

NURS 3709 Adult Health Nursing I (HYBRID)

DIDACTIC CRN: 16064, 18271, 19699

CLINICAL CRN: 16072, 16073, 16074, 16075, 16076, 16077, 16078,
16079, 16080, 16279, 17134, 19843, 19726

Fall 2020

Course Manager: Lori Acosta, MSN, RN

lfierro@utep.edu

(915) 747-7267 (Please leave a voicemail as it is linked to my email)

Office Hours: Virtually via ZOOM. M 8-9am, T 9-11am, R 1-2pm

Co-Lecturer: Jennifer Hull, MSN, RN, CNE

jlsmith3@utep.edu

Office Hours: Virtually via Blackboard Collaborate. Email to schedule appointment.

Clinical Instructors:

Mr. Adrian Caldera	acaldera4@utep.edu
Ms. Jennifer Enriquez	jenriquez10@miners.utep.edu
Ms. Idali Miranda	irodriguez7@utep.edu
Mr. Esteban Monreal	emmonreal@utep.edu
Mr. Rene Robles.	rcrobles@miners.utep.edu
Ms. Daniella Webster	drwebster@utep.edu

Course Information: What this class is about and what we will do

COURSE DESCRIPTION

This course focuses on the care of adult and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with alterations in selected body systems: endocrine, immune/hematology, integumentary, gastrointestinal, musculoskeletal, and reproductive. Fluid, electrolytes, oncology, and perioperative concepts are addressed. Concepts of patient centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults and older adults in a variety of settings.

This course includes the application of the nursing process to assess the health needs, as well as planning and implementing care of ill and disabled individuals and their families. Nursing care focuses on alleviating or modifying stressors, facilitating adaptive behaviors, and promoting or maintaining health. Clinical practicum is provided in an acute hospital care in-patient setting. N-3709 is designed to expand the student's knowledge and experience in preparation for a career in nursing.

NURS-3709 should have successfully completed NURS-3401, NURS-3604, and NURS- 3314 with a minimum grade of "C" or better. Nursing major fee required.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

At the end of this course, students will be able to:

- CO1. 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.
- CO2. 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.
- CO3. Participate as a member of the interprofessional healthcare team in the provision of safe, quality care for adult and older adult patients with common alterations in health.
- CO4. Demonstrate clinical reasoning in the provision of care to adult and older adult patients experiencing common alterations in health.
- CO5. 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.
- CO6. 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.
- CO7. Use health information systems and patient care technologies in an effective and secure manner when assessing and monitoring patients.
- CO8. Explain evidence-based knowledge in the provision care to patients with common health alterations.
- CO9. Use organizational, time management, priority-setting, and decision-making skills in the provision of care to patients with common health alterations.
- CO10. Report environmental hazards, patient safety concerns and participate in activities that promote quality improvement.
- CO11. Adhere to ethical, legal and professional standards while delivering care to adult and older adult patients with common alterations in health.
- CO12. Provide health and safety related education based on the identified needs of patients.

CLINICAL OBJECTIVES OR EXPECTED LEARNING OUTCOMES

At the end of this course, students will be able to:

- CL1. Implement nursing care to patients and families across the lifespan from diverse backgrounds in a variety of settings that is compassionate, patient-centered, safe, effective and outcomes-based.
- CL2. Participate as a member of the interprofessional healthcare team in the provision of safe, quality patient-centered care.
- CL3. Apply best current evidence and clinical experience when making clinical decisions in the provision of patient-centered care.
- CL4. Participate in data collection processes that support established quality improvement initiatives.
- CL5. Implement strategies that minimize risk and provide a safe environment for patients, self, and others in a variety of healthcare settings.
- CL6. Demonstrate effective use of patient care technologies, information systems, and communication devices that support safe, quality, patient-centered care.

