

Appointments to meet with Ms. Perez and Dr. Farnsworth will be made only when the open office hour schedule has an overflow of student visits. Students are expected to wait in the 3rd floor entry and not congregate in the hallway in front of any faculty offices.

TEXTBOOKS/RESOURCES REQUIRED:

- ISBN – 9781496379139 **ebook** (Hinkle, J. L. & Cheever, H. H. (2017). Brunner & Suddarth's Textbook of Medical-Surgical Nursing (14th ed.) Philadelphia: WoltersKluwer/Lippincott Williams & Wilkins) **with Course Point + (on-line resources)**. **This has an electronic book that can be downloaded to 4 devices.** (this would be an access code on a physical card stocked by the bookstore)

OR

- ISBN – 9781975106362 **new hardback book** (Hinkle, J. L. & Cheever, H. H. (2017). Brunner & Suddarth's Textbook of Medical-Surgical Nursing (14th ed.) Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins) **with Course Point + (on-line resources)**. This would be a physical book with an access code inside it stocked by the bookstore).

Course Point + will be used for graded course activities, clinical activities, and preparation for patient care.

- To be Distributed in Class: ATI RN Adult Medical Surgical Nursing Ed. 10.0

These books are from previous courses and are required for this course:

- ATI Fundamentals for Nursing Ed. 9.0
- ATI Nutrition for Nursing Ed. 6.0
- ATI RN Pharmacology for Nursing 7.0
- Taylor, C. R., Lillis, C., Lynn, P., & LeMone, P. (2015). Fundamentals of nursing: The art and science of person-centered nursing care (8th ed.). Philadelphia: Wolters Kluwer/LippincottWilliams & Wilkins.
- Jensen, S. (2014). Nursing Health Assessment (2nd ed.). Philadelphia: Wolters Kluwer/LippincottWilliams & Wilkins.
- Huether, S. E. & McCance, K. L. (2012). Understanding Pathophysiology (5th ed.). St.Louis: Mosby Inc. (or the pathophysiology book used, if you've taken the pathophysiology course)

All ATI books are available online via the ATI website

Recommended Resource:

ATI: Pharmacology Made Easy

It is recommended that you refer back (as needed) to your fundamentals, assessment, pathophysiology, and research textbooks for further clarification of topics discussed in class, care pertaining to your patient/s, and/or project/s.

COURSE OBJECTIVES:

1. Utilize the nursing process in caring for clients and families.
2. Use current research findings to develop nursing strategies appropriate to the population being served.
3. Use critical thinking and decision making skills in delivery of care.
4. Use teaching/learning principles to promote self-care and independence of the client and family.
5. Practice nursing within the framework of legal, ethical, moral and professional standards while caring for clients and families with multiple health problems.
6. Perform a basic general health assessment of adult and older adult patients to identify deviations from normal that can contribute to common alterations in health.
7. Implement an evidence-based plan of care that include cultural, spiritual, and developmentally appropriate interventions and health promotion recommendations for adult and older adult patients with common medical/surgical health alterations.
8. Participate as a member of the inter-professional healthcare team in the provision of safe, quality care for adult and older adult patients with common alterations in health.
9. Demonstrate clinical reasoning in the provision of care to adult and older adult patients experiencing common alterations in health.
10. Apply knowledge of pharmacology, pathophysiology, nutrition and established evidence-based practices in the provision of care for adult and older adult patients with common alterations in health.
11. Use verbal and nonverbal communication that promotes exchange of information and development of caring, therapeutic relationships with adult and older adult patients as well as professional relationships with members of the healthcare team.

12. Use health information systems and patient care technologies in an effective and secure manner when assessing and monitoring patients.
13. Explain evidence based knowledge in the provision care to patients with common health alterations.
14. Use organizational, time management, priority-setting, and decision-making skills in the provision of care to patients with common health alterations.
15. Report environmental hazards, patient safety concerns and participate in activities that promote quality improvement.
16. Adhere to ethical, legal and professional standards while delivering care to adult and older adult patients with common alterations in health.
17. Provide health and safety related education based on the identified needs of patients.

CLINICAL OBJECTIVES:

1. Applies knowledge and skills acquired in previous courses to meet current client needs.
2. Demonstrates ability to perform skills safely according to policy and procedure within the health care agency.
3. Communicates effectively with clients, family, peers, agency staff and faculty.
4. Uses the nursing process to prioritize, plan and provide care addressing the individual client and family needs and reflecting bio-psycho-social, cultural and spiritual perspectives.
5. Demonstrates ability to formulate goals and plan of care in collaboration with clients, families and other health care professionals.
6. Reflects commitment to self-directed learning.
7. Demonstrates critical thinking in determining nursing diagnoses, possible complications, planning, implementing and evaluating nursing care.

TEACHING METHODOLOGIES

The course consists of assigned readings, lecture, examinations (course exams and ATI assessment exams), clinical activities, and on-line activities. The clinical component will consist of direct patient care under the supervision of the clinical instructor in the hospital setting as well as experiences / assignments / quizzes / and testing in the Simulation Lab. **It is the student's responsibility to review material taught in previous courses that may affect learning in this course (i.e. anatomy, physiology, nutrition, pharmacology, pathophysiology, assessment, and fundamental care content).**

STUDENT EMPLOYMENT

The UTEP School of Nursing Undergraduate program is very rigorous and time-consuming. Students are strongly encouraged to carefully evaluate their personal and employment commitments to maximize their potential for success.

