



COLLEGE OF NURSING

The University of Texas at El Paso College of Nursing

COURSE NUMBER AND TITLE: Nursing 3604 Fundamentals of Nursing Practice

COURSE DESCRIPTION/COURSE OVERVIEW: This course provides an introduction to nursing care of the individual and the roles of the nurse in micro- and macrosystems, as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic nursing skills is presented, and the student will demonstrate these skills in laboratory and clinical settings. Application of the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills.

COURSE PRE-REQUISITES: NURS-3401 with a minimum grade of "C"

CREDIT ALLOCATION: 6 credit hours (3-1-2)

Quick Guide

FACULTY INFORMATION

Victoria Lambert, MSN, RN
Instructor Course Manager
Office Number: HSSN 353
Phone extension: (915) 747-6518
Email: valambert@utep.edu

Office Hours:
Monday 09:00 am- 11:30 am

October 4th – November 1st Office hours:
Wednesday 11:50 am- 2:00 pm
Hours revert back to Monday on 11/06/2023

Yvette Moya, MSN, RN
Course Instructor
Office Number: HSSN 338
Phone extension: (915) 747-6549
Email: ycmoya@utep.edu

Office Hours:
Monday 9:00 am- 11:30 am

October 4th – November 1st Office hours:
Wednesday 11:50 am- 2:00 pm
Hours revert back to Monday on 11/06/2023

Clinical Instructors	Email
Victoria Lambert	valambert@utep.edu
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	@utep.edu

MEETING DATES:

Didactic:

- Location:
 - Ms. Lambert **HSSN 206** on Wednesday and Friday
 - Ms. Moya **HSSN 211** on Wednesday and Friday
- For the first 5 weeks (October 4th through November 3rd) lectures will be on **Wednesdays** 9:00 am – 11:50 am and **Fridays** 09:00 am -1:20 pm.
- Starting on the 6th week (November 6th through November 10th), students begin their hospital rotation, and therefore lecture will be every **Friday** only.
- Refer to Course Calendar and Lecture Calendar for assigned readings. The video lectures will be posted on Blackboard within the week they are assigned. You can watch the lectures at the times that work best for you, though you need to watch them during the weeks they are posted. The printable PowerPoint is also available.
- It is expected that you will check your UTEP email *at least once daily*, and you should also log into Blackboard daily as well to ensure you are not missing out on any new communications from your instructors, as you are ultimately responsible.

Simulation Lab:

- Monday or Tuesday (*as assigned once a week for the first five weeks*) 0750 to 1650.
 - Week 1: October 2nd (all)
 - Week 2: October 9th or October 10th
 - Week 3: October 16th or October 17th
 - Week 4: October 23rd or October 24th
 - Week 5: October 30th or October 31st
- Refer to the Detailed **Clinical Assignment Calendar** for assigned readings, and modules for **Evolve Virtual Days**, and **Shadow Health** modules.

Clinical Schedule:

- Hospital/Facility Orientation by Clinical Faculty
- Clinical groups assigned to a facility go two days each week x4
- Clinical Dates:
 - **Mon/Tues** group: 11/06- 11/28
 - **Wed/Thurs** group: 11/08- 11/30
 - **Sat/Sun** group: 11/04- 12/03 (*off on 11/25 & 11/26 for holiday*)

TEXTBOOKS: Required and Optional

Required

1. Taylor, C., Lynn, P., & Bartlett, J. L. (2019) *Fundamentals of nursing. The art and science of person-centered nursing care* (10th ed.). Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins. ISBN: 978-1-975123-90-1

**This resource requires online access to complete required activities.

<https://lippincottdirect.lww.com/NursingEducation-UniversityOfTexasElPaso-Fall2023>

Class Code: **1B17A927**

2. ISBN 9780323667364 ebook Perry, A. G., Potter, P. A., & Ostendorf, W. (2017; 2022). *Clinical Nursing Skills & Techniques* (10th ed.). St. Louis, MO: Elsevier. (UTEP Bookstore Custom

package ISBN – 9780323667364). E-book. Includes FREE student Evolve resources and Clinical Key access ISBN: 9780323796545

Note: There is an online link that allows you to purchase the package directly from Evolve and save 10%

https://evolve.elsevier.com/cs/promotion/FA_2023_BSN_UTEP_N3604_EVOLVE

After purchasing and redeeming your textbook custom package access code (from the bookstore or the Evolve link above), follow the steps to self-enroll in the Fundamentals online course.

1. Go to the Evolve website: <https://evolve.elsevier.com/student> and go to the “Catalog” home screen.
2. Enter the first “Course ID” listed below (or provided to you) in the option for “Redeem an Access Code or Enter an Evolve Course ID” and click “Submit”:
3. Course Name: Course ID: **154963_vlambert37_1008**
4. You are now prompted to log into your existing Evolve account or create a new one. (ONLY first-time users should create a new account.)
 - a. If creating your account for the first time, you must enter your institution’s email address instead of a personal address.
 - b. If you are a returning Evolve user, sign into your account.
3. **Shadow Health:** We will be using Shadow Health’s Digital Clinical Experiences™ (DCE) to augment your learning. Shadow Health provides a clinical simulation designed to improve your skills in a safe learning environment. Here are a few things you will need to complete on your first day to ensure you have the smoothest DCE experience possible. Please follow the steps below:
 - a. Go to <http://app.shadowhealth.com/enrollments/new> and enter the PIN for each course:
 - b. Fundamentals N3604: **6140-7232-1558-7047**
 - c. **Watch** the student orientation video if you are new to Shadow Health: <https://vimeo.com/161783954/9869f7c0c1>
 - d. **Use a supported browser:** Shadow Health recommends using Chrome to access your work. However, there are many browsers that you can use to access your assignments.
 - e. **Review** the technical specifications to make sure your computer can run the DCE.
 - f. **Login** at app.shadowhealth.com to complete your work.

