

**The University of Texas at El Paso School of Nursing**

**COURSE NUMBER AND TITLE: Nursing 4612-Acute Practicum**

**COURSE DESCRIPTION/COURSE OVERVIEW:** This is a culminating experience in the last semester of the BSN program, which provides students opportunities to apply nursing theory, knowledge and skills into practice. This course is designed using the principles of life-long learning and adult learning. The focus of the course is on application of all facets of nursing theory to the clinical setting, incorporating the entry-level competencies established by the Board of Nurse Examiners for the State of Texas. This course is a synthesis of applying knowledge from previous didactic courses and technical skills in the acute clinical setting. Students will plan, manage, provide, and coordinate care for various clients in the acute care setting using leadership and management techniques. The course has two components: seminar (30 hours) and clinical practicum (180 hours). The student is responsible for meeting course objectives, deadlines and requirements, participation and attendance, preparation for all assignments in the clinical and classroom setting, and professional behaviors. The student is expected to uphold policies of UTEP and the clinical facility, as well as maintaining standards of professional nursing practice.

**COURSE PRE-REQUISITES:** Successful completion of all program requirements up to and including 7th semester courses.

**CREDIT ALLOCATION:** Six (6) semester hours (2-12-0) (30 didactic/hybrid—180 clinical)

**FACULTY INFORMATION:** Course Manager:

Dr. Melissa Wholeben, PhD, RN  
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**REQUIRED TEXTBOOKS:**

- Fundamentals of Nursing: The Art and Science of Nursing Care 7th edition, Carol Taylor, Carol Lillis, Priscilla LeMone, Pamela Lynn, Lippincott Williams & Wilkins
- ATI: Nursing Leadership and Management 5th Ed or 6.0th Ed.
- ATI: Fundamentals for Nursing 7th Ed or 8th Ed.
- Access to PassPoint ([www.thepoint.lww.com](http://www.thepoint.lww.com)) \*\*access to be given by course manager first day of class

**RECOMMENDED TEXTBOOKS/RESOURCES:**

- **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.
- **PDA** or similar smart device with required/recommended texts or a current drug manual, lab/diagnostics manual and nursing diagnoses text.
- Any **NCLEX review** text or texts or electronic software which offer practice NCLEX questions based on the most current NCLEX test blueprint.
- All **previous textbooks** used in the Undergraduate Nursing Program.
- ***Clinical Coach for Nursing Excellence***, Linda Campbell; Marcia A. Gilbert; Gary R. Laustsen F.A. Davis Co; 1st edition (October 15, 2009).
- ***Thinking as a Nurse***, Bruce Austin Scott, iUniverse, Inc; 1st edition (November 10, 2009).

**COURSE OBJECTIVES:**

1. Perform the role of provider of care in delivering safe, effective, efficient nursing care.
2. Perform the role of coordinator of care in:
  - a. effectively working in collaboration with others,
  - b. implementing appropriate care measures within a managed care environment;
  - c. delegating and using personnel to their maximum potential.
3. Perform the role of professional by:
  - a. accurately discussing the nursing practice act of the state in which the experience took place;
  - b. participating in professional activities (i.e., in-service, committees, policy and legal measures affecting nursing).
4. Demonstrate the use of theory and evidence base practice in his/her clinical practice.
5. Analyze the impact of the organization’s leadership, management, political, and socioeconomic influences on the nurse's ability to provide care.

**TEACHING/LEARNING STRATEGIES:**

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

**SIGNIFICANT LEARNING PROCESSES:**

According to Fink (2003), significant learning occurs when we move away from content to include lifelong learning, caring, and a human dimension to our teaching/learning framework. We anticipate by the end of the semester you will be able to:

Information	❖ Utilize the principles of theory, evidence-based practice (EBP), and web-based resources to develop foundational information in the classroom and clinical setting.
Application	❖ Participate in seminars, discussions, and journals to apply foundational knowledge to a variety of clinical and classroom situations. Provide leadership, management, political, and socioeconomic influences on the nurse’s ability to provide care.

Integration	❖ To participate in both didactic and clinical content and to integrate foundational knowledge from these activities into practice.
Human Dimension	❖ Participate in group discussions and respond to peer postings to identify the value of contributions made by professional colleagues in the classroom and in clinical rotations.
Caring	❖ Utilize the classroom time, clinical time and the discussion board to develop professional relationships with faculty, clinical faculty and peers.
Life-long learning	❖ Utilize the skills in the role of provider, role of coordinator of care, and the role of professional essential for practice in the acute care practicum.