GRADING POLICY AND STRUCTURE

Rigorous study is required to succeed in the Nursing Program. Multiple hours of preparation are required beyond the classroom periods and clinical experiences. Students must be willing to accept this as a condition of succeeding in the program.

A. Students must pass both didactic and clinical practicum to pass the course.

Achieving less than 75% in the didactic portion of the course, via a weighted average: $[(\text{Exam1}\% * 16) + (\text{Exam2}\% * 16) + (\text{Exam3}\% * 16) + (\text{ATI Nut}\% * 2.5) + (\text{ATIMS}\% * 7.5) + (\text{Fin Ex}\% * 24)] / 80 * 100$, **failing to earn $\geq 75\%$ for the overall course grade, or failing to pass clinical practicum results in a course failure.** The numerical grade (exam average) will be the grade recorded if achieved less than 75% in the didactic portion of the course. There is no rounding of grades and fractional points will be dropped (74.99%=74%=D). An “F” will be recorded for clinical practicum failure. Extra credit is not available in this course.

B. Activity grades. Clinical documentation, clinical passport, course point and mastery quizzes, course point and VSim cases will be factored into the overall course grade **ONLY** if the student has achieved a minimum of 75% in the didactic portion of the course via a weighted average. The student is highly encouraged to complete these activities satisfactorily, as this will directly affect the overall course grade. Failure to finish graded activities can highly impact your overall grade and change a passing didactic average to a FAILING grade.

Clinical performance is evaluated on a *Pass/Fail basis (Lab is also Considered Clinical Practicum)***

Pass = 1) Attendance at all lab/clinical sessions **AND**

- 2) Being prepared physically and mentally for every lab/clinical session. (This includes bringing all required equipment and prep work) **AND**
- 3) Achieving competency in *every* area of clinical performance.
 - a. Direct Patient Care
 - b. Simulation **AND**

4) Successful completion and timely submission of clinically associated paperwork

Fail = 1) Missing more than one lab/clinical session excused or unexcused (even if partially missed). A partial absence is considered arriving late to clinical setting, leaving early **OR**

- 2) Not being prepared for lab/clinical on more than **one** occasion. **Not being prepared is defined as ANY missing prep work for practicum OR submitting prep work that does not clearly address the patient’s priority needs or health issues.**
- 3) Non-achievement of competency expectations (“U”) in **any** one or more areas of clinical performance on the summative evaluation **OR**
- 4) Any serious infraction involving professionalism, confidentiality, taking

acute care facility's documentation regarding the patient off the premises, leaving clinical practicum without notifying instructor or without permission, and/or safety related issues for patients.

- 5) Unable to complete the required clinical hours for the course.

****Students are required to take and pass the medication calculation test at a 90% level PRIOR to participating in hospital clinical experiences.** (See statement under Clinical Policies).

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

Grading Breakdown: Testing (Didactic) 82%
Clinical Projects, and Other Activities 18%

Didactic Portion

Exam 1	16 Points
Exam 2	16 Points
Exam 3	16 Points
Nutrition ATI	2.5 Points (Level 3 = 100%, Level 2 = 88%, Level 1 = 70%, < Level 1 = 64%)
Medical-Surgical ATI	7.5 Points
Final Exam	24 Points

Activities:

Clinical Documentation (average of the last 2 hospital packets) **4 Points**
Clinical Passport **1 points**
Course Point + Mastery Quizzes (on-line) **5 Points**
Course Point + Vsim cases (on-line; required for completion of clinical hours) **4 Points**
Lecture Preparedness Assessments **4 Points**

****VIEW RUBRIC/DIRECTIONS/GRADING SCHEMA for Activities on BlackBoard****

Dosage Calculation Exam: Pass/Fail

Students are required to take and pass the medication calculation test that is given in this course. The test must be passed with at least a 90% PRIOR to the beginning of clinical practicum. If the test is not passed at 90%, students will have the opportunity to remediate and retest twice more before the clinical rotations start. Students unable to pass the medication calculation test after three attempts will be required to drop the course based on ineligibility for clinical participation.

Clinical Performance: Pass/Fail

- Competency in care setting AND in simulation, must meet all Clinical Evaluation criteria.

COURSE POLICIES

Review **Academic Regulations in UT El Paso Undergraduate Studies Catalog** and the School of Nursing Undergraduate Nursing Student Handbook for the following policies: *Statement on Disability, Student Injury, Class Attendance, Religious Observance, Clinical Compliance and Policy on Academic Integrity.*

DIDACTIC POLICIES

Attendance

- Students are expected to attend all class sessions. Students are expected to arrive **on time**. Students arriving late are asked to enter quietly and unobtrusively. Students are responsible for content and announcements presented in class or clinical sessions whether present or not. Students demonstrating trends in absences will have an SOS initiated and reported to the Director of the Undergraduate Nursing Program.