4. ATI (2019) *Fundamentals for Nursing Review Module* (10th ed.). Assessment Technologies Institute

ATI BOOKS AVAILABLE ONLINE VIA ATI WEBSITE: Recommended Resource:

ATI: Fundamentals of Nursing
ATI: Pharmacology Made Easy
ATI Nutrition for Nursing Ed.

The product ID below can be used to give your account access to all of the products associated with your cohort.

Product ID **CDN021554219**

If you activate a Product ID for the wrong class/cohort, the wrong products will be assigned to your account. If you activate the correct Product ID, your proctored assessments will appear automatically on proctored testing days.

5. American Psychological Association, (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.
 - a. ISBN-13: 978-1433832161
 - b. ISBN-10: 143383216X

- In addition, you will need a current **Nursing Diagnosis and Interventions Reference Manual**, a **Nursing Drug Reference**, **Laboratory Value Reference Manual**
 - **Nursing Diagnosis and Interventions Drug Reference and Laboratory Values Reference** can be found in your **Taylor** online resources, called **Lippincott Advisor** and there will be a reference posted on BB.



- **NCLEX Review Reference Manual**, *OR* a Smart Phone or Electronic device that is pre-programmed with these references. To obtain information use www.skyscape.com/utepson

Recommended Resource(s):

- Gulanick, Meg; Myers, Judith L. (2018). *Nursing Care Plans: Diagnosis, Interventions, and Outcomes* 9th ed. Elsevier/ Mosby. (ISBN: 978-0323428187)
- Ackley, B.J., Ladwig, G. B., & Makic, M.B.F. (2017). *Nursing Diagnosis Handbook*, 11th ed. Mosby. (ISBN: 978-0323322249)

Recommended Library Databases for Nursing Research:

- PubMed Central
- EBSCOhost
- CINAHL with Full Text
- ERIC
- Health Source: Nursing/Academic Edition, and Medline.

Required equipment: White lab coat, UTEP Nursing School uniforms, polo shirt, black slacks and nametag, sphygmomanometer manual blood pressure cuff, a pen with black ink, and a watch with a second hand. In addition, a dual-head stethoscope, bandage scissors, and a penlight are required and available at the UTEP bookstore.

Course Objectives:

- CO1. Demonstrate the application of selected concepts related to professionalism as they pertain to providing and directing safe, quality patient care.
- CO2. Identify cultural, spiritual, and developmental considerations, interventions, and health promotion recommendations for adult and older adult patients.
- CO3. Identify and discuss the various elements of critical thinking, clinical judgment, and clinical decision-making as they pertain to providing safe, quality nursing care.
- CO4. Discuss verbal and nonverbal communication techniques that promote an exchange of information and the development of caring, therapeutic relationships.
- CO5. Describe the nurse's role in identifying and supporting the physiologic and psychosocial needs of patients taking into account their diverse backgrounds, preferences, and values.
- CO6. Discuss the nurse's role in implementing strategies to promote an environment that is safe for the patient, self, and others.
- CO7. Discuss the theoretical basis for providing nursing skills and interventions as they pertain to providing and directing safe, quality patient care.
- CO8. Identify members and roles of the interprofessional healthcare team in the provision of safe, quality care.
- CO9. Identify evidence-based nursing databases and discuss nursing research articles as they contribute to the provision of nursing care.
- CO10. Apply the various elements of the nursing process to clinical decision-making and care planning for an individual patient.
- CO11. Review the role of the nurse and scope of practice in both macro- and microsystems, and supporting guidelines, including standards of nursing practice, code of ethics, nurse practice acts, regulatory and institutional policies, and professional registrations/certifications.

- CO12. Demonstrate the importance of self-care practices and strategies that promote personal wellness and resilience in the context of providing safe and quality nursing care.

Clinical Objectives:

- CL1. Develop a plan of care for patients across the lifespan from diverse backgrounds that promotes safe practice and is based on a patient's preferences, values, and needs.
- CL2. Identify members of the interprofessional healthcare team and their respective roles.
- CL3. Identify the best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered care plans.
- CL4. Identify the components of the quality improvement process.
- CL5. Implement strategies that minimize risk and provide a safe environment for patients, self, and others.
- CL6. Demonstrate basic information and technology skills essential for nursing practice.
- CL7. Identify professional standards of practice, regulatory guidelines, and institutional policies that direct the practice of nursing.
- CL8. Describe how leadership and priority-setting skills are used to support the delivery of safe, quality patient-centered care.
- CL9. Use verbal and nonverbal communication strategies that promote an effective exchange of information with peers, faculty, and patients.
- CL10. Identify the relationship between microsystems and macrosystems in healthcare.
- CL11. Provide health-related information to patients across their lifespans that facilitate their acquisition of new knowledge and skills.
- CL12: Utilize self-reflection, ethical principles, and situational awareness to guide behavior and decision-making in nursing practice.