- CL7. Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard-based nursing care.
- CL8. Apply leadership, management, and priority setting skills to the practice of safe, quality patient-centered care.
- CL9. Use verbal and nonverbal communication strategies that promote an effective exchange of information and development of therapeutic relationships with patients, families, and groups from diverse backgrounds.
- CL10. Analyze the impact that the macrosystem has on the provision of safe, quality patient-centered care within the microsystem of the work unit.
- CL11. Provide health-related education to patients and families across the lifespan, using varying teaching methods and motivational strategies.

PROGRAM OUTCOMES

UTEP SON PLOs (Level 2 Program Outcomes) & QSEN Competencies

- Patient-Centered Care*, Teamwork & Collaboration*, Evidence Based Practice*, Quality Improvement*, Safety*, Informatics*, Professionalism, Leadership, Communication, Health Promotion & Education
- BSN Essentials (AACN): BSN 1, 2, 3, 4, 5, 6, 7, 8, 9
- Differentiated Essential Competencies (DECs) for Baccalaureate Degree (BSN) *version year 2010
 - 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, D, E, F, G

TEACHING METHODOLOGIES

The didactic portion of the course consists of assigned readings, lecture, and examinations: course exams and ATI assessment exams. The clinical component will consist of direct patient care under the supervision of the clinical instructor in the hospital setting as well as clinical paperwork / weekly discussion boards / quizzes / and Vsim's.

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).

REQUIRED MATERIALS

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).
- ISBN 9780323667364 **ebook** Perry, A. G., Potter, P. A., & Ostendorf, W. (2017). Clinical Nursing Skills & Techniques (9th ed.). St. Louis, MO: Elsevier. (UTEP Bookstore Custom package ISBN – 9780323667364). E-book. Includes FREE student Evolve resources and Clinical Key access

OR

- ISBN 9780323400695 **new hardback book** Perry, A. G., Potter, P. A., & Ostendorf, W. (2017). Clinical Nursing Skills & Techniques (9th ed.). St. Louis, MO: Elsevier. (UTEP Bookstore Custom package ISBN – 9780323667371).

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

TEXRBOOKS/RESOURCES REQUIRED FROM PREVIOUS COURSES:

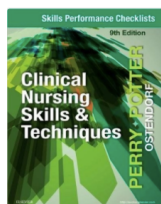
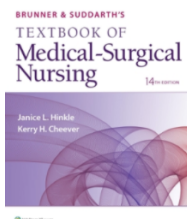
- Taylor, C. R., Lillis, C., Lynn, P., & LeMone, P. (2018). Fundamentals of nursing: The art and science of person-centered nursing care (9th ed.). Philadelphia: Wolters Kluwer/LippincottWilliams & Wilkins. 978-1496362179
- Jensen, S. (2018). Nursing Health Assessment: A Best Practice Approach (3rd ed.). Philadelphia: Wolters Kluwer/LippincottWilliams & Wilkins.
- Huether, S. E. & McCance, K. L. (2016). Understanding Pathophysiology (6th ed.). St. Louis: Mosby Inc. (or the pathophysiology book used, if you've taken the pathophysiology course)

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 and/or care pertaining to your patient/s.

ATI BOOKS AVAILABLE ONLINE VIA ATI WEBSITE:

Recommended Resource: ATI: Pharmacology Made Easy

- ATI RN Adult Medical Surgical Nursing Ed. 10.0
- ATI Fundamentals for Nursing Ed. 9.0
- ATI Nutrition for Nursing Ed. 6.0
- ATI RN Pharmacology for Nursing 7.)



COURSE ASSIGNMENTS AND GRADING

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.
In order to pass the course, the student **MUST**:

1. **Pass the Didactic Assignments with a minimum of 54.75 points (75%)**
2. **Pass the Clinical with a minimum of 20.25 points (75%)**

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. Clinical Activities. Clinical Documentation, Clinical Passport, Course Point + Mastery Quizzes, Course Point + VSim cases, Discussion Board postings and Replies 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 (Simulation Lab and Discussion Board Postings and Replies are considered Clinical Practicum)**

****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).**

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

Pass=

- 1) Attendance to all in-person/virtual simulation 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. Skills Check off's **AND**
- 4) Successful completion and timely submission of clinically associated paperwork/online activities

Fail =

- 1) Missing more than one *virtual or in-person* 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 *virtual and in-person* 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.

