

The University of Texas at El Paso School of Nursing

COURSE NUMBER and TITLE:

NURSING 4407: TRANSITION TO PROFESSIONAL PRACTICE

COURSE DESCRIPTION:

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit that is part of a healthcare related macrosystem. Emphasis is placed on contemporary issues and management concepts, as well as skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed.

COURSE OVERVIEW:

This course is designed to help students understand and apply principles of leadership, management, negotiation, and team collaboration in a health care delivery setting.

COURSE PRE-REQUISITES:

Successful completion of N-4714 & N-3300 or faculty approval

CREDIT ALLOCATION: 4 semester hours (4-0-0)

FACULTY INFORMATION:

Course Faculty: Melissa Wholeben, PhD, RN, CEN
Office: 334 HSSN
E-mail: Blackboard Class Email (primary)
mwholeben@utep.edu
Phone: 747-7264 (office)
Office hours: Friday a.m or by appointment.

REQUIRED TEXTBOOKS:

ANA's Foundation of Nursing Package: *Nursing: Scope & Standards of Practice, Nursing's Social Policy Statement, and Guide to Code of Ethics for Nurses* by the American Nurses Association.

Sullivan, E. J. (2018) *Effective leadership and management in nursing* (9th ed.). Upper Saddle River, NJ: Pearson

RECOMMENDED TEXTS:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: American Psychological Association. **You can also use the new edition (7th)

ATI Series Reference Books for Nursing Curriculum (Nursing Leadership) -- Online ATI Integrated Resources

COURSE OBJECTIVES: Upon completion of this course, students will be able to:

1. Defend opinions using evidence-based literature about selected contemporary issues and their effect on the profession of nursing.
2. Examine the organizational structure of a macrosystem, its governance structure, potential impact on the role of the nurse, and provision of healthcare within the microsystem of a work unit.
3. Analyze selected leadership styles and theories and their effect on the management of employees.
4. Describe how to integrate principles of group process and teamwork into the operation of the interprofessional healthcare team.
5. Explain the application of leadership skills and empowerment strategies when managing the care of patients, families, groups, communities, and populations.
6. Determine delegation of tasks that are within the legal parameters of that entity's scope and practice, ensuring safe, quality patient-centered care.
7. Articulate the process of advocacy for the patients, families, groups, communities, and populations regarding healthcare and health-related decisions.
8. Identify healthcare information systems and patient care technology to manage patient care, support clinical judgements, mitigate error, and communicate relevant patient information with members of the healthcare team.
9. Articulate how to manage the care of patients, families, groups, communities, and populations while adhering to ethical, legal, and professional standards and maintaining accountability and responsibility for care provided.
10. Evaluate the effectiveness of quality improvement strategies using patient outcome data to improve health care services.
11. Discuss the nurse's role for implementation of mass casualty plans in the event of an emergency.
12. Explore personal career goals and additional education or certification needed to achieve these goals.

TOPICAL OUTLINE: Role of the professional nurse as:

1. a leader and a manager: leadership theory; management theory; motivation theory; team building
2. a coordinator of care: multi-disciplinary responsibility for client care; managed care; fiscal responsibility and budget development
3. a change agent: change theory; quality improvement; law and policy
4. a provider of care: health care organizational structures and environment; nursing care delivery models, delegation, authority and responsibility
5. a member of a profession: legal and ethical considerations; practice requirements (peer review), sociopolitical obligations; lifelong learning; use and application of research

PROGRAM LEARNING OUTCOMES, BSN ESSENTIALS, DEC'S:

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

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

Differentiated Essential Competencies (DECs) for Baccalaureate Degree (BSN) *version year 2010

Member of the Profession A, B, C, D
 Provider of Patient-Centered Care A, E
 Patient Safety Advocate B
 Member of the Health Care Team A, B, D, E, F, G

TEACHING METHODOLOGIES:

On-line Course Content, Lecture, Presentations, Case Studies, Classroom Discussion, and Projects

GRADING POLICY AND STRUCTURE:

Grades: The following indicates the percentage each assignment factors into the final grade.

