<p><b>Revised Aug 2022 AB</b></p>
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## **University of Texas at El Paso College of Nursing**

### **N-4133 SENIOR SEMINAR/ N4412 SENIOR PRACTICUM**

**COURSE SYLLABUS – Fall 2022**

### **STATEMENT OF UNDERSTANDING AND AGREEMENT**

**Please review the Course Syllabus and Calendar and respond to the discussion board on the N4133 Senior Seminar Home page no later than 2359 on Saturday, Aug 27 2022 and indicate that you have acknowledged and reviewed the Course Syllabus and Calendar.**