PROGRAM LEARNING OUTCOMES, BSN ESSENTIALS, DECS:

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

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

Differentiated Essential Competencies (DECS) for Baccalaureate Degree (BSN) *version year 2021

Member of the Profession A, B, C, D

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

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

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

TEACHING METHODOLOGIES

The didactic portion of the course consists of assigned readings, lectures, and examinations: course exams and ATI Fundamental proctored exam, in-class ATI quizzes, & PrepU's. The clinical component will consist

of direct patient care under the supervision of the clinical instructor in the hospital setting, clinical passport, prep work/ paperwork, as well as simulation activities: evolve modules, simulation lab skills days, skills checkoffs, and simulation hospital Vsim's may be used at the instructor's discretion for clinical make-up if necessary. The student's responsible for reviewing material taught in previous courses that may affect learning in this course (i.e., anatomy, physiology, nutrition, pharmacology, pathophysiology, assessment, and health assessment content).

GRADING POLICY AND STRUCTURE

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

Students are required to take and pass the Dosage Calculation exam at a 90% level PRIOR to participating in clinical experiences. 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 (See Dosage Calculation Policy).

Grading Breakdown:

Didactic/Testing: 75% weighted average + Clinical Assignments: 25% weighted average= Final letter grade for the course. Didactic needs to be averaged at least 75% in order to add in clinical assignment scores, otherwise grade will not include clinical points.

Dosage Calc Exam	Pass/Fail (90% ↑)
ATI Interactive Tutorial	Complete/Not Complete
Self-care for Healthcare	Complete/Not Complete
ATI Fundamentals Practice A & B	Complete/Not Complete
CoursePoint (Practice/Watch & Learn)	Complete/Not Complete
Active Learning- CoursePoint (IT: F&E)	2.5%
Lecture Preparedness Quizzes	2.5 %
3CP Reflections	2.5 %
Prep U (25 quizzes)	2.5 %
Pharm Made Easy	2.5 %
Fluid & Electrolyte Group Project	2.5 %
ATI Quizzes	5 %
ATI Fundamentals Proctored Exam	10 %
Exam I	15 %
Exam II	15 %
Exam III	15 %
Final Exam	25 %
Didactic	(75% weighted)
Head-to-Toe Skill Check-off	Complete/Not Complete
Med Admin: IM, SQ, NGT check-off	Complete/Not Complete
Foley Catheter Skill check-off	Complete/Not Complete
Shadow Health Assignments	2.5 %
Evolve Virtual Day 1	2.5 %
Evolve Virtual Day 2	2.5 %
Evolve Virtual Day 3	2.5 %
SHD	2.5 %
Clinical Passport	2.5%
Clinical Documentation: Week 1	2.5 %
Clinical Documentation: Week 2	2.5 %
Clinical Documentation: Week 3	2.5 %
Clinical Documentation: Week 4	2.5 %
Clinical	25%
Clinical Evaluation	Pass/Fail
My Learning Reflection	Complete/Incomplete

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

Dosage Calculation Pass at 90%
(Three attempts maximum prior to clinical placement)

Clinical Performance Pass/Fail (Competency in care setting AND in simulation)

LIVEWELL

This is a LIVEWELL classroom. A LIVEWELL classroom places your physical health, mental health and wellness as a priority, which is a necessary foundation for successful academic learning and optimal well-being. This classroom will encompass and incorporate health and wellness opportunities throughout the course with the goal of improving your overall health and well-being.

COURSE POLICIES:

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 Safe & Effective Nursing Practice Policy, Statement on Disability, Cell Phone Policy During Testing and Student Injury in Clinical Policy.*

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

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 help faculty to identify curricular gaps. ***Students are required to take the nationally standardized exam provided by ATI that corresponds with the content presented in this course.*** The data analysis provided to students with reported scores should be used to assess strengths, deficiencies, and overall progress in the nursing program. To complete the course, students must achieve a passing level score, level 2, on the ATI exam. See the ATI section for details on Remediation. *You will only pay attention to the **LEVEL** you have earned in ATI (do not look at the percentages). Based on the **Level** you received will determine the ATI exam grade. The level points are assigned as below on Blackboard:*

Below Level 1	Level 1	Level 2	Level 3
64 Points	70 Points	88 Points	100 Points

Benchmark	Focused Review	Practice Assessments	Learning System RN	Review Material
Below Level 1	At least 4 hours within 7 days after exam or At least 4 hours and completion of all remediation templates	Completion of at least two practice assessments	Completion of at least two practice and the final assessment	At least 4 hours
Level 1	At least 3 hours within 7 days after exam or At least 3 hours and completion of all remediation templates	Completion of at least two practice assessments	Completion of at least two practice and the final assessment	At least 4 hours
Level 2	At least 2 hours within 7 days after exam or At least 2 hours and completion of all remediation templates	Completion of at least one practice assessment	Completion of at least one practice and the final assessment	At least 2 hours
Level 3	At least 1 hours within 7 days after exam or At least 1 hours and completion of all remediation templates	Completion of at least one practice assessment	Completion of at least one practice and the final assessment	At least 1 hour

- Students who fail to submit proof of completion will earn an ***Incomplete*** as a course grade. Make sure that the date of completion is on or after the date of the ATI proctored exam.
- **1 HOURS ARE REQUIRED FOR LEVEL 3**
- **2 HOURS ARE REQUIRED FOR LEVEL 2**
- **3 HOURS ARE REQUIRED FOR LEVEL 1**
- **4 HOURS ARE REQUIRED FOR BELOW LEVEL 1**

Attendance: Students are expected to attend all classes and arrive on time. Latecomers are asked to enter quietly and unobtrusively. Students are responsible for the content and/or announcements presented in class or clinical sessions, whether present or not. Students who arrive late during a test will not be allowed to make up that late time and will end the test at the same time it was originally scheduled to end had the student arrived on time as scheduled.