Grading Breakdown (Final Grade): Didactic Portion 73% + Clinical Activities 23% =

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

Didactic Portion: 73% or 73 points

Exam 1	13 Points
Exam 2	13 Points
Exam 3	13 Points
Nutrition ATI	5 Points (Level 3 = 100%, Level 2 = 88%, Level 1 = 70%, < Level 1 = 64%)
Medical-Surgical ATI	10 Points (5% increase to grade added)
Final Exam	19 Points

Clinical Activities: 27% or 27 points

Discussion Boards and Replies **5 Points**

Clinical Documentation (each week will count for 2.6 points) **13 Points**

Clinical Passport **1 Point**

Course Point + Mastery Quizzes (on-line) **4 Points**

Course Point + Vsim cases (on-line; required for completion of clinical hours) **4 Points**

DOSAGE CALCULATION EXAM PASS/FAIL: Students are required to take and pass the dosage calculation exam given in this course. The exam must be passed at a minimum of 90% prior to the start of clinical. If the exam is not passed at or above 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.

CLINICAL PERFORMANCE PASS/FAIL: Competency in hospital clinical setting AND in simulation, must meet all Clinical Evaluation criteria.

DISCUSSION BOARDS AND REPLIES: For this course, students will be required to participate in group discussion boards – discussion board grades will consist of both an initial post and responses to your peers. Topics will consist of case studies related to the current week of course content and objectives. Late postings and or replies will not be accepted. The average of all weekly case study discussion board grades will make up this portion of your final grade. See grading rubric for details.

LECTURE PREPAREDNESS ASSESSMENTS (LPA): Assessments may be given in place of discussion board posts and are administered via Blackboard Respondus Lockdown Browser and Respondus Monitor Webcam. If you do not have a laptop/desktop, UTEP computer lab is available to all students. Item content (anatomy, physiology, pathophysiology, basic pharmacology, assessment, fundamental nursing care, nursing interventions) on the assessment will be associated with current lecture content of the day, readings, and/or ATI reading/assignments.

THERE IS NO MAKE-UP FOR MISSED LPA. Absences or not taking the quiz, 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 synchronous lecture. Documentation not provided within the specified time frame will not be honored. Absences of two or more assessments will not be excused.

PREP U, VSIM EXERCISES, AND ATI PRACTICE ASSESSMENTS/ TUTORIALS/ NURSE LOGIC VIA ONLINE 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 they fail to complete assigned and recommended activities by the specified deadline.
- **Activities accessed before the assignment is opened and completed, will result in an automatic zero for the assignment.** Do not access any activities early. VSIM are permitted to be completed when the semester starts prior to the 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.

MY LEARNING REFLECTION: A guided course reflection is required in this course. This reflection assignment will be a mandatory assignment in all Traditional Pre-Licensure 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.

CLINICAL PASSPORT AND CLINICAL DOCUMENTATION: See blackboard for assignment instructions and deadlines for your clinical passport. Your clinical instructor will review clinical documentation requirements on Hospital Orientation Day. Please see blackboard for resources available for successfully completing your clinical paperwork.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. 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!

Course Communication: How we will stay in contact with each other

Because this is an online class, we won't see each other in the ways you may be accustomed to, however, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course.
 - Ms. Acosta: Via Zoom *see page 1
 - Ms. Hull: Via Blackboard Collaborate *see page 1
- **Email:** UTEP e-mail is the best way to contact Ms. Acosta and Ms. Hull. We will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to 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. 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. 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.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

GRIEVANCES

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.

- 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.

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.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- 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.
- 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.

