NURS 3632: Clinical Nursing Foundations
Fall 2019

Instructor Information

Co-Lead Instructors: Michael Holmes MSN, RN
Sara Washington MS, RN, CNE

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Sara Washington: http://mentis.uta.edu/explore/profile/sara-washington

Office Hours: Office hours vary during week due to meetings. Please ask for appointment via email.

Clinical Instructors:

Office Number: Clinical Instructors will provide additional contact information.

See list of instructors listed below.

Bailey Davis MSN, RN  bailey.davis@uta.edu
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Course Information

Section Information: NURS 3632 Clinical Nursing Foundations – 001 and 002 Lecture Sections. (Also, See Course Schedule Overview for Clinical Lab Sections).

Time and Place of Class Meetings: Pickard Hall – Room 212
N3632-001 Tuesday, 8-10:50 am
N3632-002 Tuesday, 1-3:50 pm

Description of Course Content:
Basic therapeutic nursing interventions with individuals and families in diverse settings using nursing process framework. Prerequisite or Corequisite: NURS 3320, NURS 3333.
Student Learning Outcomes (Course Outcomes):
1. Apply ethical and legal principles and professional standards in providing care to individuals and families.
2. Communicate respectfully with patient utilizing therapeutic techniques.
3. Demonstrate critical thinking in patient care and self-reflection activities.
4. Demonstrate responsible use of material resources.
5. Develop basic skills in conflict management that promote cooperative working relationships.
6. Evaluate personal performance in the delivery of basic nursing care to individuals and families.
7. Provide basic patient education related to health needs.
8. Utilize electronic information systems in providing patient care.
9. Utilize safe care practices and accept accountability in lab and clinical settings.
10. Utilize current evidence to provide competent and holistic care to individuals and families.

Required Textbooks, Media-Enhanced Resources, and Other Course Materials:

CoursePoint+ (Taylor Textbook)

Description: CoursePoint+ for Taylor textbook includes the digital textbook, a medical dictionary, drug/medication resource, nursing care plan resources, evidence-based content, PrepU, vSim Patients, Lippincott Advisor, skills videos, as well as other learning activities and resources.

Note: The purchase of hard copy textbook listed above is optional---as a study resource. However, the hard copy textbook for Taylor does not contain CoursePoint+ which is required for assignments and resource materials.


ATI (Assessment Technologies Institute) – (http://www.atitesting.com/)
Description: Web-based learning and assessment program which includes a standardized assessment/exam. See

safeMedicate® (Version 2018) – (http://www.safemedicate.net)
Description: Web-based learning and assessment program for medication administration safety, including dosage calculation. See instructions on CANVAS.

Nurse Pack/Kit (listed as “Nurse Pack/Kit-N3632” on UTA Bookstore website)
**Attention**
When purchasing or ordering from the UTA Bookstore website, please make sure the correct nurse kit is purchased and/or obtained. For this course the On-Campus Nurse Pack/Kit is required.

Optional Text:
CoursePoint (Lynn Textbook)

*Description: CoursePoint for Lynn textbook includes the digital textbook, skills videos, and other learning activities and resources*

**Descriptions of Major Assignments and Examinations:**
This course involves multiple requirements as well as opportunities for success. The course schedule with dates and assignments are available in Canvas, and also see the [COURSE SCHEDULE OVERVIEW](#) document for major assignments, assessments, and other course requirements. *(Note: Dates for some clinical assignments are not included and will be assigned by each individual clinical instructor).*

1. **Content Exams** – Three (3) unit exams and a comprehensive final exam (80%).

**Other Requirements:**
In order to successfully complete this course, students must pass the clinical component. Students must reference the clinical addendum for information related to clinical passing criteria.

**Grading Information**

<table>
<thead>
<tr>
<th>Designated Proctored Exams (Unit Exams + Final Exam)</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exam 1</td>
<td>18%</td>
</tr>
<tr>
<td>Unit Exam 2</td>
<td>20%</td>
</tr>
<tr>
<td>Unit Exam 3</td>
<td>20%</td>
</tr>
<tr>
<td>Final Comprehensive Exam</td>
<td>22%</td>
</tr>
</tbody>
</table>