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

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

-First, go to the appropriate faculty member.

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

Course manager: Ms. Victoria Lambert

Director of Program: Dr. Tracey Merworth

Associate Dean for Undergraduate Education: Dr. Laura Rodriguez

School of Nursing Dean: Dr. Leslie Robbins

- **Office Hours:** I will have office hours for your questions and comments about the course.
- **Email:** UTEP email is the best way to contact me. I will make every attempt to respond to your email within 24-48 business hours for non-emergent emails. This excludes weekends or holidays.
 - **When emailing the didactic instructor, be sure to also copy the course manager (Victoria Lambert) on your email.** Please email from your UTEP student account. *In the body of your email, clearly state your question. At the end of your email, put your first and last name and university identification number.* Be professional and use civility when communicating.
- **Announcements:** Check the Blackboard announcements and your email daily for updates, deadlines, or other important messages.

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 School of Nursing chain of command. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

My Learning Reflection:

- A guided course reflection is required in this course. This reflection assignment will be mandatory in all Traditional Pre-Licensure Phase 3 and RN-BSN courses. The assignment will be due at the end of the course. Students who do not submit a completed document will receive an Incomplete in the course and not be allowed to progress until the assignment is completed. Students must submit assignments through SafeAssign to ensure plagiarism checker validates authenticity. If more than 50% is found, the assignment will be rejected as incomplete. **See UTEP SON Undergraduate My Learning Policy.**

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, copying/pasting 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 an 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 available in the Office of the Dean of Students.

CASS/Disability/Pregnancy:

- **Disability:** Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly 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. 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 accommodations being provided. 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 related to accommodations from The Center for Accommodations and Support Services (CASS) must be submitted to the course manager PRIOR to the start of the course.

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 recently contacted a person who has received a positive coronavirus test.

If you are feeling unwell, please let your clinical instructor and course manager know as soon as possible, so we can work with you on your appropriate individual needs for the successful completion of this course's didactic and clinical components. Any time missed can **impact** your ability to be successful in this class. You should do everything in your power to protect yourself when you are out in the community. Face coverings are not required but are recommended, especially when in common areas of campus or when others are present. In this class, you are encouraged to wear a face covering over your nose and mouth.

Under no circumstances should anyone attend hospital clinical when feeling ill or exhibiting any of the known COVID-19 symptoms. Students are expected to follow the recommendations of current CDC, City of El Paso, and UTEP guidelines when on campus. When at hospital clinical, facility guidelines must be followed to include reporting to your clinical instructor and course manager immediately and do not attend clinical unless approved by the course manager.

Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures. 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.

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

COVID-19 Testing Confirmation:

Please note that at-home COVID tests without the student's name clearly indicated are not accepted as confirmation of COVID-19 status. To ensure accurate verification, students are required to utilize the testing services provided by the **UTEP Student Health and Wellness Center**.

On-Campus Testing Information:

- **Who Is Eligible:** Free on-campus antigen testing is available for all enrolled UTEP students who are currently attending classes, whether in a face-to-face or online format.
- **Testing Hours:** No appointment is necessary. Testing is available during designated hours. Please refer to the UTEP Student Health and Wellness Center website for the most up-to-date testing hours.
- **Pre-Registration:** While no appointment is required, preregistration online is necessary at medicatconnect.com before visiting the testing center.
- **Required Documentation:** When arriving for testing, students must present either their Miner Gold Card or student ID number in addition to a photo ID.
- **Entering the Center:** Upon arrival at the **Student Health and Wellness Center**, students are requested to wait outside and call **915-747-5624** to be allowed entry through the center's back entrance.

This process ensures that COVID-19 testing is both accessible and accurate, contributing to the safety and well-being of our academic community.