Course Policies: What do you need to do to be successful in the course

STUDENT RESPONSIBILITY

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to help grow the future of nursing who are competent and safe in their clinical practice. Participation is determined by the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment and exam requirements. Materials to review before class time: content objectives, prerecorded lectures, PowerPoint presentations, group discussion boards. Weekly lecture's will be recorded and posted for your review. Preparation for class, practicum, and participation in class will optimize the student's ability to succeed in the course. Students are responsible for weekly content objectives that are not covered in lecture and or weekly discussion boards.
- Nursing is an applied science which means as part of the studying regimen, one must apply concepts from the clinical practicum as well as and engage in on-line resources that are made available to enhance learning and understanding: Course Point Vsim's and Mastery Quizzes, resources available on ATI website, previously required textbooks and resources as this course builds upon required previous course content/knowledge.
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum).

- Participation in pre and post clinical conferences, preparation for each clinical day, and actively participating in simulation activities and patient care.
- Students are responsible for content and announcements presented online or during in person clinical time whether you are present or not.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

If you feel that you are unable to complete the course successfully, please contact Ms. Acosta **BEFORE** you contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course. Refer to the course calendar for course drop deadline.

- 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.

ZOOM SESSIONS

This class requires that you participate in scheduled ZOOM sessions. The purpose of these sessions is for you to view live discussions of the course material and/or to participate in small discussion groups with your classmates. *See course calendar for specific dates and times.

Students are expected to, at least occasionally, participate in these sessions with a webcam and microphone. The sessions will be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard.

Etiquette: When logging in please mute your microphone, you may unmute yourself for discussions designated by the instructor. If you have questions push the raise hand button or post questions in the chat box.

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, assigned reading from the textbooks (**students are responsible for topics assigned that are not covered in lecture**), group discussion boards, 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 will take exams via Respondus Lockdown Browser, Respondus Monitor Webcam.** Exams are individual effort only and no groups can take the exam together. Hats (both men and women), cellphones, hoods, computer bags, dark glasses. You must have your student ID to take the exam. All personal items including books, backpacks, purses, cellphones, PDA's, items with internet capability (smart watches), and briefcases are not allowed when taking the exam. The laptop/desktop/IPad cannot be muted and the volume must be at the highest level throughout the exam. When scanning the room, please make sure to show your entire surroundings slowly so the instructor can see what is in their workspace. Items at individual desks are limited to pencils, highlighters, and erasers (a calculator is provided to you within the exam). The course manager reserves the right to not permit snacks and beverages based on how it is packaged. **A "0" will be assigned to individuals having electronic devices (cell phone, Apple watch, notes, more than 1 computer monitor on with other browsers open or documents displayed, etc...) on their person during an assessment or exam (and will be reported to the office of student conduct).** The same action will apply to if **whispering/talking during exam/assessment administration or if the volume is muted. 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, ATIs and the final exam are timed. All scratch paper must be destroyed after each exam taken.
- 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. Screen shots of exam questions are not allowed during testing or exam reviews. **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.** We will provide opportunity for examreview after exam 1, 2, & 3. Dates TBA. If you are in attendance, you must be online with your camera on. If any student does not have camera on, they will be removed from the zoom session. Pictures or screenshots of any kind are

prohibited. Feel free to bring a piece of paper to make a list of areas that need improvement as material will be covered on the Med-Surg ATI and the Final Exam. The exam review session will NOT be recorded. All students with less than a 75% on an exam must attend the exam review session for that exam. Opportunities for individual exam review sessions will not be allowed, if a student has specific questions about their exam, they should email Ms. Acosta and or Ms. Hull for further discussion. **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. Acosta/Ms. Hull.
 - 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.
 - 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%).
 - 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. Students who do not pass the Nutrition or Medical/Surgical ATI at or above (level 2 or greater than a 75%) 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 respective course until the required remediation is accomplished and documentation is submitted.
- 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.