**TEACHING METHODOLOGIES:** Lecture / guest lecture, field experience, class assignments, preceptor clinical, films, web-based tutorials

### GRADING POLICY AND STRUCTURE

**A. Students must pass both theory and clinical to pass the course. Achieving less than 75% in the didactic portion (exams and quizzes) of the course, or failing to pass clinical results in course failure. There is no rounding of grades and fractional points will be dropped.**

A. Taking and passing the course related **ATI exam** at or above the required score is a course requirement (See statement under Course Policies).

- Students are required to take and pass the **medication administration and calculation test** (3 attempt maximum) at a 90% level **PRIOR** to participating in clinical experiences. (See statement under Clinical Policies).
- **Written assignment (Didactic) submitted late will receive a deduction of 10 (ten) points each day (24 hours) from grade of the assignment. No assignments will be accepted 2 days (48 hours) past the assigned due date/time.**

B. **All clinical assignments must be submitted in order to receive a course grade.** Clinical assignment grades 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.

- **Written assignment (Clinical) submitted late will receive a deduction of 10 (ten) points each day (24 hours) from grade of the assignment. No assignments will be accepted 2 days (48 hours) past the assigned due date/time.**

C. Clinical performance is evaluated on a **Pass/Fail basis**

**Pass** = 1) Attendance at all lab/clinical sessions **AND**  
 2) Being prepared physically and mentally for every lab/clinical session. (This includes bringing all required equipment) **AND**  
 3) Demonstrating competency in **every** area of clinical performance in direct patient care **AND/OR** course designated simulated scenarios **AND**  
 4) Successful completion and timely submission of clinically associated paperwork (quizzes and reflections)

**Fail** = 1) Missing more than one lab/clinical session **OR**  
 2) Not being prepared for lab/clinical on more than one occasion **OR**  
 3) Non-achievement of competency expectations in any one or more areas of direct patient care clinical performance **OR** non-achievement of competency in course designated

simulated scenarios

4) Any serious infraction involving professionalism and/or safety related issues for assigned patients.

**GRADING SCALE:**           90-100 = A  
                                      80– 89 = B  
                                      75 –79 = C  
                                      60 –74 = D  
                                      < 60   = F

**Grading Breakdown Didactic: (Total 75%)**

10%	Module Assessments 1-4 (each worth 2.5%)
5%	RN Comprehensive Practice Assessment
30%	PassPoint Quizzes (week 1-5) 4 quizzes every week **total 20 quizzes
10%	Comprehensive ATI Exam (Score will be based on the predictive probability score) **will take highest score/attempt
20%	PassPoint Quizzes (week 6-13) 3 quizzes every week/6 weeks **total 18 quizzes

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**Grading Breakdown Clinical: (Total 25%)**

6.25%	Journal 1 (week 1)
6.25%	Journal 2 (week 2)
6.25%	Journal 3 (week 3)
6.25%	Journal 4 (week 4)

Pass/Fail       **Clinical Performance**

**DIDACTIC 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.*

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

**Attendance:**

8<sup>th</sup> Semester Nurses are at a stage in their nursing careers where discussion among peers of topics and issues related to healthcare and the professions are essential elements. Lectures and seminars are designed to expose the 8<sup>th</sup> semester nurse to a forum of peers, similar to those they will encounter as registered nurses, where these issues can be discussed and debated. The learning value is contained not only in the content presented by the faculty or guest speaker, but in the discussions, exchange of ideas, and exploration of possible solutions. For this reason, **attendance is required for all lectures, seminar and presentations** (whether in the classroom or Blackboard), and students are expected to be on time, and to participate in discussions and activities. Post clinical conferences and assignment submission may occur on Blackboard, email, discussion boards, assigned chat rooms, or in person as determined by individual clinical faculty.

- Remediation for missed lectures/seminar or group presentations: Failure to attend a lecture, seminar or presentation will result in an Incomplete (I) grade in the course until such time the missed requirement is satisfied. In order to satisfy the requirement, the student must attend the missed lecture, seminar or presentation at the next opportunity the specific topic is offered, and may occur during the following semester.