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 the expectation of infection control, safety, and hygiene in the classroom and clinical practice settings. Students are expected to be mindful of personal hygiene and the 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's note must be allowed into the skills practice lab or a clinical rotation in the nursing program. *See Professional Attire and Uniform Guidance Policy*
 - **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 our communications, practices, and behaviors have on others and when we acknowledge each person's self-worth and unique contributions to the community.
 - According to the American Nurses Association, "incivility" is described as: "Incivility may be exhibited through behaviors such as rudeness, open disdain, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive learning climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility."
 - *Examples* of uncivil behavior are below but not inclusive:
 - *Demeaning, belittling or harassing others*
 - *Rumoring, gossiping about or damaging a classmate/professor's reputation*
 - *Habitually interrupting as others speak; this includes excessive "sidebar" conversations during lecture*
 - *Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply*
 - *Sending emails that are inflammatory in nature*
 - *Speaking with a condescending tone*
 - *Yelling or screaming at instructors, peers, or clinical staff*
 - *Habitually arriving late to class*
 - *Knowingly withholding information needed by a peer, instructor, or clinical staff*
 - *Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct*
 - *Overruling decisions without direct discussion and rationale*
 - *Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats*
 - *Displays of temper tantrums*
 - *Using up supplies or breaking equipment without notifying appropriate staff/faculty*
 - *Rudeness that ultimately escalates into threatened or actual violence*
 - *Electronic harassment via email, social media including Facebook, texting, or any other electronic media or devices*
 - *It is important that we ALL have a respectful manner in speech and body language with each person we encounter, and in all personal exchanges with patients, staff, faculty, fellow students, or visitors.*
 - Students displaying uncivil behaviors towards other students, faculty, staff, or hospital/agency personnel will result in faculty conference(s), **completion** of a Student Opting for Success (SOS) plan that addresses the student's areas of needed improvement, and referral to the Office of Student Conduct, with the recommendation that the student be placed on disciplinary probation for the remainder of the time enrolled in the nursing program. 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.

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 outlined on the SOS form. The SOS plan will identify recommendations for improving the student's success potential and will specify timelines for the completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to the course manager by due date. **Non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester. Please see UG Remediation Policy and respective Blackboard home page for SOS form.**

UTEP Tobacco Policy: The University of Texas at El Paso (UTEP) appreciates your cooperation as we are a smoke and tobacco-free campus. The policy is part of the university's promotion of respect toward our environment and community. The use of tobacco products (including but not limited to cigarettes, cigars, pipes, water pipes, bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) is prohibited in university buildings, grounds, sidewalks, walkways, and university-owned property and applies to all students, faculty, staff, contractors, and visitors. For more information, visit: www.tobaccofree.utep.edu.

DIDACTIC POLICIES

LECTURE: This course requires that students participate in in-person classes on campus at UTEP's School of Nursing. *See course calendar for specific dates and times. Students are expected to participate in groups and individual activities while in the classroom and or simulation lab. Students will be required to attend the lecture of the instructor in which they are registered in Goldmine. **At no time in the semester will students be allowed to attend a lecture, sim lab, or clinical rotation for which they are not registered and/or assigned.**

COURSE ASSIGNMENTS: (Shadow Health, Fluid & Electrolyte Presentations, Disease Process Map, PrepU's, VSIM's, Passport, Evolve Clinical Modules, ATI Practice Activities, ATI Remediation Activities, My Learning):

- See appropriate activity rubrics on blackboard for assignment details and deadlines. Assigned activities 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.
- All course assignments must be completed within the designated dates of the semester. Any assignments completed prior to the start of the semester will not be accepted. 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 or “rent” a laptop from the UTEP library as needed to complete course activities. Students must arrange their schedule to accommodate personal computer problems and complete activities via the library computer.
- It is the student’s responsibility to contact Lippincott, Evolve, ATI, or the course manager in case of any technical issues a minimum of 48 hours prior to the assignment deadline.

Lecture Preparedness QUIZZES: Quizzes will be scheduled each week to test your reading before coming to class (*see calendar for dates*). Quizzes must be taken in class via Blackboard Lockdown Respondus. If you do not have a laptop/desktop, you must rent one from the library prior to class. The quiz's item content (anatomy, physiology, pathophysiology, basic pharmacology, assessment, fundamental nursing care, nursing interventions) will be associated with the week’s assigned readings and any recorded podcast posted on Blackboard. There is no make-up for missed LP- QUIZZES. Absences or not taking the quiz result in a “0”. There are no makeup quizzes allowed for absences, *not even with documentation*.

Content Outline:

- Lecture Preparedness Quiz I: Module 1 & Module 2
- Lecture Preparedness Quiz II: Module 3 & Module 4
- Lecture Preparedness Quiz III: Module 5 & Module 6
- Lecture Preparedness Quiz IV: Module 7 & Module 8

ATI:

ATI: Fundamental students will take the ATI Fundamentals Proctored Exam at the end of the semester. ***Before taking proctored examinations, students must complete all ATI practice examinations, Learning System 3.0, and Pharmacology Made Easy 4.0 modules corresponding to the content tested on the specified proctored examinations.***

Start with the **ATI Comprehensive Tutorial** to prepare you.

<i>ATI Required Proof:</i>					
Learn TAB:					
	Achieve:				
		Classroom Skills	Begin Lesson	Begin Test	
		Preparing for Clinical Experience	Begin Lesson	Begin Test	
		Study Skills	Begin Lesson	Begin Test	
		Test-Taking Skills	Begin Lesson	Begin Test	
	NurseLogic 2.0	Knowledge and Clinical Judgment	Begin Lesson	Beginning Test	
		Nursing Concepts	Begin Lesson	Beginning Test	
		Priority Setting Frameworks	Begin Lesson	Beginning Test	
		Testing and Remediation	Begin Lesson	Beginning Test	
Assessments TAB:	Learning System RN 3.0				
	Standard Quizzes:	Fundamentals 1	Begin Quiz		
		Fundamentals 2	Begin Quiz		
		Fundamentals Final	Begin Quiz		

Throughout the semester you will be reviewing **Fundamentals Module (ATI book) and the **Nutrition Module** (ATI book), no proof to upload*

1. Achieve:
 - Classroom Skills
 - Preparing for Clinical Experience
 - Study Skills

- Test-Taking Skills
- 2. NurseLogic 2.0
 - Knowledge and Clinical Judgment
 - Nursing Concepts
 - Priority Setting Frameworks
 - Testing and Remediation
- 3. Learning System RN 3.0 Standard Quizzes
 - Fundamentals 1
 - Fundamentals 2
 - Fundamentals Final
- 4. Complete your ATI comprehensive tutorial (above), and then you may start working on Practice RN Fundamentals Online Practice 2019 A & B with NGN.
 - ✓ Upload ATI Comprehensive Tutorial proof to *Dropbox* on *BB* by the due date on the calendar.
 - ✓ Incomplete assignments will result in an incomplete grade in the course.

