THE UNIVERSITY OF TEXAS AT TYLER

COLLEGE OF NURSING & HEALTH SCIENCES

NURS 5352 SYLLABUS ADDENDUM (all sections)

ADVANCED HEALTH ASSESSMENT
FOR NURSE PRACTITIONERS

Spring 2021

Faculty:

Dr. Carol Rizer, DNP, APRN, CRNA-ret.
Ms. Annala J. Shirley, MSN, MBA, APRN, AGNP-C, OCN

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NURS 5352 - Advanced Health Assessment
For Nurse Practitioners
Course Syllabus
Spring 2021

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WELCOME

Welcome to **NURS 5352 - Advanced Health Assessment for Nurse Practitioners!** We look forward to meeting with you in class sessions as well as in our virtual classroom online. In this course, you will be learning advanced physical assessment skills and how to formulate differential diagnoses and determine risk factors.

Please refer to the information contained in this Syllabus any time you have a question regarding the basic course information. A pdf of the purpose of the syllabi can be found at this link: Syllabus Policy

COURSE INSTRUCTORS

Dr. Carol Rizer, DNP, APRN, CRNA-ret. (course facilitator)
Associate Professor
      Email: crizer@uttyler.edu
      Cell- 903.681.4372
      Office Phone: none; use cell #
      Office Location: BRB 1095
      Office Hours: By Appointment and virtual office hours every Tuesday evening 6pm-9pm.
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Ms. Annala Shirley, MSN, MBA, APRN, AGNP-C, OCN
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      Office Location: BRB 1095; shared with Dr. Rizer
      Office Hours: By Appointment

NURS 5352 - ADVANCED HEALTH ASSESSMENT FOR NURSE PRACTITIONERS

Total Credits: 3 semester credit hours; 20 laboratory hours.

COURSE DESCRIPTION

This course will involve application of advanced health assessment principles and skills for comprehensive examination of clients. Focus will be on common deviations from normal. Populations across the lifespan will be included. Course fee required.

In order to be successful, you should read assigned materials, participate in scheduled on campus classes and laboratory experiences, and complete all assignments in a timely fashion. Components of this course will include four exams, Shadow Health virtual clinical experiences, two SOAP Notes, 12-module quizzes, a health history assignment, one Denver Developmental assignment, and participation in virtual lab practice and skills practicum experiences, including a Midterm and Final Practicum Check-off with SOAP notes.

Be aware that even though the course sequence focuses on modules of content that are well spaced throughout the semester, you will need to begin to master the examination techniques more quickly, even though the didactic material may not have been covered in the modules by the time the practicums are scheduled. There are videos that show head-to-toe assessment skills so that you can begin your practice right away. ***NOTE: Mandatory: We will offer 5 additional mandatory trainings early in the semester via Zoom. It is expected that you will be well-practiced and ready for check-off by mid-semester.*** You should aim to complete the Midterm practicum within 60-minutes and the Final practicum within 45-minutes. You will submit each of these as a pre-recorded video using the Studio function within Canvas.

COURSE PREREQUISITES

- Basic health assessment course.
- Minimum grade point average of 3.0 for last 60 semester credit hours of undergraduate work.
- A Bachelor of Science in nursing degree from a nationally accredited school.
- Current licensure as a Registered Nurse.

COURSE OVERVIEW

This advanced clinical track course builds upon baccalaureate and professional practice physical assessment and history-taking knowledge and skills. It focuses on the skills of assessment necessary in advanced nursing practice.

The course provides opportunities for you to perform comprehensive and problem-specific psychosocial, developmental, cultural, and physical assessments in establishing client-centered databases. You will analyze data from client-centered databases to determine client health status, identify health problems, and formulate diagnoses.

Clinical lab experiences include opportunities to perform assessment skills and improve history-taking with input from faculty during one or more of the 5 mandatory Zoom sessions, and within the virtual Shadow Health clinical setting. This is how you earn your clinical credits for this course.

You are expected to be self-directed in your learning and to approach every learning opportunity with a clear understanding of the learning objectives. This is a fast-paced course, so please keep up and don't fall behind. Should this become a problem, please let your course faculty know as soon as possible.

The content of this course is web-based and may be subject to change at the discretion of the faculty according to current learning needs. Therefore, it is wise to review assigned readings and assignments on Canvas at the beginning of each week for possible updates. Notify the faculty immediately if there are issues that would delay submission of assignments. Please refer to the online Course Calendar and online Course Schedule for weekly assignments and Due Dates.

STUDENT LEARNING OUTCOMES

Building upon basic physical assessment and history taking knowledge and skills, this course focuses on knowledge and clinical skills required for advanced practice nursing. Upon successful completion of this course, the student will be able to:

1. Demonstrate the ability to obtain and document a comprehensive health history for individuals across the lifespan.
2. Perform a risk assessment of the patient including the assessment of lifestyle and other risk factors.
3. Assess health promotion behaviors of individuals across the lifespan.
4. Perform and document a complete advanced physical examination of individuals across the lifespan utilizing the full extent of the student's education and training.
5. Perform basic assessment tests and interpret pertinent laboratory and diagnostic data.
6. Relate assessment findings to underlying pathophysiology.
7. Analyze assessment data to determine differential diagnoses.
8. Analyze assessment data to determine nursing diagnoses.
9. Develop an effective and appropriate plan of care for the patient that is research based (evidence-based practice) and takes into consideration life circumstances, cultural, ethnic, and developmental variations.
10. Utilize the skills of advanced nursing assessment and an understanding of advanced practice nursing roles and evidence-based data collection to provide effective continuity of care among collaborating healthcare providers.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as scheduled mandatory Zoom skills training sessions throughout the semester. The following learning venues are included:

- Online learning activities and website media will be used. Students will access Jones and Bartlett Online Learning Resources related to the required course textbook and Shadow Health virtual patient modules online. Pertinent YouTube videos and Tegrity lectures will enhance the modules.
- Mandatory Zoom sessions for advanced practice skills training during the semester for intensive focus on advanced assessment skills.
- There will be a midterm and final practicum skills check-off with required SOAP notes. These will be pre-recorded and submitted by the student using the Studio component of Canvas.
- There will be several required assignments to be turned in under the Assignments tab on Canvas.