- ***In order to pass this course, students must pass with a minimum average score of 75%. Achieving less than 75% results in course failure.***

Assignment	Points/Grading
Introduction DB (Original and Peer Posts)	Complete/Not Complete
DB Forum Group Original Post x3 (each is 2.5 points)	7.5 points
DB Forum Individual Peer Posts x3 (each is 2.5 points)	7.5 points
Course Quizzes x5 (each is 5 points)	25 points
Course Exams x2 (each is 10 points)	20 points
ATI Quiz (Learning Practice, Learning Final, Quiz A, Quiz B <i>**Please note, this will be an average of (1) Learning Practice score, (2) Learning Final score, and the HIGHEST FIRST ATTEMPT of Quiz A or B**</i>)	5 points
ATI Exam Leadership	10 points
Interview Transcript	3 points
Mission/Vision Journal	7 points
Staffing Assignment	5 points
Final Project	10 points

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

Time Stamps LMS

- Attendance, participation, and all LMS (Blackboard LMS) postings are counted in Mountain Time (MST). The time stamps in the computer represent MST, regardless of your actual time zone.

Exams:

- Exams may be administered in class, online or via Blackboard. Exams are weighted as noted above.

- Exams must be taken at the scheduled time. Make-up exams are rarely given and are only given at the discretion of the instructor and only when the student has **notified the instructor in advance** of the scheduled exam. **Failure to take an exam will result in a zero for that exam.** Students late for an exam or quiz will have only the remaining scheduled time to complete the exam or quiz. (See the University catalog, Academic Regulations, Class Attendance: Absence from Examination).
- Exams will be based on lecture content, assigned chapters in the text, online content, course work, group discussion and presentations by visiting professionals. *Keep in mind that all answer choices for exam questions might apply; however, only the BEST answer choice is the one credited as the correct answer.*

Discussion Boards

- Discussion Boards will be open from Monday thru Saturday of the scheduled week. Original posts are due by **Wednesday at 11:59pm MST** of the scheduled week. Peer responses are due by **Saturday at 11:59pm MST** of the scheduled week. The student is required to be a participant in the discussion board and be visible (via original posts and/or classmate replies) a minimum of 3 days a week.

Assignments

- Assignments are due by **11:59pm (MST)** on the **due date calendar/course schedule**. Assignments (not including DB forums or Quizzes) will be accepted after the due date for up to 3 days (72 hours); however, there will be a **deduction of 10% from the total assignment points per 24 hours past the due date**. Late points start immediately following the due date/time. This is done in fairness to those students who turn in their assignments on time. After 3 days post the due date (72 hours)—no assignments will be accepted. The only exception is with extenuating circumstances or events that have been discussed with the instructor PRIOR to the deadline.

Quizzes

- Quizzes will be available for a specific timeframe (as indicated on the class calendar). There will be **2 attempts** for each quiz. The highest grade will be documented in the grade book. Late quizzes will not be accepted. Once all quizzes are completed, feedback on the questions will be released. Please note—in order to ensure the integrity of the quizzes, there will not be any “question specific” feedback given. The feedback will be given as an overall discussion. If you would like specific feedback based on your quiz responses, please contact the course faculty for an appointment to review your quiz.

In the case of emergencies when you are prevented from logging on, please contact the Course Faculty as soon as possible by phone and/or email. If you know you will be out of town or otherwise prevented from submitting assignments on the due date, make every effort to turn them in early. Anytime you feel that you are falling behind in the course, it is best to contact the Course Faculty immediately to discuss your situation. In regards to dropping the course with a “W”, it is the **student’s responsibility** to make arrangements with the UTEP Registrar and drop by the “withdrawal date” located on UTEP Registrar website.

Teamwork:

In nursing, teamwork is an essential component of a nurse's role and responsibilities within our health care system. To this end, teamwork is often used to promote professional socialization/collaboration in nursing curricula. We believe that Teamwork can reinforce skills that are relevant to both group and individual work in addition to aiding in development of collaboration skills.

- Peer evaluations are taken into consideration when assigning a final grade for the team project. The peer evaluation is due no later than **3 days after the assignment**. Failure to submit a peer evaluation within this timeframe will result in the student losing the points for the peer participation.

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***

Attendance and participation:

- It is expected that all students be present for scheduled face-to-face classes. Do not schedule any personal business during class times. It is the student's responsibility to notify and inform faculty *in advance* (prior to start of class) of any absences or expected tardiness. This is required for all scheduled class times.
- Students are responsible for all course content and announcements whether presented in the classroom, online, or on blackboard.
- There is to be no recording of lectures or class discussions.
- Laptops and cell phones are permitted for **Reef polling and course content only**. All other uses must be outside of class time.
- Exams will be administered on-line and students must bring a functioning lap top to class on those dates.
- **Students may be dropped from the course** when, in the judgment of faculty, the student has been tardy or absent to such an extent as to impair his/her status relative to credit for the course.