Fundamentals ATI Activities:

**** RN Fundamentals Online Practice 2019 A & B with NGN** must be completed *independently*. You will take both exams right after you finish your practice proof, which will be a baseline of your current knowledge base. We are expecting you to fail this exam on the first try. Each week you will attempt A & B after you have finished your readings for that week. If you do not meet passing standards for these practice exams, you can access Focused Review under the **RESULTS** tab or by clicking **MY ATI> ASSESSMENTS** and going to the results of the assessments. After clicking **Study Materials**, you will see a list of major content areas. The content areas listed here are the same as the **Topics to Review** on your **Results** report. Click a **BEGIN** or **CONTINUE** button to access the content area review. After clicking **RESULTS**, you will see a list of major content areas. Click a **FOCUSED REVIEW** button to access the content and review. **24 hours** after you finish the focused review, you should take the practice exams A & B again. **REPEAT** *the practice exam and focused review each week until you reach desired score (90% or better)*.

My ATI> Test>

[RN Fundamentals Online Practice 2019 A with NGN](#)

[RN Fundamentals Online Practice 2019 B with NGN](#)

Students must complete both practice exams with 90% or above in order to gain entrance to the Proctored Fundamental Exam. You will have unlimited attempts, however there is a 24-hour lockout period in between each attempt. The completed activities must be submitted under Home Page> Drop Box> RN Fundamentals Online Practice 2019 A & B with NGN by deadline on calendar.

**You have unlimited attempts to take these practice exams from the first day of class until the due date of the calendar.*

However, please note that there is a **24-hour lock-out period in between each attempt.*

- ✓ Upload Practice A&B with NGN baseline test
- ✓ Upload Practice A&B with NGN with 90% or higher (both) before the proctored exam

After the ATI Fundamentals proctored exam (see calendar) if you scored Level I or below will need to do Focused Review and submit remediation. See *ATI Remediation document for instructions*.

Fundamentals ATI Remediation instructions:

You must complete an ATI remediation if you obtained a Level 1 or below 1. Please refer to the instructions below. Failure to complete the remediation will result in an incomplete for the course. The focus review hours must be reflected on your ATI transcript.

[3 HOURS ARE REQUIRED FOR LEVEL 1.](#)
[4 HOURS ARE REQUIRED FOR BELOW LEVEL 1.](#)

Note: 3 hours and 58 minutes do not equal 4 hours
The hours must be completed by the **date on the calendar.**

Students who fail to submit proof of completion will earn an ***Incomplete*** as a course grade. **Make sure that the date of completion is on or after the date of the ATI proctored exam.**

Benchmark	Focused Review
Below Level 1 See ATI	At least <u>4 hours</u> and completion of all remediation templates
Level 1	At least <u>3 hours</u>

- See Blackboard for "Introducing Focused Review"- FAQ for directions on how to do a Focused Review. Upload proof to Blackboard drop box.

EXAMINATIONS

- 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 objectives outlined for each content area presented. Content will be taught through various teaching strategies, such as assigned readings from textbooks, prerecorded Yuja videos, in-class discussions, and group case studies. Exam questions are based primarily on hypothetical clinical situations and are directed toward critical thinking skills, clinical reasoning, and applying knowledge to the nursing process. Recalling prior information from previous courses may be required to aid in selecting the best answer/s effectively. Students are responsible for topics assigned that are not covered in the lecture.
- All students are expected to take the examinations at the scheduled time in person via Respondus lockdown browser. Early exams (prior to the scheduled date) are **not** allowed. Make-up exams are rarely given, and **ONLY** when a valid emergency prevents the students from sitting in an exam room. This includes proper documentation and is contingent on contacting the course manager before 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.** All make-up exams will differ from the original exam regarding the extra time given. Exams must be made up at a time specified by the instructor. If not, there will be a 10% deduction from the overall exam grade for each day delayed. Proper documentation **must** be provided prior to taking the make-up exam and not after (see proper documentation section). The makeup exam will not be administered without the student providing proper documentation.