**Additional Course Work and Assignments**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP Phase 1</td>
<td>4%</td>
</tr>
<tr>
<td>CAPP Phase 2</td>
<td>6%</td>
</tr>
<tr>
<td>Daily Nursing Record (Part 1 and Part 2) (Total = 2 Assignments)</td>
<td>1.5%</td>
</tr>
<tr>
<td>PrepU Assignments (Total = 10 Assignments)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Putting It All Together Evaluation</td>
<td>1%</td>
</tr>
<tr>
<td>vSim Assignments (Total = 4 Assignments)</td>
<td>2%</td>
</tr>
<tr>
<td>ATI Prep Assignments (Total = 8 Assignments)</td>
<td>1%</td>
</tr>
<tr>
<td>safeMedicate Prep Assignments (Total = 8 Assignments)</td>
<td>0.5%</td>
</tr>
<tr>
<td>Clinical Reflection Assignments (Total = 6 Assignments)</td>
<td>0.5%</td>
</tr>
<tr>
<td>Daily Nursing Record (Part 1) (Total = 4 Assignments)</td>
<td>0.5%</td>
</tr>
<tr>
<td>Patient Teaching Presentation Assignment (Total = 1 Assignment)</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

**Total % of grade**

| Total % of grade | 100% |


Minimum Passing Criteria:
In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

- 70% weighted average on major proctored exams
- Completion of ATI CAPP (Comprehensive Assessment and Preparation Program) Phase 1 and 2 requirements
- Passing score for the clinical component of the course, including minimum passing score requirements for the Medication Administration Competency Assessment: 100% on Essential Medication Skills Assessment (90% minimum score for students enrolled in NURS 3632) and 90% on Advanced Medication Skills Assessment

The following exams are included in the 70% weighted average for major proctored exams:

- Unit Exam 1 – 18%
- Unit Exam 2 – 20%
- Unit Exam 3 – 20%
- Final Comprehensive Exam – 22%

In determining the final course grade, the weighted average on major proctored exams and/or major written assignments as outlined above will be checked first. If a student achieves a 70.00% with no rounding of the average on these course components, the additional graded items will count toward the final course grade. If the student does not achieve a 70.00% with no rounding of the average on the components listed, the grade stands as a D or F as determined by the numerical value from the weighted average on the major proctored exams and/or major written assignments listed above. On all tests, the grades are rounded to two decimal places (i.e., 85.679=85.68). For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D). A final course grade of C or better is required in all nursing courses to pass.

Exam Policy: Exam scheduling and administration procedures are standardized among all pre-nursing and upper-division courses in the pre-licensure nursing program. The full policy, located in the CONHI Policy and Handbook Library, includes details related to exam development, exam scheduling and accommodations, exam administration, testing environment, and post-exam procedures.

1. Excused Absences: legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
   - The make-up exam may include alternative questions and/or test format. There will be no point deductions for an excused exam absence.

2. Unexcused Absences: oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
   - Requirements: To be considered for a re-scheduled exam, the student must notify faculty with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
   - The make-up exam may include alternative questions and/or test format and will have a point penalty of 20 points.
• A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a ‘0’ on the exam.
• Students will not be allowed to take exam in another section without penalty due to an unexcused absence.

3. Exam Tardy:
• Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.
• Online Proctored Exams (if applicable):
  ▪ If a student submits an online exam after the due date and time, they will receive a 20 point penalty on their grade the first time it occurs.
  ▪ If the student submits an online exam after the due date and time for a second time in the course, they will receive a zero for that exam.
  ▪ The Learning Management System will not auto-submit an exam at the due date and time of the exam. The student is responsible for submitting their exam by the assigned due date and time.

4. Students will only be allowed one 20 point penalty per course, whether it is the result of an unexcused absence or a late submission.

Comprehensive Assessment and Preparation Program (CAPP): All students enrolled in this course must participate in the Course Content Mastery Assessment, which is a component of the program’s Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. Students must complete all components of Phase 1 and Phase 2 to pass the course. After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.
LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete a Practice Assessment and submit three critical points for 5 Major Content Areas based on Topics to Review (for a total of 15 critical points). Critical Points must be handwritten, legible and accessible to receive credit. Students who do not complete all components of Phase 1 by the due date will not be eligible to take the Content Mastery Assessment (proctored exam) in Phase 2 and will fail the course.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade and is based on the score received for the proficiency level achieved. All eligible students must complete the Proctored Assessment. Students scoring <1 will receive an Incomplete for the course and will complete the Focused Review and hand-written Active Learning Templates for all Topics to Review listed on the Individual Performance Profile. Active Learning Templates must be handwritten, legible and accessible to receive credit. A learning contract from course faculty will include a due date for completion of the Focused Review and Active Learning Templates during the Incomplete period. Students who complete Focused Review and
Active Learning Templates by the assigned deadline in the Incomplete period will receive full credit for Phase 2 based on the score received for the Level achieved and progress in the program. Students scoring <1 who do not satisfactorily complete Focused Review and Active Learning Templates by the assigned deadline will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course. The complete Comprehensive Assessment and Preparation Procedure can be found here: http://www.uta.edu/conhi/_doc/unurs/capp_procedure.pdf

**Late Assignment Submission:** This late assignment submission section does not apply to clinical assignments or ATI/CAPPs requirements.