Blackboard (BB) Access

- Students are required to **subscribe to and access the course Blackboard site**.
- The N4407 On-Line course is accessible through Blackboard.
- Blackboard is the main source of communication between faculty and students.
- The course syllabus, calendar, course handouts, assignments, assigned readings, are posted on Blackboard. It will also be the site for accessing assigned modules and quizzes.
- Test grades and course grades will be made available ONLY through Blackboard.
- ***Students are responsible for accessing Blackboard on a daily basis to check for new assignments and messages.***

Communication:

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

-First go to the appropriate faculty member.

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

Course manager

Director of Undergraduate Education

Associate Dean for Undergraduate Education

School of Nursing Dean

- Contact faculty *through Blackboard email*. If blackboard is down and webmail must be used, student name and topic must be indicated in the subject heading of the message.

HIPAA Compliance:

- This course may require teams/individuals to conduct face-to-face interviews with designated individuals. With this in mind, students must be in compliance with the HIPPA requirements concerning confidentiality. The person interviewed is to be identified via title or position only. The agency is not to be identified in the paper or presentation. Material gleaned from the interview is for sharing within the academic setting ONLY and is not to be discussed outside of the classroom.
- **Failure to comply with the HIPPA standards will initiate disciplinary action that may result in failure of the course and/or dismissal from the nursing program. In addition, legal action could be initiated against the student(s).**

ATI Testing:

- To assist faculty in academic advisement of students, and to provide a means of ongoing evaluation of the School of Nursing curriculum, students are expected to participate in testing and evaluation programs in addition to course exams. National standardized exams help students to better prepare for the RN licensure exam (NCLEX-RN) and helps faculty to identify curricular gaps. ***Students are required to take the nationally standardized exam provided by Assessment Technologies Incorporated (ATI) that corresponds with content presented in this course.*** The data analysis that is provided to students with reported scores should be used to assess strengths and deficiencies and overall progress in the nursing program. Students must achieve a passing level score, level 2, on the ATI exam in order to complete the course. The exam counts towards the final grade as follows:

Below Level 1	Level 1	Level 2	Level 3
64% (6.4) Points	70% (7) Points	88% (8.8) Points	100% (10) Points

- **ATI Remediation:** Students who do not pass the ATI Content Mastery exam at or above (level 2) will be required to complete and submit an ATI “Students for Success” (SOS) remediation plan. Documentation of remediation must be submitted in accordance with Course Manager’s protocol. Students will receive an incomplete (I) in the course until the required remediation is accomplished and documentation is submitted. If mastery has been reached prior to the required time for score- the student will continue to remediate until time has been reached.

Benchmark	Focused Review	Practice Assessments	Learning System RN
Below Level 1 See ATI -SOS	At least <u>4 hours</u> and completion of all remediation templates	Completion of at least two practice assessments and score above 95. If this was done- then log the 4 hours.	Completion of at least two practice and the final assessment
Level 1 See ATI - SOS	At least <u>3 hours</u>	Completion of at least two practice assessments (see above)	Completion of at least two practice and the final assessment

Study / Learning Expectations:

- Students are responsible for studying and being prepared to discuss the content of the required text. Although faculty will lecture on only a portion of text content, students are responsible for material in the entire text.
- PRIOR to class- all materials covered should be reviewed by the student.
- It is highly recommended that students review evaluation tools/rubrics prior to completing projects and assignments.

Course Schedule Modifications:

The faculty person reserves the right to adjust the course syllabus or modify class assignments as areas of concern arise. Advance notice will be provided by the sending of an email message through Blackboard.

Project Arriba and/or Texas Workforce Commission:

- These programs require signature of faculty to verify attendance in class.
- Faculty signature will be provided at the end of the class session for that date only.
Accumulated forms will not be signed.

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

Policy on Scholastic Dishonesty:

- Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the School of Nursing and/or university. Scholastic dishonesty includes but is not limited to reproducing test or quiz materials from memory, copy/paste or Xerox, cheating, plagiarism, collusion, the submission for credit or any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22.

- Since scholastic dishonesty harms the individual, all students, and the integrity of the 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.