**Attendance to all clinical activities** is required. This includes hospital specific orientations, clinical orientation, and/or computer orientation as required by the agency; simulated learning activities/demonstration, practice sessions, pre/post conferences, wrap-up sessions, and direct patient care. If, for any reason, the student must be absent from a clinical experience, the clinical instructor or Course Manager must be notified prior to the absence. In case of illness, a release from a health care provider is required to return to the clinical setting. Any make up for clinical absence is at the faculty's discretion.

- Simulated Learning Activities: The goal of these activities within the course is to provide the student with an experience similar to what they will encounter in the clinical practicum. This gives the student an opportunity to apply principles of patient care management, critical thinking, and leadership. Faculty is available to mentor the student through the process of integrating theory into practice, while applying the nursing process. You will be evaluated on Simulation Hospital Day according to the BSN competencies on a needs improvement or meets standard basis. Students are required to attend and expected to participate in the learning activity. Remediation for missed simulated learning activity is explained in the next section.
- Remediation for missed clinical activity: Failure to attend a clinical activity will result in an Incomplete (I) grade in the course until such time the missed requirement is satisfied. Makeup for clinical absence is at the faculty's discretion, and may occur during the following semester.

### **Dress Code:**

Students are expected to dress professionally (business-casual attire) for classroom activities (seminars/lectures, group presentations, etc.). Students are allowed to wear their nursing uniform when attending classroom presentations or seminars after or during a clinical rotation. Examples and a video on the wear of business-casual attire are available on Blackboard.

- Student nursing uniforms are to be worn to all simulation based learning activities unless otherwise stated by the Course Manager.
- Students are required to adhere to the student dress code when in the clinical setting. The UTEP School of Nursing and facility identification badges (if required) are worn at all times. Students in specialty areas that require nurses to wear hospital issued scrubs will adhere to the institutional/unit dress code. In accordance with the UTEP SON Undergraduate Handbook, students may not wear student uniforms outside of the clinical/academic setting unless prior approval is sought from the Assistant Dean for Undergraduate Education.

### **RN Comprehensive Predictor Examination:**

Students are required to meet the benchmark of 90% predicted probability for this examination to be eligible to receive an official Affidavit of Graduation (AOG) to be sent to the Texas Board of Nursing (BON) from UTEP SON. The AOG is a BON requirement for application for state licensure. After two attempts, students achieving a score that indicates <90% probability of passing NCLEX-RN will:

1. Earn an incomplete (I) in NURS 4612.
2. The student will receive this incomplete (I) until the student successfully retakes the ATI RN Comprehensive Predictor the following semester.
  - a. If the student is unsuccessful on the ATI RN Comprehensive Predictor during the two attempts in the following semester, the course grade will be based on the course syllabus.
  - b. The points on the third and fourth attempt on the ATI RN Comprehensive Predictor will be awarded on the same basis as on the Comprehensive Predictor Examination the previous semester (see Table A).
  - c. If this is the student's first nursing course failure, the student will be allowed to enroll in NURS 4612 the following semester (based on space availability and subject to administrative approval).
  - d. If this is the student's second nursing course failure, the student will be dismissed from the program in accordance with the SON's dismissal policy. The dismissal policy will be upheld by the faculty and administration.

### **Policies for N4612:**

- Students will be required to take the ATI practice exams PRIOR to the ATI. One quiz grade will be recorded for the highest grade received on the first attempt of either Comprehensive ATI practice A (2013) or Comprehensive ATI practice B (2013).
- All students will be required to take the Comprehensive ATI exam. This exam will be worth 10% of the didactic grade. The entered grade will be the score given in regards to the predicted possibility of passing NCLEX exam on 1<sup>st</sup> attempt. This score will reflect highest score achieved when taking the ATI Comprehensive exam. If a student chooses to take the exam for a second time and receives a higher score-the grade will reflect the higher score.
- Students are given two opportunities during the semester to achieve this score. Those who are unsuccessful after two attempts, receive an Incomplete (I) in the course. Subsequent retests are scheduled by the Course Manager. Mandatory attendance to the ATI Live Review is considered part of the remediation plan.
- Our contract with ATI is that students must pay an additional testing fee for retake 2 as well as any additional tests.
- If a student passes the ATI Comprehensive Exam on the first attempt, and chooses to take the ATI Comprehensive Exam for a second time for practice, their grade will reflect the higher score. In addition, the passing score on the first attempt will stand in regards to graduation requirements.
- **ATI Remediation**
  - Students who do not pass any ATI Content Mastery Series exams and RN Comprehensive Predictor Examination at or above (level 2) 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 (see below table). \*\*\*The student will meet with course manager to discuss a remediation plan and to complete a contract for success to pass the ATI Comprehensive Exam on next attempt.
- The ATI Live Review is **MANDATORY** for ALL to attend. The Live ATI Review is required to complete all graduation requirements.