**Policy on Submitting Late Class and Clinical Assignments:**
Late assignments will receive a “0” but must still be turned in to the lead and/or clinical instructor in a passing format to pass the course. “Late” for the sake of paperwork, is defined as anytime past the designated due date and time. However, any late assignment will still receive a grade of zero, even if the lead and/or clinical instructor requires a replacement and/or revisions of the late assignment. The lead and/or clinical instructor sets the designated due dates/times for course assignments.

The lead instructor sets the due dates/times for theory assignments. Any assignment students submit electronically must be received prior to the due date and time. Please double check that assignments (or files) have been properly attached and the file is not corrupted. A corrupted file or forgetting the attachment will not be excused as students are responsible for turning in assignments on time.

Computer crashes, server downtimes, and/or any other computer-related problems are NOT valid excuses. A pattern of late papers will be reflected on the course mid-term and final evaluations under documentation, time management, and professional behaviors. An unsatisfactory evaluation in any of these areas on the final evaluation results in clinical failure.

**Grade Grievances:**
Any appeal of a grade in this course must follow the procedures as published in the College of Nursing and Health Innovation Undergraduate Student Handbook (https://www.uta.edu/conhi/students/policy/index.php). In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- Differential treatment – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
- Procedural irregularities – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

More information about the university’s grade grievance policies can be found in the Undergraduate Grading Policies section of the catalog (https://catalog.uta.edu/academicregulations/grades/#undergraduatetext). Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog (https://catalog.uta.edu/academicregulations/security/).
Course Schedule

As the instructors for this course, we reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Please see the lecture and clinical lab content in Canvas for the class/clinical objectives and detailed course schedule. **All assignments must be submitted and received by the designated time.** There are additional clinical assignments and due dates that are set by your clinical instructor that are not included on this list. Please refer to Clinical Acknowledgment & Honor Code as well as the Supplemental Syllabus for list of assignments.

- **08/19 @ 10 PM:** Attestation Form: Canvas Modules will not be available until this form is completed and submitted.
- **08/21, 08/22, 08/23, 08/24 @ 7:45 AM:** 1st day of Clinical Skills Lab – (Smart Lab 5th Floor University Hall) – **Please check your clinical section for clinical skills lab day**
- **08/26 @ 23:59:** PrepU Chp 24 (Asepsis)
- **08/27 @ 8 AM (Section 001) and 1 PM (Section 002):** 1st day of Class Lecture – PKH Room 212
- **09/01 @ 23:59:** ATI Student Orientation Quiz
- **09/01 @ 23:59:** Nurse Logic Beginning Test (Knowledge & Clinical Judgment)
- **09/02 @ 23:59:** PrepU Chp 27 (Safety, Security, & Emergency Preparedness)
- **09/08 @ 23:59:** Nurse Logic Beginning Test (Nursing Concepts)
- **09/08 @ 23:59:** Nurse Logic Beginning Test (Priority Setting Frameworks)
- **09/09 @ 23:59:** PrepU Chp 32 (Skin Integrity & Wound Care), Chapter 38 (Bowel Elimination)
- **09/10 @ 8 AM (Sect. 001) & 1 PM (Sect. 002):** Proctored ATI Pharmacology Assessment
- **09/10 @ 23:59:** safeMedicate Essential Skills
- **09/16 @ 23:59:** PrepU Chps 37 (Urinary Elimination) & 29 (Medications)
- **09/17 @ 23:59:** safeMedicate Foundation Numeracy and Practice Assessment
- **09/24 @ 8 AM Section 001 and 1 PM for Section 002: Unit Exam 1**
- **09/24 @ 23:59:** vSim Assignment 1 (Kim Johnson)
- **09/29 @ 23:59:** Nurse Logic Beginning Test (Testing and Remediation)
- **09/30 @ 23:59:** PrepU Chp 39 (Oxygenation & Perfusion)
- **10/01 @ 8 AM: Sect. 001 & 1 PM Sect. 002 Proctored Medication Adm. Comp. Assess. #1**
- **10/07 @ 23:59 PrePU Chp 40 (Fluid, Electrolyte, Acid-Base Balance)**
- **10/08 @ 11 AM:** Proctored Medication Adm. Comp. Assess. #2 (if needed)
- **10/09 – 10/12 @ 23:59 Midterm Evaluation (Due Date set per Clinical Instructor)**
- **10/15 @ 8 AM Section 001 and 1 PM for Section 002: Unit Exam 2**
- **10/15 @ 23:59:** vSim Assignment 2 and 3 (Jared Griffin & Edith Jacobson)
- **10/15 @ 11 AM:** Proctored Medication Adm. Comp. Assess. #3 (if needed)
o 10/21 @ 23:59: PrepU Chp 7 (Legal)