Student Responsibility

- Students are responsible for all lecture and clinical lecture/demonstration content. Preparation for class, practicum, and participation in class will optimize the student's ability to succeed in the course. **Students must read/review assigned materials prior to lecture in order to be prepared for class. Student should also review and engage with on-line resources that are made available to enhance learning and understanding. Students should take advantage of their previously required textbooks and resources as this course builds upon required previous course content/knowledge. Lecture is presented in case study analysis/traditional/activity format. Reading the assigned reading is only one aspect of studying. Nursing is an applied science which means as part of the studying regimen, one must apply concepts from the reading through practicum, prepU, vSim, ATI and other available resources.**

Examinations

- a. Examinations are scheduled during the semester and a cumulative final exam is scheduled at the end of the semester. The questions are derived from course content presented during lecture as well as reading assignments from the textbooks (students are responsible for topics assigned that are not covered in lecture) and on-line activities. Exam questions are based primarily on hypothetical clinical situations and are directed toward critical thinking skills, clinical reasoning, and the application of knowledge to the nursing process. Recalling prior information from previous courses may be required to aid in selecting the best answer/s effectively.
- b. All students are expected to take the examinations at the scheduled time. Early exams (prior to the scheduled date) are not allowed. Make-up exams are rarely given, and that **ONLY** when there is a very valid reason, which includes proper documentation, and contingent on the course manager being contacted **PRIOR** to

class time. Failure to do so will result in receiving a zero (0%) for the exam (see University catalog, Academic Regulations). **All make-up exams will have an automatic 5% deduction.** Exams must be made-up at a time specified by the instructor, if not, there will be 10% deduction from the overall exam grade each day delayed. Proper documentation **must** be provided prior to taking the make-up exam and not after (see proper documentation section). The make-up exam will not be administered without the student providing proper documentation.

- c. Students are assigned a seat for exams. To receive an exam, the student must be seated in the assigned seat. Hats, cellphones, hoods, computer bags, dark glasses, and ID badges are not permitted during testing. All personal items including books, backpacks, purses, cellphones, PDA's, items with internet capability (smart watches), and briefcases will be left at the front of the room during exams. All cell phones and pagers must be **off** (disable vibration mode as well) during class. Items at individual desks are limited to pencils, highlighters, and erasers (unless a calculator is provided to you). The course manager reserves the right to not permit snacks and beverages based on how it is packaged. Students arriving late for exams will not have extended time but will complete the time exam in the remaining time with the cohort. **A "0" will be assigned to individuals having electronic devices (cell phone, ipads, etc...) on their person during an assessment or exam (and will be reported to the office of student conduct).** **Students need to make sure cell phone is OFF prior to starting the exam. If your cell phone is on and is found to be disruptive during the examination, you will be reported to the office of student conduct for further action. The same action will apply to if whispering/talking during exam/assessment administration. No one may leave the room during the exams or assessments unless completed with exam/assessment. The use of a cell phone as a mobile hot spot is prohibited unless expressly approved by the course manager.**
- d. Unit exams and the final exam are timed. Students will be allowed to write on the exams but it is **ONLY the answers on the scantron (at the end of that timed period) that will be scored for the examination grade.**
- e. Students may challenge examination questions (on an individual basis) and must provide validation (course textbook/ATI/formal lecture content **only**) of the item challenged either in writing or via e-mail. The examination grades will NOT be final until faculty has reviewed the statistics and student comments. Exam grades are made final one week prior to the next exam. Student copies of the exams will not be allowed outside of the classroom at any time. **Test items (didactic exam and dosage calculation items) are the property of the faculty, and thus the university; writing down, taking pictures, and/or recording specific test items/answers (also includes any assessment or clinical quizzes) are NOT permitted. Students will be reported to office of student conduct for compromising test security.**
- f. Students may review the exam, test report, and scantron (all to be returned to the

course manager upon completion of review) with faculty present the following week, during walk-in office hours. Students may review their exam only once. **Each exam (exam 1,2,3) may be reviewed only up until the prior week of the next exam. Exams may not be used as study guides for the Final Exam. The Final Exam WILL NOT be available for review. Final exam questions are not recycled from previous examinations.**

- g. The above standards apply to all students including those that take the exam at other approved locations.
- h. If the student achieves a <75% on any examination including Exam 1, 2, 3 or the final, the student **is required to** remediate each time by:
 - Completing “Exam related SOS” form listed on blackboard.
 - Attend exam review with Ms. Perez/Dr. Farnsworth.
 - Complete online ATI tutorials that correspond to the next exam.
 - Complete online Nurselogic 2.0 located on the ATI website. Complete all four videos in their totality as well as the advanced tests.
 - Attend all lectures.
 - Attend all consecutive academic coaching sessions up until the next exam (signature of Ms. Hinojosa-Smith in the SOS verifying attendance is required)
 - Student will need to meet with course manager (student will also need to meet with course manager or co-lecturer if didactic average is < 75%).
- o If student is unsuccessful in either examination, it is recommended to decrease work hours.
- i. If student achieves a Level 1 or below on the nutrition ATI examination or a <75% on the Med Surg ATI examination, follow instructions posted on blackboard on how to remediate.
- j. Student must demonstrate competency (pass) of selected medication administration skills prior to clinical practicum at hospital setting (failure to do so will impede the student from practicing that skill at the clinical site). And must also pass the selected testable skills at end of the semester to progress to 7th semester, any student unable to pass a skill by the end of the semester will earn an Incomplete in the course or end of class.