### **PassPoint Quizzes:**

Every week, there will be 4 quizzes posted for the student on The Point ([www.thepoint.lww.com](http://www.thepoint.lww.com)). These quizzes consist of approximately 20-30 questions each. The PassPoint program bases the questions on the students' knowledge level. Each of these quizzes will be on a mastery level point scale. According to research

done by Lippincott Williams & Wilkins, mastery level of 3.934-4.0 is comparable to passing NCLEX standards. Students will take each quiz until they have reached one of the following mastery levels:

- 3.5 mastery level=75%
- 3.6 mastery level=80%
- 3.7 mastery level=85%
- 3.8 mastery level=90%
- 3.9 mastery level=95%
- 4.0 mastery level=100%

Each of these quizzes will be a stand-alone grade in regards to didactic scores. The due dates are as follows:

Week 1=May 25<sup>th</sup> at 1159pm

Week 2=June 1<sup>st</sup> at 1159pm

Week 3=June 8<sup>th</sup> at 1159pm

Week 4=June 15<sup>th</sup> at 1159pm

Week 5=June 28<sup>th</sup> at 1159pm \*\*\*note this is a Saturday d/t the ATI Comp exam is on Monday.

Once clinical starts—the student will pick 6 out of the 8 weeks to complete additional PassPoint Quizzes. The scores will stay the same as stated previously. In addition, the due dates will be on Sunday at 1159pm. Each student will submit a statement that lists the quizzes they completed and the mastery score achieved.

### **Blackboard:**

Students are required to **subscribe to and access the course Blackboard site**. This site is the main source of communication between faculty and students. ***Students are required to access this site on a daily basis for e-mail and posting updates.*** \*\*\*Please note, there is not any notifications regarding NEW emails/discussion board postings, etc. The student is required to check these icons every day for new material/content. The course syllabus, calendar, topical outline of scheduled lectures, assigned readings, web links, and clinical assignment criteria are posted on this site and grades will be made available ONLY through this site.

### **Communication:**

Communication is the responsibility of both students and faculty. 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*

*Assistant Dean for Undergraduate Education*

*School of Nursing Dean*

### **Grievances:**

Challenges to grades may be pursued only on the basis of malice, bias, arbitrary or capricious grade determination or impermissible discrimination. In no event shall a challenge be pursued only on the basis of the standards employed in setting grades, so long as those standards are employed impartially.

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

### **Professional Behavior**

Students are expected to behave professionally ***at all times*** with faculty, peers, preceptors, 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 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.

### **Scholastic Honesty / Dishonesty**

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the School of Nursing and/or university. "Scholastic dishonesty includes but is not limited to reproducing test materials from memory, copy/paste or Xerox, cheating, plagiarism, 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:**

**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 Office of Disabled Students to determine if reasonable accommodations could be provided. 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. **If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass).**

**Pregnancy:** It is the responsibility of the student to inform the instructor of pregnancy limitations. 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/clinical lab.

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

Academic coaching (tutoring) is available for students who anticipate learning needs. Students are encouraged to access this service. Academic referrals (SOS) are given when students are having difficulty in the course. Students, not complying with these referral strategies, most likely will not be given a faculty recommendation for course repeat, should they not be successful 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. 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.

## Laptops:

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

- Set your laptop volume control to mute or off before coming to class.
- Do not engage in unauthorized communication or entertainment (web surfing, instant messaging, chat room chatting, DVD viewing, music playing, game playing, etc.) during class unless it is part of the lesson. Such unauthorized use will result in student receiving an unexcused absence for that day with all quizzes/exams/assignments recorded as a zero.
- You are not able to record the lecture without permission from the instructor.