Policy relating to Disability / Pregnancy/ CASS:

- **Disability:** Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Nurses are also expected to be able to assist patients in transfer, ambulation and in activities of daily living. In order to do this, nurses must be able to lift, bend and be on their feet for extended periods of time. Nursing students are expected to be able to perform these functions. It is therefore the responsibility of the student to inform the course manager of any limitations they may have in completing course expectations. Nursing students with limitations in any of the above abilities are advised to discuss these matters with The Center for Accommodations and Support Services (CASS) to determine if reasonable accommodations could be provided. Written guidelines r/t accommodations from CASS must be submitted to the course manager PRIOR to the start of the course. If you have a disability and need classroom accommodations, please contact CASS at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*
- **Pregnancy:** It is the responsibility of the student to inform the instructor of pregnancy limitations. Written guidelines r/t accommodations from The Center for Accommodations and Support Services (CASS) must be submitted to the course manager PRIOR to the start of the course.

Professional Behavior:

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

needed to be allowed into the skills practice lab or into a clinical rotation in the nursing program.

Retention: Students Opting for Success (SOS): When a student is not progressing in the course as expected, or is not successful on an examination, or is not meeting clinical expectations, they will be required to meet with the instructor to discuss strategies for success as outline on the SOS form. The SOS plan will identify recommendations for improving the student's success potential and will specify time lines for completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to the course manager by due date. *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.

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.

Students Opting for Success (SOS)

- Remediation will be available to students currently enrolled in the Undergraduate Nursing Program with identified challenges that may impede their success in a clinical or didactic course. Remediation may be recommended or required, depending on the identified need. Students that score 70-74.9 on didactic exams will have remediation recommendations made. Students scoring 69.9 and below on didactic exams will have required remediation plans that may include counseling by the course manager, tutoring, academic coaching, or referral to the Student Success Coordinator. Clinical remediation plans will have mandatory remediation or counseling. Requests for remediation may be made by the course manager, clinical instructor, or the student before the course or clinical rotation is completed and a grade assigned. For full policy, please see the handbook.
- *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.*

Policy on Scholastic Dishonesty

- Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to

commit such acts." 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 University, policies on scholastic dishonesty will be strictly enforced. See detailed procedure in the Handbook of Operating Procedures (HOP) available in Office of the Dean of Students.

Challenge r/t Grades

- A student may challenge his/ her grade as determined by a member of the faculty of the University during or within one year after the end of any credit course, qualifying or comprehensive examination, for which the student has been enrolled. A challenge to a grade 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.
- Students must attempt to resolve issues relating to grades through the following chain of command:
 1. First, with the faculty member or Course Manager who issued the grade
 2. Second, with the Assistant Dean for Undergraduate Education
 3. Third, with the Dean of the School of Nursing
- 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, in the stated order, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

Social media policy:

- Please review and understand the new social media policy at the end of this syllabus. Your signature on the review of the syllabus infers that you understand and will be guided by this policy.

Statement on Disability / Pregnancy:

- It is the responsibility of the student to inform the course manager of any limitations they may have in completing course expectations. Written guidelines r/t accommodations from the Office of Disabled Students must be submitted to the course manager PRIOR to the start of the course.

NOTE REGARDING PROJECTS AND WRITTEN WORK: All work will be presented on time, using correct English, spelling, grammar, syntax, punctuation, and APA (6th ed.) format. Unless indicated otherwise, text for all written material must be in Times New Roman with size 12 font and references must be dated within the last five years. The required number of references listed for any project is *in addition to* the required course text and all previous course texts. All work is expected to be professional in appearance and scholarly in content. A professional appearance is expected for any presentation.

Syllabus Change Policy: Except for changes that substantially affect the evaluation/grading statement, this syllabus is subject to change as the semester progresses at the discretion of the

faculty. Notification of changes or updates will be made on the Announcement section of Blackboard.

Online Accessibility Document

Computer Requirements

Use the browser checker to ensure you have all of the necessary plugins installed on your computer that you will need in order to access all the content in this course. This browser checker will test browser compatibility, cookies, JavaScript, pop-up and other Java features.

Browser Performance Hints

- Clear browser cache
- Allow pop-ups
- Make sure your Java is up-to-date
- Follow the steps at [Blackboard Learn browser checker](#)

Software Requirements

When creating documents, slide presentations, spreadsheets, etc., you must use Microsoft Office or a compatible program (see [10 Free MS Word Alternatives](#)). If you are using Windows Vista or Office 2007, you may have compatibility problems and others in the course may not be able to view your work. Go to the UTEP-IT website's "[Patches & Updates](#)" area to download a "compatibility toolkit" (it is listed under the "Patches and Updates" column). Also check your course syllabus for specific software instructions from your instructor.