- There are no opportunities to ask for an alternative exam on the basis of wanting a chance to get a higher exam grade. This is not permitted under any circumstances.
- You must arrive at class on time and prepared with a laptop and charger. Extra time will not be given for exams if the students come to class unprepared to take the exam. Exams (and quizzes) are individual effort only. Your student ID must be available upon request for any given quiz or exam. All personal items, including books, backpacks, purses, computer bags, cellphones, PDAs, items with internet capability (smart watches), Hats (both men and women), hoods, computer bags, dark glasses, and headphones are not allowed when taking the exam. Notes, additional web browsers, or windows are not permitted during exams or quizzes. 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. No one may leave the room during the exams or assessments unless completed with the exam/assessment. The use of a cell phone as a mobile hotspot is prohibited. All concerns for academic dishonesty, including any other actions or behaviors deemed inappropriate, will be referred to the Office of Student Conduct and Conflict Resolution (OSCCR).
- In-class quizzes, Unit exams, ATI exams, and the final exam are timed. All scratch paper must be destroyed after each exam is taken.
- Students may challenge examination questions (individually) 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 the faculty has reviewed the statistics and student comments. Screenshots 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 the office of Student Conduct for compromising test security.
- Opportunities for **exam reviews** after exams will be conducted only once in a classroom setting, where students can review the exam with the correct answers and rationales. It is our goal to ensure that no students are left out of exam review should they choose to do so. Due to the large class size of over 120 students, individual exam reviews cannot be accommodated. Therefore, a group review opportunity with the opportunity to see individual exams, is being provided for those who wish to review. The exam review session will be held at a time yet to be determined, and it will be proctored by the course manager and instructor together.
- This joint proctoring is intended to ensure that the review is conducted consistently and accurately and to allow students to ask questions or seek further clarification if needed. By having the course manager and instructor present during the review, students can benefit from a wider range of perspectives and insights. The joint proctoring also ensures that the review is conducted in a fair and impartial manner, with both parties providing their input and feedback.
- To maintain the integrity of the exam, pictures or screenshots of any kind are not permitted, and neither are electronic devices or scratch paper allowed during the review. It should be noted that the exams may not be used as study guides for the final exam, and the final exam will not be available for review. It is important to mention that final exam questions are not recycled from previous examinations.
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- The above standards apply to all students, including those that take the exam at other approved locations.

- If the student achieves less than 75% on any examination, including Exam 1, 2, or 3 the student is required to remediate each time by:
 - Completing the “Exam-related SOS” form listed on Blackboard.
 - Attend exam review
 - Complete the Targeted Medical-Surgical 2019 quiz (ATI)
 - Complete 25 Dynamic quiz questions (ATI) until 80% is achieved

Exam 1 failure:

- Targeted Medical-Surgical 2019: **Perioperative**
- **Fundamentals**> **25 Questions** (*Enhanced Learning: Test*)
- [My ATI > Assessments > Dynamic Quizzing > Quizzes & Assignments > New Custom Quiz](#)
 - Must make >80% or repeat the exam until you do. Take a screenshot and upload it to BB Dropbox.

Exam 2 failure:

- Targeted Medical-Surgical 2019: **Fluid, Electrolyte, and Acid-Base**
- **Fundamentals**> **25 Questions** (*Enhanced Learning: Test*)
- [My ATI > Assessments > Dynamic Quizzing > Quizzes & Assignments > New Custom Quiz](#)
 - Must make >80% or repeat the exam until you do. Take a screenshot and upload it to BB Dropbox.

Exam 3 failure:

- **Both Perioperative and Fluid/Electrolyte**
- **Fundamentals**> **25 Questions** (*Enhanced Learning: Test*)
- [My ATI > Assessments > Dynamic Quizzing > Quizzes & Assignments > New Custom Quiz](#)
 - Must make >80% or repeat the exam until you do. Take a screenshot and upload it to BB Dropbox.

Students who fail to submit proof with SOS should know that non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester. **Make sure that the date of completion is on or after the date of the Failed Exam.** *Remediation is always due by midnight before the next exam.*

TEST PROCTORING SOFTWARE: Four course assessments (Exam 1, 2, 3, and Final Exam) will make use of Respondus Lock Down Browser inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test. For all exams taking place in the classroom, Respondus Lockdown Browser will be required.

Please review the following guidelines:

- The assessments will only be available and proctored in person at the times identified on the course calendar.
- 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.
- You will be required to show the webcam your student ID prior to the start of the test.
- No notes or textbook materials are permitted during the test.

ATI assessments (Quizzes and Fundamentals Online) will be proctored in person. 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.

Cell Phone Policy

- 1) Students' phone, watch, or any other electronic device ringing/alarming/vibrating during the exam is a disruption to the class and/or considered as cheating (distracting the proctor).
- 2) All cell phones are required to be turned off and placed in the student's book bag, purse, etc. Simply placing the phone on vibrate mode is not acceptable.
- 3) If a cell phone, watch, or electronic device placed in the student's book bag, purse, etc. ring/alarm/vibrate during an exam, faculty will attempt to identify the device and have the student claim their belongings in order to turn the device off. The faculty member will permit the student to complete the exam and will refer the student to the Office of Student Conduct and Conflict Resolution (OSCCR) for violating policy.
- 4) If a student elects not to claim their "ringing/alarming/vibrating" belongings, the faculty member will turn over the belongings to the UTEP Police Department. Students are to retrieve their belongings from the UTEP Police Department. The faculty member will contact the UTEP Police Department to obtain the student's name associated with the belongings and the student will be reported to the OSCCR.
- 5) The grade will remain "blank" in the grade book until OSCCR has reviewed the incident. Note that a grade of "I" (Incomplete) will be recorded for a course grade should there be a delay in OSCCR conclusion of the investigation. That may delay ranking and/or progression.