## Cell Phones / PDA's

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

## Student Responsibility:

Students are responsible for all lecture and clinical lecture/demonstration content. Preparation for class and participation in class will optimize the student's ability to succeed in the course. **Students should read assigned materials prior to lecture in order to be prepared for class.**

## CLINICAL POLICIES

### Clinical Clearance:

Before clinical orientation, students are required to have clinical clearances that are valid through the end of the semester. Health clearances should be verified through the Student Health Services. CPR, insurance, background checks, drug screening and city-wide orientation clearances should be verified by the CHS Compliance Office. Students will not be eligible for clinical participation until all clearances are verified.

### Dress Code during Clinical:

The dress code for N4612 clinical is (1) UTEP scrubs with name badges OR (2) UTEP polo & Khakis with name badges. See below for additional professional attire and uniform guidance (UTEP policy revised Dec 2011). **Any student in violation of the dress code—will be sent home from clinical with an unexcused absence.**

- **Uniform:** The uniform is a unique design made specifically for the UTEP School of Nursing. Uniforms are purchased directly from the supplier by placing an order with the UTEP chapter of Texas Nursing Students' Association. Uniforms must be clean and neat at the beginning of each clinical day.
- **Name Badge:** The official UTEP School of Nursing picture ID will be clearly visible and worn at all times.
- **Lab Coat:** Plain white laboratory coats must be worn when students enter hospital/community agencies for assignments or for purposes other than providing direct patient/client care.

- **Professional attire** is required when the lab coat is worn. Professional attire excludes jeans/western cut pant, sweatshirts, shirts of undergarment type, see-through clothing, any clothing that exposes a bare midriff, back, chest or undergarments.
- **Shoulder Patch:** The official School of Nursing patch will be worn on the **left shoulder** of the white lab coat. Patches must be purchased at the UTEP bookstore.
- **Shoes:** White *close-toed/heel* shoes are to be worn with the uniform and should be well-fitted, comfortable and free of decoration. They must be clean at the beginning of each clinical experience day. Canvas shoes, clogs, flip flops, crocs, or non-enclosed shoes are unacceptable.
- **Hosiery:** White or plain light-colored socks should be worn with the uniform.
- **Jewelry:** Jewelry should be kept to a minimum when wearing the uniform. Nothing more than a wedding band is recommended. Exposed chains and/or dangling earrings are not acceptable.
- **Piercing / Tattoos:** One stud earring per ear is acceptable; no other piercing jewelry is permitted (including the tongue). Visible tattoos should be covered.
- **Fingernails:** Fingernails will be clean and evenly trimmed to the tip of the finger. No artificial fingernails, fingernail adornment or jewelry, or polish are permitted.
- **Hair:** The hair will be neatly arranged off the face and sides of the collar. Beards must be neatly trimmed and covered while the student is working in sterile areas or in the presence of open wounds.
- **Fingernails:** Fingernails will be natural and evenly trimmed. No artificial fingernails are permitted. No fingernail adornment or jewelry is permitted.
- **Smoking:** Students will refrain from smoking in clinical attire since smoke clings to fabric and may be irritating to patients and family members.
- **Sweaters:** Only approved sweaters may be worn with the new UTEP School of Nursing uniform while the student is in a clinical agency. The course manager will provide further guidance on approved sweaters as a decision is made.
- **Professional Appearance:** Students are to refrain from public places, such as restaurants, bars, etc., while wearing the uniform with its identifying patch and name badge.
- **Uniform Accessories,** such as lab coats, and shoes may be purchased at any uniform shop.
- **Mobile Phones** must be turned off in the clinical setting and may only be used during breaks away from the patient care setting. Phones with cameras are never allowed in patient care areas and the use of mobile phones for talking or texting is also prohibited in patient care settings.

### **Simulation (Hospital Days)**

**Mastery** of course related simulation competencies is required to achieve a passing clinical grade in this course. Facilitators are available in the Simulation Lab for additional help as needed. All UG courses will outline in the syllabus the skills that are being taught in your course. Evaluation of clinical skills will be done through clinical evaluation tool.

### **Medication Administration / Dosage Calculation Exams:**

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

### **HIPAA:**

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

against the student.