Lecture Preparedness Assessments (LPA)

- Assessments will be given during class (beginning or end). Assessments may be given in paper/pencil format, Blackboard, or via PowerPoint slides. Student must be present in classroom to take the assessment. Item content (anatomy, physiology, pathophysiology, basic pharmacology, assessment, fundamental nursing care, nursing interventions) on the assessment will be associated with the current lecture topics of the day, readings, and/or ATI readings/assignments. Bring your laptop each class since many LPA may be given via blackboard.

- **THERE IS NO MAKE-UP FOR MISSED LECTURE PREPAREDNESS ASSESSMENTS. Absences results in a “0”. Excusing absences (based on true emergencies with proper documentation [see proper documentation section] AND prior notification to the lecture faculty) is at the discretion of the course manager. Documentation must be provided by the following lecture. Documentation not provided in the specified time will not be honored. Absences of two or more assessments will not be excused. The lowest grade will be dropped with the exception of the syllabus quiz. If the student does not take the syllabus quiz, a 0 will be recorded and the grade will NOT be dropped.**

Prep U, Vsim Exercises, and ATI Practice Assessments/Tutorials/Nurse Logic via on-line access

- See PrepU, vSim, and ATI activity listing on blackboard for deadlines.
- Assigned activities (prepU and vSim) are not group activities but are individual activities.
- Students who are repeating the course are required to complete all activities within the current semester. Any activities that were previously completed will be given no credit.
- Students are expected to complete required and recommended activities to aid in successful learning of content and application of learned content. Students must accept the outcomes if fail to complete assigned and recommended activities by the specified deadline.
- Required assignments will not be accepted late and will incur a grade of “0”. Students are expected to manage their time to complete all activities.
- Students may access the library computers to complete all activities. Students must arrange their schedule to accommodate for personal computer problems and complete activities via library computer.
- Students must purchase the required course resources in a timely manner.
- It is highly recommended that students do not complete activities last minute.
- PrepU grade will consist of the average score reported under “Your Assignment Stats”.
- VSim grade will be the best score obtained on the assigned patient scenarios. To receive the best grade for each assigned scenario, the student must complete the pre-simulation quiz, and achieve a 100% on post-simulation quiz. Partial completion of the simulation, late submissions or completing the wrong scenario will result in a “0”.
- It is the student’s responsibility to contact Lippincott or course manager in case of any technical issues **prior** to the deadline.
- Students are expected to complete ATI practice assessments, and if further aid is needed, complete ATI tutorials as well.

Proper Documentation for Excused Absence

- For the didactic component of the course, a health care provider note will be required stating having been seen on that specified exam/assessment day. A primary health care provider is a physician, nurse practitioner, or physician assistant. Should the release be signed by someone other than the specified primary health care provider as stated, it will not be recognized. The document must be original (not a Xeroxed/electronic copy) with a written signature (not a stamped signature). Other types of absences will still require supportive documentation and approved at the discretion of the course manager. **Pictures submitted as evidence are not accepted.**

- The clinical component of the course provides the student a unique opportunity to apply concepts learned in didactic. Missing any clinical days can significantly hinder the student meeting the necessary competencies in the clinical setting and any absence that is not considered an emergency is highly discouraged.

Project Arriba

- Students must have the Project Arriba form completed where appropriate before the instructor will sign the form. The instructor will be available to sign the form **after** the completion of class/practicum. Forms will not be signed in advance nor will instructor be obligated to sign forms submitted late and there is no proof that the student stayed for the entire class/practicum.

ATI Testing

- It is a course requirement for all students to take the nationally standardized exam provided by Assessment Technologies Incorporated (ATI). It is recommended for students to use the resources provided by ATI to aid in being successful on the exams. Laptops and earbuds **may be** required for the administration of the assessment. It is recommended to have the power cord and external mouse. It is highly recommended to take your laptop to the Technology Support Center at the library to be evaluated prior to testing. Laptops are available for check out if needed and reservations may be required in advance. Students will be required to remediate and to submit documentation of this remediation in accordance with Course Manager's protocol. Students will receive an 'Incomplete - I' in the course until/unless this remediation is accomplished. See remediation directions on blackboard.

Blackboard Access

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

Communication

- Communication is the responsibility of both students and faculty. **Communication by email to students will be sent to the student's UTEP email address and not personal email accounts.** Email messages from student's personal email will not receive a response. Emails that are disrespectful, rude, or passive aggressive will not be responded to, but will be forwarded to nursing program administration with potential to be reported to the Office of Student Conduct. The course manager will respond within 24-48 hours of email being received. Emails submitted after Friday 1200 will be responded to after Monday 0800. Do not keep resubmitting you email if <48 hours have passed since the first time you sent the email. Faculty will keep students informed of progress in both theory and clinical; students will inform faculty of any deterrent to their success. **At no time will overall course grades or performance be**

discussed via e-mail. The student must meet face to face with the course manager via open office hours or by appointment if open office hours are filled. Students with concerns/complaints should: *First go to the appropriate faculty member. If not resolved, then follow the appropriate chain of command in the sequence as identified below:*

*Clinical Practicum Instructor (if clinical related issue)
Course Manager
Director for Traditional Undergraduate Education
Assistant Dean for Undergraduate Education
School of Nursing Dean*

Students that have questions, concerns, and/or grade disputes must be submitted in writing via hard or electronic document with proposed solution when requesting resolution from the course manager. The student must represent themselves only (issues are addressed on an individual basis only). Students at risk are expected to attend Academic Coaching and complete nurse logic.