Recommended software

[Adobe Acrobat](#)

[Adobe Flash Player](#)

[Java](#)

[QuickTime](#)

[Windows Media Player](#)

[Supported Browsers](#)

Learning Resources:

UTEP provides a variety of student services and support. Familiarize yourself with the bookmarks on the right-hand side of the Blackboard student portal (visible before entering into a course) as well as the resources below.

- [UTEP Library](#) - access to a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [RefWorks](#) - bibliographic citation tool; check out the RefWorks [tutorial](#) and [Fact Sheet and Quick-Start Guide](#)
- [University Writing Center \(UWC\)](#) - submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources available here
- [Math Tutoring Center \(MaRCS\)](#) - ask a tutor for help and explore other math resources available here
- [History Tutoring Center \(HTC\)](#) - submit papers here for assistance with writing history papers, ask a tutor for help and explore other history resources available here

- **Illuminate** - online virtual classroom/conference room with multiple features including audio, video, instant messaging, interactive whiteboard, application sharing, file transfer, and session recording/playback with synchronized audio/chat/notes.
Recommended Hardware for Illuminate -
 - Headphones
 - preferred rather than external speakers to avoid audio feedback being picked up by the mic
 - Microphone
 - a webcam microphone will work, but often a separate mic positioned closer to the mouth picks up less background noise
 - Webcam
 - for transmitting live video of the session participant(s)
 - Video camera
 - for transmitting live video of a procedure or demonstration
- **Safe Assign** - online submission of paper compares your work to published papers and checks for plagiarism
- **Netiquette** - "Netiquette" stands for "Internet Etiquette", and refers to the set of practices developed over the years to make the Internet experience pleasant for everyone. Please review some of the **Netiquette** rules at <http://www.albion.com/netiquette/corerules.html>
- **UTEP Virtual Private Network:**
UTEP's electronic resources (i.e. Library resources) are available to registered students when working from outside the campus network. In order to access these resources, you will need to set up a Virtual Private Network (VPN) that basically recognizes you are a UTEP student and can look for journals and use subscriptions UTEP/You have paid for. Setting up a VPN is simple, click on the following link to see a visual tutorial: [UTEP VPN](#).

Technical Assistance Blackboard

The online component of this class is hosted by UT El Paso. If you have computer, Blackboard problems, or any other kind of technical questions (not related to ATI), please contact the UTEP Help Desk via email at helpdesk@utep.edu or by phone at (915) 747-5257. The HELP desk hours are: Mon-Fri 7:00am - 8:00pm (Mountain Time), Sat 9:00am - 1:00pm (Mountain Time), Sun CLOSED.

Courses with ATI (Assessment Technologies Institute) components:

Technical Requirements for ATI use:

Browser	Version
Google Chrome™	41.0 or later
Internet Explorer®	11 or later
Mozilla Firefox®	36.0 or later
Safari®	6.2.7 or later

Operating Systems for ATI use

Device	Operating System
PC	Windows 7,8, 8.1, and 10
Mac	Mac OS® X 10.9 or later
iPad® 2 or later	iOS 7 or later
Android	Android 4.4 or later

Notes for ATI use:

- **Minimum** resolution 1024 x 600
- Javascript **and** cookies must **both** be enabled with browser
- Android's default browser is not supported, download Chrome for a better experience.
- Some browsers may require user to **enable tabbing**
- Some content may only be made accessible by **disabling your browser's popup blocker**.
- Information under Browser Performance Hints (listed above) apply for this application as well.

Technical Assistance ATI

UTEP's ATI Champion is Ms. Carla Ellis at cjellis@utep.edu or at 915-747-8175, Mon – Fri 9a-5p. After hours help or immediate help can be found at the **ATI helpdesk** at 800-667-7531.