### **Clinical Attendance:**

All clinical is required. For N4612, there is a required 135 hours of clinical. This includes hospital orientation, clinical orientation, and computer orientation as required by the agency, Simulation Lab demonstration, practice sessions, pre/post conferences and direct patient care. **During N4612 clinical time at the facility, the student will be following the preceptor's schedule & attending clinical throughout the week (Sunday thru Saturday-day or night shift). The student is allowed 2 absences from clinical (d/t illness, car trouble, etc.) The third absence will result in the student being removed from clinical and a clinical grade of "Fail".** If, for any reason, the student must be absent from any clinical experience OR will not be at the clinical site (lunch time, conference, meeting, etc), the **clinical instructor must be notified prior to the absence.** In case of illness, a release from a health care provider **will be required** to return to clinical and faculty reserve the right to drop students from the course when absent from clinical more than twice.

### **Alternative Clinical Hours:**

At the course manager discretion, alternative clinical activities may be used for the required 135 hours of clinical time. The maximum amount of hours that may be used as alternative clinical hours is 20 hours (15%). Examples of activities that can be used are: simulation lab activities, hospital affiliated conferences, and hospital based mock disasters. **ALL alternative clinical activities MUST BE approved in writing by the course manager PRIOR to the student engaging in the activity. Failure to get approval for activity will result in the student not receiving hours for that activity.**

### **Passport to Practicum:**

Students must submit to their assigned clinical faculty, a list of the top ten medical diagnoses, top 5 nursing diagnoses, top 5 diagnostic tests, top 10 routine medications, top 5 PRN medications and top 10 clinical skills used most frequently on the assigned unit. The medical diagnoses should include a brief description; the nursing diagnoses must include a discussion of associated assessment/evaluative parameters and common nursing interventions. All medications listed must include the normal dosage range for the clinical population, the routes, side and adverse effects and contraindications/ precautions and any appropriate nursing implications/ considerations. Diagnostic procedures must list appropriate nursing implications/considerations. ***This must be submitted with the preceptor packet and schedule PRIOR to beginning the clinical experience, and is an indication of clinical preparation. Students may not start the clinical practicum until the PASSPORT is reviewed and approved by the assigned Clinical Faculty. A template is available on Blackboard.***

### **Social Media**

- Under no circumstances is a student to post any information about patients in social media of any kind. This includes but *is not limited to*: names, diagnosis, treatments, meds, history, room numbers, descriptions of symptoms, descriptions of any kind (good or bad), conversations with or any other parts of your day in clinical. In addition, you will not post pictures of patients, clients, or family members of the sites that you are completing your rotation.
- Under no circumstances is a student to discuss policies or activities of any of the facilities that are visited while in the curriculum provided. You are representing UTEP and your comments will be interpreted that way.
- **Any violation of this policy will result in disciplinary action which may include dismissal from the program. This is an expectation that will be required of you in practice as well and is governed by the Texas Board of Nursing as well as hospital policies under patient privacy.**

**Clinical Preparation:**

Any student who is not adequately prepared for clinical will not be allowed to care for patients if doing so would violate the departmental safe nursing practice policy (see Safe and Effective Nursing Practice Policy). Daily preparation is a major component on the clinical evaluation.

**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. Providing direct patient care in the clinical rotation can also be physically demanding and may involve assisting patients in transfer, ambulation and activities of daily living. Students with disabilities may contact the UTEP Office of Disabled Student Services (DSSO) to request reasonable accommodations under the Americans with Disabilities Act guidelines at [www.utep.edu/dsso](http://www.utep.edu/dsso). They can also be reached by calling (915) 747-5148, or by email at [dss@utep.edu](mailto:dss@utep.edu).

**Pregnancy:**

It is the responsibility of the student to inform the instructor of pregnancy and to contact the UTEP Office of Disabled Student Services (DSSO) to request reasonable accommodations if restrictions apply.

## **SAFE AND EFFECTIVE NURSING PRACTICE POLICY FOR THE UNDERGRADUATE NURSING PROGRAM**

The following Safe Nursing Practice Policy is a revision of a similar policy that has been in effect since the nursing program was a part of the University of Texas System (1972).

This policy must be adhered to in order for a student to succeed in clinical nursing courses. The nursing process must be directed toward quality care for the patient/client/family/community/population to promote health, prevent illness, advocate, and treat human responses.