o 10/27 @ 23:59: Learning System RN 3.0 Fundamentals 1 Practice Quiz

o 11/03 @ 23:59: Learning System RN 3.0 Fundamentals 2 Practice Quiz

o 11/05 @ 23:59: Learning System RN 3.0 Fundamentals Final Practice Quiz

o 11/12 @ 8 AM Section 001 and 1 PM for Section 002: Unit Exam 3

o 11/12 @ 23:59: vSim Assignment 4 (Rashid Ahmed)

o 11/12 – 11/15 @ 23:59: ATI Fundamentals Assessment (Phase 1)

o 11/19 @ 23:59: ATI Remediation Assignment (3 Critical Points Activity Submissions) – (ALL students must submit 15 Critical Points per course guidelines)

o 11/20 – 11/23 @ 23:59: Final Evaluation – (The completed Foundations Essential Skills Checklist must be submitted with Final Evaluation)

o 12/03 @ 9:30 AM (ALL STUDENTS): Proctored ATI Fundamentals Assessment (Phase 2)

o 12/10 @ 8 AM (ALL STUDENTS): Final Exam

o 12/17 @ 23:59 Proctored ATI Remediation Assignment (Active Learning Templates Submissions) – (Must submit assignment if score on the Proctored ATI Fundamental Assessment is below Level 1)

CLINICAL POLICIES

Clinical Performance Requirements & Evidence of Clinical Competence: Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing, students must receive a passing grade in the lecture component as well as satisfactorily meet the clinical course requirements. Nursing is a practice profession in which patient and family safety must be protected (Texas Board of Nursing). If clinical performance has been deemed unsafe, students may not drop or withdraw from any clinical course. They will be immediately removed from the clinical setting, forfeit further clinical experiences, and receive a grade of F. The following Clinical Failing Behaviors will result in a clinical failure regardless of the drop or withdrawal date and are based on professional nursing standards set forth by the Nurse Practice Act, the Texas Board of Nurse Examiners, and program policy related to patient safety in the clinical setting:

<table>
<thead>
<tr>
<th>Clinical Failing Behaviors</th>
<th>Matched to NPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Performance is unsafe.</td>
<td>1,2,3,5,6,7,9,10,11,12,13,14</td>
</tr>
<tr>
<td>2. Questionable decisions are often made.</td>
<td>1,2,3,4,5,6,7,8,9,10,11,12,13,14</td>
</tr>
<tr>
<td>3. Lacks insight into own behaviors and that of others.</td>
<td>1,2,3,4,5,6,8,9,10,11,12,13,14</td>
</tr>
<tr>
<td>4. Continues to need additional guidance and direction.</td>
<td>1,2,3,5,6,7,8,9,10,11,14</td>
</tr>
</tbody>
</table>

Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Refer to the Board of Nursing at www.BON.state.tx.us for any additional information regarding the Texas Nursing Practice Act.

In addition to professional standards of nursing practice, the following program requirements are associated with patient safety and will result in clinical failure without regard to drop or withdrawal time frames:

- Failure to meet minimum score requirements on the Medication Administration Competency Assessment (below)
- Non-compliance with Clinical Clearance Requirements
- Non-compliance with Drug and Alcohol Screening policy
- Unlawful behavior prohibiting sufficient background check required for clinical participation

These clinical failures will be reviewed and approved by the Associate Chair/Chair of Undergraduate Nursing Programs.

**Medication Administration Competency Assessment:** Safe and effective medication administration is crucial for optimal patient outcomes. Best practices for student achievement of safety in medication dosage calculation and administration include ongoing assessment of these skills. A proctored, standardized electronic medication administration competency assessment is required of students at the beginning of each clinical course in which students administer medications. It is designed to assess competency in calculating drug dosages and safe medication administration. Proctored assessments are part of the clinical PASS/FAIL requirements and are not factored in the course didactic grade. All students must meet minimum score requirements on the Medication Administration Competency Assessment to pass the clinical component of the course and administer medications in the clinical setting. The minimum score requirements include:

-100% on ESSENTIAL Medication Administration Skills Assessment (90% minimum for students enrolled in Students enrolled in NURS 3632: CLINICAL NURSING FOUNDATIONS)
-90% on ADVANCED Medication Administration Skills Assessment
Students will be allowed three (3) attempts to meet the minimum score requirements on the Essential and Advanced assessments in each course. If a student is not successful on the third attempt, they will not have met the required clinical outcome and will receive an Unsatisfactory, resulting in a clinical and course failure. Students MAY NOT drop or withdraw from the course if this failure occurs prior to the drop date.