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.

Formal grievances MUST be in WRITING and filed through the faculty member, the SON Assistant Dean for Undergraduate Education and the Dean of the SON. Having failed to resolve the matter after consultation with the above persons, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

Professional Behavior

- **Students are expected to behave professionally at all times with faculty, peers, preceptors, staff at the assigned facilities, clients and in any setting (didactic and clinical practicum in which the student is a representative of UTEP). Bullying, verbal abuse, insubordination, passive-aggressive behavior, argumentative behavior, 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 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. **Consistent unbecoming/unprofessional behavior will be addressed through the office of student conduct. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program and reporting to the office of student conduct.**
- 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, disposing of personal tissues. Students and faculty must be careful to create an image of cleanliness and health, avoiding personal body odors, unkempt appearance, wrinkled uniforms, and excessive use of perfumed chemicals or oils. 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.

Civility Statement

Civility is the art of treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole.

According to the American Nurses Association, “incivility” is described as:

“Incivility may be exhibited through behaviors such as rudeness, open disdain, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive learning climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.”

Examples of uncivil behavior are below but not inclusive:

- 1. Rude behavior, demeaning, belittling or harassing others (even if using a calm voice)*******
- 2. Rumoring, gossiping about or damaging a classmate/professors reputation**
- 3. Habitually interrupting as others speak; this includes excessive “side bar” conversations during lecture/clinical practicum*******
- 4. Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply**
- 5. Sending emails that are inflammatory in nature*******
- 6. Speaking with a condescending tone**
- 7. Yelling or screaming at instructors, peers, or clinical staff**
- 8. Habitually arriving late to class**
- 9. Knowingly withholding information needed by a peer, instructor, or clinical staff**
- 10. Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct**
- 11. Overruling decisions without direct discussion and rationale*******
- 12. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats**
- 13. Displays of temper tantrums*******
- 14. Using up supplies or breaking equipment without notifying appropriate staff/faculty**
- 15. Rudeness that ultimately escalates into threatened or actual violence**
- 16. Electronic harassment via email, Facebook, texting, or any other electronic media or**

devices, refer to the Social Media Policy posted In Blackboard.

17. Body language demonstrating anger (clenched fists, rolling eyes, leaning forward into personal space, clenched facial features)

18. Walking away during a discussion with faculty

It is important that we ALL have a respectful manner in speech and body language** with each person we come in contact within all personal exchanges with patients, staff, faculty, fellow students, or visitors.**

Scholastic Honesty / 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 School of Nursing and/or university. "Scholastic dishonesty includes but is not limited to reproducing test materials from memory, copy/paste or Xerox, cheating, plagiarism, falsifying information in clinical documents, 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 School 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.

- **Copying other healthcare workers' assessments (not conducting your own assessment) and narrative documentation and using it as your own original work is considered scholastic dishonesty. A failing grade will be recorded for that work and the student will be reported to the Office of Student Conduct.**

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 of Accommodations and Support Services (Office of Disabled Students) to determine if reasonable accommodations could be provided. Written guidelines r/t accommodations from the Center of Accommodations and Support Services (Office of Disabled Students) must be submitted to the course manager PRIOR to the start of the course. More information is available at www.utep.edu/cass

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

Retention: Students Opting for Success (SOS)

- When a student is not progressing in the course as expected, is not successful on an examination (exam score of < 75%), or is not meeting clinical expectations, they will be required to meet with the instructor to discuss strategies for success as outlined on the SOS form. Students will be expected to complete ATI nurse logic and attend academic coaching. Students earning exam scores between 75-79 are encouraged to complete an SOS and meet with the instructor, providing proof of completion of ATI nurse logic (scheduled in the first week of class) and attendance of Academic Coaching. **It is the student's responsibility to initiate the SOS. The student must bring their completed SOS form to the meeting.** The Students Opting for Success Plan form 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. Completing assigned activities does not guarantee a passing grade. Failure to submit the SOS to the course manager reflects nonexistence of the SOS. *Students who are not successful in the course should be aware that non-compliance with SOS recommendations jeopardizes eligibility for the opportunity to repeat the course in the subsequent semester.*

Laptops

Use of laptops during class is permitted. If you do use a laptop during class:

- Set your laptop volume control to mute or off before coming to class.
- Do not engage in unauthorized communication or entertainment (web surfing, instant messaging, chat room chatting, DVD viewing, music playing, game playing, etc.) during class unless it is part of the lesson. Such unauthorized use will result in student receiving an unexcused absence for that day with all assessments/exams/assignments recorded as a zero.