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. All ATI will now be proctored online with Proctorio and may be done at home or at the UTEP library. Laptops are required for the administration of the assessment. It is recommended to have the power cord, webcam, 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 twice 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.

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.

Clinical Policies: What do you need to do to be successful in the clinical course

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

DOSAGE CALCULATION EXAM: Students are required to take and pass the dosage calculation exam given in this course. The exam must be passed at a minimum of 90% prior to the start of clinical. If the exam is not passed at or above 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.

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. 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 regard to compliance documentation, please contact our compliance officer Pete Rodriguez at pjrodriguez@utep.edu. If Mr. Rodriguez has to email the course manager due to a student's non-response to emails, a SOS will be initiated by the course manager for incivility and unprofessionalism in attending to the compliance matter.

DRESS ATTIRE: UTEP student nursing scrubs are to be worn for simulation checkoffs and hospital clinical days. The expected attire on Tuesdays (day to pick your patient at the hospital) will be lab coat, navy blue UTEP nursing polos, khaki pants (no leggings/jeggings allowed), closed-toe shoes, and 2 UTEP nursing identification badges (those students attending THOP will also need to wear the RepTrax pictured badge when checked in to the hospital).

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, and direct patient care. Arriving late to clinical experiences or leaving early is considered a partial absence which = 1 whole day absence. If a student is tardy, an SOS will be filled out and submitted. The next time the student is tardy, this will result in a clinical failure which also means a course failure.

- 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 manger, 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. Students will not have passport returned once it is turned in to the clinical instructor. UTEP SON keeps the passport and clinical paperwork until the student graduates from the program. Students who come unprepared for clinical will be removed from patient care areas and will be required to complete their clinical preparation in a non-patient care area of the facility. Students will be given up to 2 hours to complete their clinical preparation at the clinical site. There will be a 20% grade deduction for the clinical preparation assignment that is completed in the clinical site. In the event that the student has not completed their 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. **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. Concept map & Anticipatory Nursing Diagnoses
 - Students are not allowed to do a 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 1-5 (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 Prep work
 2. Two care plans
 3. Completed Physical Assessment packet
 4. Updated drug cards, Concept map & Anticipatory Nursing Diagnoses
 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 5 weekly 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 concept map 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! Students will be testing on IV skills during designated times during the first 3 weeks of 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.

- 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)

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.

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.

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

SCHOOL OF NURSING POLICIES AND UNDERGRADUATE STUDENT POLICIES

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.

ACADEMIC REGULATIONS

Review in UT El Paso Undergraduate Student Catalog and the School 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 Effective Nursing Practice Policy, Statement on Disability, and Student Injury.

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. The SOS plan will identify recommendations for improving the student's success potential and will specify timelines for completion of these recommendations. 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 timelines 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.* See respective Blackboard home page for SOS form.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to the course manager—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

The school of nursing strongly suggest that 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. Another suggestion is to save all your work (answers to discussion topics, Prep Us) 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 your back-up document as a last resort.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to the course manager immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

ACCOMMODATIONS POLICY

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.

If you are pregnant and are provided restrictions and limitations by your doctor, it is the responsibility of the student to notify the clinical instructor and request written limitations and accommodations to be provided to the course instructor via 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.

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.

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#). *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*

COVID-19 ACCOMODATIONS

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

(classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities.

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

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.

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE

Four course assessments (Exam 1, 2, 3, and final. Possible quizzes) will make use of Respondus Lock Down Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test.

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. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have 1 attempt to take the test. Once the window closes, your answers will be saved, and no changes can be made.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

Two course assessments (Nutrition and Med/Surg ATI) will make use of Proctorio to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test. Refer to ATI information under Initial Documents on BB.

PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

(classes with on-campus meetings) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

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.

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."

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 in person or online with patients, staff, faculty, fellow students, or visitors.

Examples included but not limited to:

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

Course Resources: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

School of Nursing 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.

Academic Resources

- [UTEP Library](#): Access to NURSING SPECIFIC resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [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

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 assessments.

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