Clinical Attendance: It is expected that students will attend all assigned clinical activities. In the case of illness, remember to take appropriate health precautions. Students should not attend clinical experiences if they are febrile or have any potential communicable disease. Students are expected to notify clinical faculty immediately if they will be late or absent to the clinical site. No call No show is defined as not calling or being present in clinical as scheduled. No call No show may result in a clinical failure unless there was a documented emergency. Notification will not necessarily prevent a performance improvement plan from being generated and placed in the student file. Acceptable methods of notification to clinical faculty will be either phone or text. E-mail is not acceptable. Acceptable methods of notification to clinical agency will be phone unless the student is with a preceptor, then they may reach them by phone or text.

Tardiness: defined as greater than 0 minutes of the assigned clinical time.
- The first tardy will result in a verbal warning (verbal warnings are written at the top of the Performance Improvement Plan (PIP) form.
- Students with two (2) tardies will be placed on a PIP with Penalty (i.e. Review two articles and discuss implications for patient safety, collegial relations, etc. or Reflect on impact of this behavior for, patients, peers and as a professional responsibility, or penalty is up to the lead teacher, etc.) which will be kept in the student’s permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation.
- Students with 3 tardies may receive a clinical failure.
- Time will count towards the total or direct patient care clinical time missed and students will be required to make up the time missed.

Clinical Absence: Clinical is defined as any direct patient care within a healthcare setting and laboratory or simulation as outlined in the clinical supplement. All clinical experiences as defined above will be considered when determining absences.
- Student will be placed on a performance improvement plan (PIP) after first clinical missed.
- Students MUST make up clinical. Where feasible the clinical will be made up with an equivalent experience (simulation with simulation, direct patient care with direct patient care, etc.)
- When a comparable experience is not feasible simulation, case studies or other appropriate make-up experiences may be assigned. The experience will be equivalent to actual clinical hours missed; however, it may take longer for some students to complete the assignment.
- In order to adequately evaluate a student, (regardless of the reason for missing clinical) a student with total clinical absences of equal to or greater than 15% of the total clinical time will not be allowed to progress. Students may choose to drop if the clinical absences occur before the drop date. If a student is not eligible to drop the course (i.e. after the drop date), the absences will result in a clinical failure. In extraordinary non-academic circumstances with appropriate documentation, a late drop may ONLY be considered.

Absence of any part of a clinical day will require make-up in the simulation lab or another alternative at the clinical faculty’s discretion. Medical illnesses/emergencies or other dire circumstance may be an acceptable reason to miss an assigned clinical. If a clinical experience is missed due to illness, a medical release will be required prior to returning to the classroom/clinical setting. In the case of other dire circumstance, you will be required to show acceptable proof of the extenuating circumstances that kept you from clinical. Elective medical procedures, work, childcare or travel issues are not an excused absence from
clinical and will be considered an unexcused absence. Unexcused absences may result in clinical failure. The first tardy will result in a verbal warning. Students with two (2) tardies will be placed on a Performance Improvement Plan (PIP) which will be kept in the student’s permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation. After 3 (three) tardies, the student may receive a clinical failure.

**Exposure to Bloodborne Pathogens:** In the event of injury, needle stick, and/or exposure of the nursing student to blood or body fluids, the nursing student should immediately notify the nursing clinical faculty. The faculty will follow the Exposure to Bloodborne Pathogens Procedure in place at the facility. Any expense or treatment required is the responsibility of the student.

**Institution Information**
UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

**Additional Information**

**Attendance:**
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

**Emergency Exit Procedures:**
Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located at the back of the lecture hall. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs.
For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php

The IDEAS Center (2nd Floor of Central Library) offers FREE tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services. The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

Librarian Contact Information:
UTA Library: http://www.uta.edu/library/help/subject-librarians.php
Nursing Librarians: nursinglibrarians@uta.edu
Gretchen Trkay gtrkay@uta.edu
Peace Ossom Williamson peace@uta.edu
RaeAnna Jeffers raeanna.jeffers@uta.edu

CONHI Student Handbook:
The Undergraduate BSN Student Handbook can be found by going to the following link: http://www.uta.edu/conhi/students/policy/index.php Students are responsible for complying with all Undergraduate Nursing Polices.

Emergency Phone Numbers
In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381. Enter the UTA Police Department’s emergency phone number into your own mobile phone.