Cell Phones / PDA's/ Electronic Devices

- Set your phone to mute or silent mode before coming to class, during examinations cell phone must be off.
- Cell phones will not be allowed for any use in class (no phone calls, texts, web browsing). Any student with a visible phone in possession during class times will be asked to leave the class and will receive an unexcused absence for that day with all assessments/exams/assignments recorded as a zero.
- For emergency calls, please have persons call the Front Desk at 747-7280 and provide the name of the student and the course number. Personnel at the front desk will get the message to the classroom.
- Video recording of the lecture/class is **not permitted** only audio recording.

Ethical and Responsible Use of Social Media Technologies

The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc., violate a patient's right to confidentiality and privacy. It may also cross the professional boundary between a student and his/her patient. Therefore, the School of Nursing has adopted the guidelines to minimize the risks associated with use of social networks and all other electronic media. See the policy posted in blackboard.

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.

CLINICAL POLICIES

*****(Please note that activities in the SIMULATION Lab is Clinical Practicum)***

- **Medication Administration Test:** *Students are required to take and pass the medication calculation test at a 90% level PRIOR to participating in clinical experiences.* If the test is not passed at 90%, students will have the opportunity to remediate and retest before clinical rotations start. Students unable to pass the medication administration and calculation test after three attempts will be required to drop from the course based on ineligibility for clinical participation.
- **Clinical Clearance:** Before registering for clinical courses, students are required to have clinical clearances that are valid through the end of the semester for which they are registering. Health clearances are verified through the Student Health Services/Verify. CPR, liability insurance, background checks, drug screening and city-wide orientation clearances are verified by the HSSN Compliance Office. Students will not be eligible for clinical lab participation unless all compliance requirements are current. **Failure to obtain clinical clearance in a timely manner may result in being dropped from the course. At no time will the submission of clinical clearances to hospitals be delayed due to a student being behind in resolving their clinical clearance. The deadline for updating clinical clearance information electronically (Verify) is Jan 19, 2018. Student must also upload proof of Flu shot. Clinical clearance is the responsibility of student. Being separated from the program (e.g. summer, one semester, or more) or not receiving an email from the clinical clearance coordinator is not an acceptable reason for not achieving clearance.** If you have any questions in regards to compliance documentation, please contact our compliance officer Pete Rodriguez at pjrodriguez@utep.edu.

Attendance:

- **All clinical experiences are required and students are expected to be on time.** This includes hospital orientation, clinical orientation, and computer orientation as required by the agency, Simulation Lab demonstration, simulation hospital day, practice sessions, pre/post conferences and direct patient care. Arriving late to clinical experiences or leaving early is considered a partial absence which = 1 whole day absence.
- **If for any reason the student must be absent from any lab/clinical experience, the clinical instructor must be notified a minimum of one hour prior to the start of practicum. In case of illness, a release from a primary health care provider will be required to return to lab/clinical. A primary health care provider is a physician, nurse practitioner, or physician assistant. Should the release be signed by someone other than the specified primary health care provider as stated, it will not be recognized. The document must be original (not a xeroxed/electronic copy) with a written signature (not a stamped signature).** Makeup for clinical absence is at faculty discretion but note that **absence from more than one session (a partial absence is considered an absence of the entire session) will result in inability to complete the course and may result in a failing grade or dropped from the course. Pictures are not accepted as evidence for absences.**
- **Students must seek approval (excused vs. unexcused) for planned absences from the course manager, failure to do so may result in a failing grade or dropped from the course.** All clinical hours must be accounted for to pass clinical. Failing to turn in clinical make-up work/resubmissions by the deadline results in a failure for that clinical day and may be reflected in the clinical evaluation packet (formative and/or summative). Students sent home from the clinical site constitute a clinical absence (even if it occurs during post conference). It is the responsibility of the student to be flexible in personal scheduling to accommodate course didactic and clinical assignment changes from published days and times. Students are expected to arrive on time to clinical post conference.
- **Punctuality:** To promote professionalism, clinical and simulation tardiness is not acceptable. If a student is tardy (**not present during the start time designated by clinical instructor**), an absence for the day will be recorded and an additional assignment will be given to the student as determined by the clinical instructor and/or course manager. 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. **This applies to post conference as well.**
- **Equipment:** Students are required to have a pen light, stethoscope, bandage scissors, a watch with a second hand, and a pen with black and blue ink for every lab and clinical experience. Students should bring manual blood pressure cuff for the first simulation day.
- **Clinical Preparation:** Daily preparation is a major component of the clinical experience. This includes reviewing skills, having equipment as assigned and needed, having all assigned paperwork completed and being mentally alert. The passport is required to be completed for continuation of clinical practice at the hospital site. Passport due on 1st

orientation day at clinical site. Any student who is not adequately prepared for clinical practicum will not be allowed to participate and will be sent home. This will result in a zero for the clinical paperwork that week and could impact seriously on the student's ability to achieve clinical expectations. ***A 2nd occurrence of non-preparedness will result in an automatic failure in clinical practicum and an automatic failure ("F") in the course. Preparation consists of***