Being Successful Using Online Learning

Online learning is not a spectator sport. It is everyone's responsibility to participate as fully as they can so everyone can get the most from the experience. Here are some simple rules to follow to ensure your participation and engagement in the learning process:

- Ask questions: If you don't know the answer, someone else will. The discussion board is the area for asking questions related to content OR any problems (related to the class) you are having. Make sure that you have clearly indicated the subject of your message.
- Reach out to others: Offer a fact, article, link, or other item that can help others learn something you can share.
- Be appropriate: The online classroom is not the place for insulting or insensitive comments, attacks, or venting. Inappropriate behavior can be subject to disciplinary action, as well.
- Be diplomatic: When sending messages on emotionally charged topics, I recommend that you write the message and then walk away for at least an hour before re-reading the message and then sending it. Re-reading emotionally charged messages ensures that they are constructive instead of destructive. Think of the person at the other end.
- Stay focused: Stay on topic to increase the efficiency of your learning.

Effective Electronic Communication Guidelines

Keep your messages concise and clearly written. Most ideas can be stated in a couple of paragraphs, although sometimes a longer message may be needed to develop your thoughts

adequately. Keep in mind that people are more apt to read and digest shorter messages than long ones.

1. Be respectful of other's ideas, opinions, and beliefs. It's fine to disagree with someone, but please respect his or her right to think differently.
2. Avoid posting simple two or three word statements such as "I agree" or "Good point". If you think someone has made an especially strong point and you want to say so, and then explain why by adding a few sentences describing your response or adding to the original point.
3. A message that demonstrates substance contributes to the understanding and application of ideas by doing one or more of the following:
 - a. **Reflection about meaning:** Describe thoughtfully what something means or new insights it provides, or raise a question as a seed for clarification or further discussion.
 - b. **Analysis:** Discusses relevant themes, concepts, main ideas, components, or relationships among ideas. Or, identifies hidden assumptions or fallacies in reasoning.
 - c. **Elaboration:** Builds on ideas of others or ideas found in the readings by adding details, examples, a different viewpoint, or other relevant information.
 - d. **Application:** Provides examples of how principles or concepts can be applied to actual classroom situations, or discuss the implications of theory for practice.
 - e. **Synthesis:** Integrate multiple views to provide a summary, a new perspective, or a creative refashioning of ideas.
 - f. **Evaluation:** Assesses the accuracy, reasonableness, or quality of ideas.



Ethical and Responsible Use of Social Media Technologies

The University of Texas at El Paso
School of Nursing

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 following guidelines to minimize the risks associated with use of social networks and all other electronic media.

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, Live Journal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit, Instagram
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube
- Pinterest

First and foremost, any undergraduate or graduate student enrolled in the UTEP SON must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

- Students enrolled in the UTEP SON must not transmit or place online individually identifiable patient information.
 - Do not identify patients by name or post or publish information that may lead to the identification of a patient. It is not acceptable to post any information about a patient even if their name is not identified.
- Students enrolled in the UTEP SON must observe ethically prescribed professional patient — nurse boundaries.
 - Like in-person relationships, the student nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment.
 - Use caution when having online social contact with patients or former patients.
 - Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the student nurse does not permit the student nurse to engage in a personal relationship with the patient.
- Students enrolled in the UTEP SON should understand that patients, colleagues, institutions, and employers may view postings.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

- Do not take photos or videos of patients on personal devices, including cell phones. Follow facility policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices (i. e. wound photos).
 - Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
 - No photos or videos of patients may be taken on a personal device, including cell phones.
 - In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
 - However, limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Students enrolled in the UTEP SON should not make disparaging remarks about patients, instructors, other students enrolled in the UTEP SON or clinical partner facilities, even if they are not expressly identified.
 - Students enrolled in the UTEP SON should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Students enrolled in the UTEP SON have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

Students enrolled in the UTEP SON must practice and behave in a manner that protects clients by exercising reasonable judgment when using social media technologies whether in their personal life or in their professional life. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program which is contingent upon the nature of the infraction. Students enrolled in the UTEP SON can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

References

- American Nurses Association (2011). 6 Tips for Nurses Using Social Media. <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/6-Tips-for-Nurses-Using-Social-Media-Poster.pdf>
- Marshall University (2012). School of Nursing Usage of Electronic/Social Media Guidelines Policy. Retrieved from [http://www.marshall.edu/cohp/assets/documents/SON%20 Electronic mediapolicy%281%29.pdf](http://www.marshall.edu/cohp/assets/documents/SON%20Electronic%20mediapolicy%281%29.pdf)
- National Council State Boards of Nursing (NCSBN) (2011). White Paper: A Nurses Guide to the Use of Social Media https://www.ncsbn.org/Social_Media.pdf