Safe and Effective Nursing Practice is defined as the ability to:

- Demonstrate knowledge about patient/client health status
- Observe, report and record signs and symptoms
- Accurately interpret, report and record changes in patient's condition
- Demonstrate actions that assure the delivery of quality nursing care
- Set priorities and carry through with appropriate nursing interventions
- Evaluate and make substantive judgments relative to the quality of nursing care
- 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 which 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 ratio in the clinical area is 1:10, it is impossible for a faculty member to be present continually with each student to observe every situation. It is therefore imperative that each student assumes personal responsibility to be prepared for each clinical practice experience. Each student is expected to check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition, and to report to the instructor or staff when leaving the clinical area to assure continuity of care for patients. Students who come unprepared for clinical may be dismissed from the clinical site upon the discretion of the clinical faculty.

Adopted by Faculty Organization Committee Meeting.

Revised February 13, 1985, December 14, 1994 and September 2012.

### **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 SHC.

SCHOOL of NURSING INCIDENT REPORT

Student Name: \_\_\_\_\_ UTEP ID #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Time Accident Occurred: \_\_\_\_\_ a.m./ \_\_\_\_\_ p.m. Date: \_\_\_\_\_

Place of Accident: \_\_\_\_\_ Number of People Involved: \_\_\_\_\_

PART OF BODY INJURED

DESCRIPTION OF THE ACCIDENT

Abdomen \_\_\_\_\_ Foot \_\_\_\_\_ How did the accident happen? / What was student doing? Ankle \_\_\_\_\_
Hand \_\_\_\_\_
Arm \_\_\_\_\_ Head \_\_\_\_\_
Back \_\_\_\_\_ Knee \_\_\_\_\_
Chest \_\_\_\_\_ Leg \_\_\_\_\_
Ear \_\_\_\_\_ Mouth \_\_\_\_\_
Elbow \_\_\_\_\_ Nose \_\_\_\_\_
Eye \_\_\_\_\_ Scalp \_\_\_\_\_
Face \_\_\_\_\_ Tooth \_\_\_\_\_
Finger \_\_\_\_\_ Wrist \_\_\_\_\_
Other (specify) \_\_\_\_\_

NATURE OF INJURY

Abrasion \_\_\_\_\_ Laceration \_\_\_\_\_ Student's signature \_\_\_\_\_

Bite \_\_\_\_\_ Needle Stick \_\_\_\_\_

Bruise \_\_\_\_\_ Poisoning \_\_\_\_\_ DEGREE OF INJURY

Concussion \_\_\_\_\_ Puncture \_\_\_\_\_

Cut \_\_\_\_\_ Scratches \_\_\_\_\_ Non-disability \_\_\_\_\_

Dislocation \_\_\_\_\_ Shock (el.) \_\_\_\_\_ Temporary Disability \_\_\_\_\_

Fracture \_\_\_\_\_ Sprain \_\_\_\_\_ Permanent Impairment \_\_\_\_\_ Other \_\_\_\_\_
(specify) \_\_\_\_\_ Death \_\_\_\_\_

Faculty/Preceptor in charge when accident occurred

NAME(S)] \_\_\_\_\_ Present at scene of accident: YES \_\_\_\_\_ NO \_\_\_\_\_

IMMEDIATE ACTION TAKEN

First-Aid Treatment \_\_\_\_\_ By: \_\_\_\_\_

Campus Police Notified (747-5611) \_\_\_\_\_ By: \_\_\_\_\_

EMS notified (911) \_\_\_\_\_ By: \_\_\_\_\_

Sent to STUDENT HEALTH CTR. \_\_\_\_\_ By: \_\_\_\_\_

Sent Home \_\_\_\_\_ By: \_\_\_\_\_

Sent to Physician \_\_\_\_\_ By: \_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Sent to Hospital \_\_\_\_\_ By: \_\_\_\_\_

HOSPITAL NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Was a Parent or other individual notified? YES \_\_\_\_\_ NO \_\_\_\_\_ When \_\_\_\_\_ How \_\_\_\_\_

Name of Individual(s) Notified: \_\_\_\_\_ By whom? \_\_\_\_\_

WITNESSES:

1. NAME: \_\_\_\_\_ ADDRESS/PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ ADDRESS/PHONE: \_\_\_\_\_

REMARKS

What recommendations do you have for preventing accidents of this type? \_\_\_\_\_

Student Signature

Faculty Signature

Dean / Asst. Dean / Assoc. Dean