1. Pathophysiology diagram
 - Students are not allowed to do a pathophysiology concept map on a medical diagnosis more than once. Your clinical instructor must be contacted if this situation arises in the clinical setting. Any work turned in as duplicate will not be accepted.
 2. Medication cards
 - Submit a minimum of **5 drug cards every week and a maximum of 10**. Contact your instructor if you need clarification on the drugs you must do.
 3. MS I Physical Assessment packet
 - Student must complete pages 2-5 (on the diagnostics section, only anticipatory diagnostics are expected as prep work)
- Final Clinical Paperwork Submission: Clinical paperwork is due on the last hospital day of that week. Paperwork to submit consists of
 1. All Prepwork
 2. Two care plans
 3. Completed Physical Assessment packet
 4. Updated drug cards and patho diagram
 5. Narrative notes for Wednesday and Thursday/ Saturday and Sunday
 6. Students have up to Friday 1600 hrs (For Wed/Th groups) or Monday 1600 hrs for (Sat/Sun) groups to submit care plans electronically to instructor. If student has care plans ready to submit the last day of the clinical day, you may give them to your instructor before the start of post conference.
 - If any of the clinical paperwork is below passing standards, the student will be required to resubmit paperwork by the deadline given to the instructor. Failure to do so will compromise your successful clinical evaluation for the course.
 - If you attend ACE on Wednesday, all paperwork will be due on Thursday (with the exception of the care plans that can be turned in by Friday of that week no later than 1600 hrs). If you attend ACE on Thursday all paperwork will be due on Wednesday of that week with the exception of the care plans which can be turned in by Friday of that week no later than 1600 hrs. If you attended ACE on Wednesday or Thursday but your clinical day is on either Saturday or Sunday you have until Monday at 1600 hrs to turn in your care plans electronically to your instructor. Follow ACE instructions on blackboard.
 - The clinical documentation grade will be the average of the last two hospital clinical

packets. The student must earn a minimum of 75% on **every aspect of the clinical packet** to pass the clinical portion of the course. If the student earns <75% in the weekly graded packet, the instructor will provide the student an opportunity to resubmit the paperwork to earn the “pass” in the overall clinical experience. However, the **first grade stands and will be averaged to calculate the clinical documentation grade. Student must respect resubmission deadlines.**

- Students will receive written feedback on paperwork no later than the following clinical week (except for passport which takes longer to grade).
 - Weekly clinical documentation must be neatly organized when submitted to instructor for grading.
 - Students must not select a patient during class hours for this course, other courses or mandatory activities. If a student is found selecting patients outside of permitted hours, the student will receive an SOS and it will be up to the instructor’s discretion and course manager to give the student a remediation action, including but not limited to resubmitting paperwork on a different patient and/or earning a zero on that week’s documentation.
 - Students should not do paperwork on the same medical diagnosis more than once. Submitting a pathophysiology on a medical diagnosis that was previously worked on will result in a 0 for that assignment and the student will have to resubmit a different pathophysiology concept map by the deadline determined by the instructor.
 - Two students should not care and/or do paperwork on the same patient unless previously approved by clinical instructor. Students must communicate among each other and with instructor in regards to patient assignments. If this was to happen, the student will receive an SOS and it will be up to the instructor’s discretion and course manager to give the student a remediation action, including but not limited to resubmitting paperwork on a different patient and/or earning a zero on that week’s documentation.
 - It is the student’s responsibility to seek prompt clarification with instructor on any uncertain circumstances during the clinical rotation. Students are expected to be accountable for their own learning and actions. Waiting for clarification can potentially result in compromising clinical success and passing the course. Ask instructors about their preferred method of contact and hours.
 - Students must not perform any skills unsupervised, even if sent by the nurse.
 - Student must follow hospital policy in regards to accessing isolation rooms.
 - Student must not perform any skills supervised or unsupervised that is not within the student’s scope of practice up to this semester.
 - Student shall not perform any interventions with any patient without checking previously with the patient’s primary nurse. This includes but is not limited to feeding the patient, getting patient out of bed, providing items to patients or family members.
- An essential part of clinical preparation is Skill Practice. Students are encouraged to practice skills in order to attain competence and mastery. The more practice, the stronger the skills will be! Please contact Simulation Staff for schedule r/t practice sessions.

Students will be testing on a variety of skills twice in the semester. If a student is unsuccessful in the tested skills, the student will not be allowed to perform the skill in the clinical setting until student demonstrates skill competency. **Mandatory open lab will be assigned by the instructors to those students who are experiencing difficulty in passing a skill. Student must make sure to sign in to the open lab so course manager can verify attendance.**

- **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 (even if identifiers are removed). Students must not share patient information with any person who is not directly involved in the care of the patient. Review the student handbook for HIPAA policies. Student must also comply with HIPAA policies provided by the institutions where you will be practicing. Carefully review the assigned HIPAA material prior to the first sim lab clinical day. Failure to comply with HIPAA policies **will** result in student being reported to the office of student conduct, disciplinary action which may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.
- **Evaluation:** *Mastery* of course related **competencies in direct patient care AND in Simulation** is required to achieve a passing clinical grade in this course. (See Clinical Evaluation Tool). Facilitators are available in the Simulation Lab for additional help as needed. All clinical preparatory assignments and simulation assignments must be completed at a passing level (75%) in order to pass clinical.
- **Safe Practice.** A faculty member may drop a student from a course with an "F" (regardless of didactic grades received) if the student's nursing practice **is deemed to be unsafe** as defined in the Safe Practice Policy of the College. (See Safe Practice Policy)