PLAGIARISM DETECTING SOFTWARE: Some of your coursework 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.

TECHNOLOGY REQUIREMENTS: Course content is delivered via the Internet through the Blackboard learning management system. Students are required to bring a functional laptop to class for ALL quizzes and exams. Respondus Lockdown Browser must be properly installed when arriving at class. Students are expected to have properly charged devices and or power cords to ensure the device is able to be used for the duration of class time.

Ensure your UTEP e-mail account is working and that you have access to the internet 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 or scanner mobile app, 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 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 the technological needs of students.

CLINICAL POLICIES

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

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

CLINICAL PERFORMANCE: PASS/FAIL Competency in hospital clinical setting AND in simulation lab skills practice, simulation lab skills checkoffs, completion of Evolve skills modules, must meet all Clinical Evaluation criteria with Satisfactory evaluation (S).

EVOLVE SKILLS MODULES: Completion of all assigned Perry Potter Evolve Skills Modules is required to meet clinical hour requirements for the course and are considered simulation activities. Failure to complete assigned skills modules by their designated deadlines will result in a clinical SOS for incomplete clinical hours, students will not be allowed to progress in the program until all assigned modules are completed and will receive an incomplete (I) in the course until required modules are completed.

CLINICAL DOCUMENTATION: See blackboard for assignment instructions, deadlines, and rubrics. All clinical work submitted must be HANDWRITTEN and will not be accepted if TYPED. Your clinical instructor will review clinical documentation requirements on Hospital Orientation Day. Please see blackboard for resources available for successfully completing your clinical paperwork.

SKILLS CHECKOFF: Students must demonstrate competency of medication administration skills during simulation hospital day (failure to do so will impede the student from practicing that skill at the clinical site). Students must demonstrate competency in 2 randomly selected 5th-semester skills as part of a graded skills checkoff. Students who are unable to successfully complete skills testing on the 2nd attempt will fail their skills checkoff which will result in a clinical failure for non-achievement of competency in course-designated simulation scenarios.

Simulation Hospital Day (SHD): See blackboard for assignment instructions. Any students that miss SHD will be considered to have a clinical absence and will result in a zero for SHD Reflection assignment, as well as require an SOS form. See below for clinical attendance expectations.

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

ATTENDANCE:

- Punctual attendance for all clinical activities is required and tardiness and/or absenteeism will not be tolerated. The days and times for clinical experiences are clearly posted on the class/clinical schedule and students are expected to be where assigned and to be on time.
- If a student anticipates absence or tardiness for any clinical experience, the clinical instructor or Course Manager must be notified prior to the absence or tardiness, and this will only be tolerated for a single occurrence. An absence of "one minute" is considered an occurrence. Makeup for one incidence of tardiness and/or clinical absence will be at the faculty's discretion if there are extenuating circumstances. In case of illness, a release from a health care provider will be required to return to clinical with documentation that is signed and on official letterhead and dated for the date of missed clinical. If the medical documentation requires a student to miss more than one clinical day, then the student will automatically receive a clinical INCOMPLETE and will not be allowed to advance in the nursing program. *Student will be required to repeat all SIM and Hospital clinical hours the following semester, and not just the ones that were missed before progression in the nursing course is allowed.*
- Students who are tardy and/or absent from any clinical experience will receive formal verbal and written counseling relating to this lack of professionalism. The second occurrence of tardiness and/or absence from clinical activities will result in **failure** of clinical, and thus, **failure** of the course. In case of illness that requires students to miss more than one clinical day, this will result in automatic **INCOMPLETE** and will require the student to repeat the entire clinical required hours, not just the ones missed, in the subsequent semester before progression in the nursing course is allowed.
- If the facility notifies the School of Nursing that a student is not permitted to return to the facility

indefinitely, this will result in failure of clinical, and thus, failure of the course.

- Students must always remain in their assigned area unless approved by the clinical instructor. Failure to comply will result in failure of clinical, and thus, failure of the course.
- Students who have been found to leave the clinical site for any reason, including going to their car, will be treated as an absence and results in a clinical failure. Students are expected to remain on site the entire clinical shift, and this includes lunch. No exceptions will ever be made to this rule. Please note that this includes SIM lab, as students are expected to stay on campus during lunch break.
- Required clinical experiences include hospital orientation, clinical orientation, computer orientation as required by the agency, lab demonstrations, practice sessions, simulation hospital days, pre/post conferences, and direct patient care.

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

SIMULATION: 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. See blackboard for information on attending Open Lab.

UNIVERSITY RESOURCES: STUDENT ASSISTANCE AND SUPPORT

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 the instructor be obligated to sign forms submitted late, and there is no proof that the student stayed for the entire class/practicum. Do not ask instructors to sign digitally.

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.

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.
- **Academic Coaching**: The SON provides Academic Coaching to all students. It will be a requirement for attendance if a student scores less than 75% on exams 1, 2, or 3. See the Center for Simulation's blackboard for details on content, dates, times, locations, and faculty involved in this resource.

INDIVIDUAL RESOURCES

- **Military Student Success Center**: Assists personnel in any branch of service to reach their educational goals.
- **Center for Accommodations and Support Services (CASS)**: 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.*

Copyright Notice

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

Revision History

Original: 08/05/2011

Revised: 09/20/2017

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Revised: 8/1/2022 Approved: 8/8/2022 SONFO