*****See N3609/N3709 Clinical guidelines packet for additional clinical policies and in depth clinical assignment instructions.**

SAFE AND EFFECTIVE NURSING PRACTICE POLICY

The following Safe Nursing Practice Policy is a revision of a similar policy that has been in effect since the nursing program became a part of the University of Texas System (1973). This policy must be adhered to in order for a student to succeed in clinical nursing courses. All overt and covert acts which compromise the nursing process must be directed toward quality care for the patient/client/family, which promotes health.

Safe and Effective Nursing Practice is defined as:

- Ability to demonstrate knowledge about patient/client status.
- Ability to observe, report and record signs and symptoms.
- Ability to accurately interpret, report and record changes in patient's condition.

- Demonstrates through overt and covert acts assurance of the delivery of quality nursing care.
- Ability to set priorities and carry through with appropriate nursing interventions.
- Ability to evaluate and make substantive judgments relative to the quality of nursing care.
- Ability to calculate and administer drugs safely, including documentation of administration.

As professional nurses with a commitment to the welfare of clients/patients, the nursing faculty reserves the right to refuse the opportunity to a student to care for patients if the student's health interferes with performance or if the student gives evidence of unsafe and/or ineffective nursing practice. A student may not render care when under the influence of prescribed or over-the-counter medication that may affect judgment, or if the student imbibes in/or is under the influence of alcohol or illicit drugs. A student who is deemed to demonstrate unsafe practice will fail the course and be dropped from all clinical courses enrolled in at that time. Further progression in the nursing major will be evaluated.

Since the faculty student ration in the clinical area is 1:10, it is impossible for a faculty member to be present continually with each student to observe every situation. It is therefore imperative that each student assumes personal responsibility to be prepared for each clinical practice experience. Each student is expected to check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition, and to report to the instructor or staff when leaving the clinical area to assure continuity of care for patients. Students who come unprepared for clinical may be sent to the simulation laboratory for practice before they are allowed to return to the clinical site.

Adopted by Faculty Organization Committee Meeting. Revised February 13, 1985 and December 14, 1994.

STUDENT RESOURCES:

Instructors: Conferences with the faculty may be scheduled as needed at the discretion of the student and/or individual faculty member. If a student desires a conference, he/she may see the instructor during the instructor's posted office hours or by appointment.

Simulation Laboratory: (747-8204) Simulation Laboratory personnel are available to assist students with skill performance. Students who have difficulty with particular skills in the clinical area may be asked to return to the simulation lab for additional practice and check-off.

Student Health Center (747-5624) The Student Health Center documents immunization and other student data required for clearance to participate in nursing clinical practicum. Assistance with stress management and other health concerns is available.

Tutorial Services: The Tutoring and Learning Center is located in the UTEP Library, 3rd floor (747-5366). Free services are available including peer tutoring and individualized assistance. See your instructor or course coordinator for times and places of specific course tutoring.

***Syllabus is subject to change. Students will be notified as soon as the modification has occurred.**

POLICY FOR STUDENT INJURY IN THE CLINICAL SETTING

The following policy will apply to students injured while currently registered in the nursing program and participating in School of Nursing (SON) related courses. Injuries/incidents include but are not limited to: needle sticks, exposure to communicable diseases, physical injuries from falls, etc.

1. The School of Nursing is at no time responsible for student health care costs. Students will maintain responsibility for their own health care insurance and/or costs related to health care treatment, whether the injury occurred on/off UTEP campus or in the clinical setting.
2. Students who incur injuries and/or exposures at a clinical facility must comply with that facility's policy and procedure pertinent to the injury/exposure sustained. This includes completing all required documentation and reporting to the facility Risk Management Office.
3. Life Threatening Emergency treatment will be implemented at the clinical facility if emergency treatment is available. If emergency treatment is not available on site, 911 will be activated.
4. If the clinical facility does not provide care indicated for the injury/incident or it is a non-emergent type situation, the student may select a health care provider of his/her choice for treatment. Students may be evaluated at the UTEP Student Health Center for non-emergency care.
5. The student will be responsible for completing and signing the Incident Report and submitting it to faculty. Faculty will assure completeness of the report and sign it. Faculty will then send a copy of the report to the SHC, send the original to the Office of Assistant Dean for Student Affairs for placement in student's files, and notify the Associate Dean for Academic Affairs about the incident.
6. Students may refuse treatment. Signed documentation of refusal will be maintained in the student's file, office of Assistant Dean for Student Affairs, School of Nursing.
7. Students will be required to submit to course manager a physician's statement or statement from the Student Health Center indicating; a) clearance to continue clinical experience b) resolution of the injury or plan of follow-up as warranted. This statement will be placed in student's record at the office of Assistant Dean for Student Affairs, School of Nursing, and copy will be maintained at the Student Health Center.