If you are unable to attend any mandatory skills training session via Zoom, you should obtain permission from the instructor to view the recording.

Exam days/times are non-negotiable, except for *EMERGENCY* situations. Should you miss an exam for an excusable reason, the make-up exam may consist of essay and fill-in-the-blank type questions. Be aware that an excuse for make-up exams primarily consist of emergency situations only and not requests for work reasons, personal vacations, or scheduling conveniences.

Work excuses or failure to adequately connect to the internet during exams are not necessarily considered reason enough to permit scheduling a make-up exam and may be evaluated on a case by case basis.

If you have difficulties with internet connection, contact your faculty right away, so as to limit the delay time in starting an exam. Exams are AUTO Proctored by ProctorU. Students should not schedule exams with ProctorU. Always notify instructor prior to a foreseeable absence.

REQUIRED TEXTBOOKS:

AUTHOR	TITLE	EDITION	PUBLISHER and/or ISBN
Rhoades and Petersen	Advanced Health Assessment and Diagnostic Reasoning	4th ed.	978-1284170313
Habif, Campbell, and Chapman.	Skin Disease: Diagnosis and Treatment	4th ed.	978-0323442220
Ball, Dains, & Flynn	Seidel's Physical Examination Handbook **No access code needed.**	9th ed.	978-0323545327
Seller and Symons	Differential Diagnosis of Common Complaints **No access code needed.**	7th ed.	978-0323512329
		7th ed.	978-1433832178

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American Psychological Association	Publication Manual of the American Psychological Association- **recommended**		

REQUIRED COURSE EQUIPMENT

(These items should be used during all Mandatory Advanced Practice Skills Learning Sessions and utilized in your Video Assessments for Midterm & Final.)

- Quality stethoscope, **at least a Cardiology 3 or 4**
- Clear plastic ruler, 5-6 inches long
- Penlight
- Small Magnifying glass (with light)
- Small portable mirror – to evaluate heels
- Lab coat
- Watch with second hand/function, or digital clock with timer function
- UT Tyler student name badge ($15.00)
- UT Tyler patch – purchased locally at CR Scrubs
- Cell phone or other device with internet access
- Web Cam for your computer

PROVIDED COURSE EQUIPMENT

You will be issued a **Diagnostic kit** (otoscope, ophthalmoscope, percussion hammer, and tuning fork), as well as a **Denver Developmental kit**, at the beginning of the semester. **Please be aware that students should pick up the kits at orientation, if at all possible.** If you choose to come to campus to pick this up, please make sure you arrive on a pre-confirmed date/time. This will be posted as an Announcement in Canvas. Otherwise, you may make arrangements to have the kits mailed to you at your expense, should you so desire. See Canvas Course for additional 'first week of school' details about ordering your diagnostic kit. This will be an important part of getting started in the course.

The kits **must be returned after completion of the FINAL PRACTICUM. Those who fail to return these items, whether lost or stolen, will be responsible for the cost of replacing these items which total $1000**. Return Diagnostic Kit and Denver Kit by date outlined in the Course Calendar – **This is the date the equipment must be received by the university.** You will not receive an official grade until all equipment is returned.

REQUIRED COURSE TECHNOLOGY

Please see the Canvas Page that discusses each item, cost or component specifically.
- *ProctorU*
- *Shadow Health*

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- ***InPlace***- As part of your orientation checklist, you should have purchased an ***InPlace*** subscription. When you obtain your ***InPlace*** subscription and successfully complete this course with an A or a B, the 20 clinical hours you will achieve upon completion of this course will be automatically loaded into your ***InPlace*** account, so be sure to have this set up prior to completion of the course.

Estimated Time Commitment Required for Assignments:

Reading of professional materials (books, journals, etc.) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2-hours daily for materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

COURSE EVALUATION

Course Grading Scale: ***Grades will not be rounded when calculating the average (79.5 is not rounded to 80 and 89.5 is not rounded to 90).***

    A = 90 to 100%
    B = 80 to 89%   ← Passing
    C = 70 to 79%
    D = 60 to 69%
    F = Below 60%

GRADING ELEMENTS:	POINTS
Exams:	
Exam 1	15%*
Exam 2	15%*
Exam 3	15%*
Exam 4	15%*
Module Quizzes: (12 quizzes total)	10%
Pediatric SOAP Note:	5%
Adult/Geriatric SOAP Note:	5%
Denver Developmental:	5%
Health History Assignment:	5%
Shadow Health Modules:	10%

Laboratory/Clinical Component (P/F):

Participation in Mandatory Skills Practice sessions via Zoom	P/F
Mid-term Practicum & SOAP note	P/F**
Final Practicum & SOAP note	P/F**
Course Clinical Practice Hours (20)	P/F

Optional Assignment for One OVERALL Course Point:
eMurmur University   1***

*The average of your exams must be greater than or equal to 80 in order to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the four exams.

**You must pass the Mid-term and Final practicums to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without passing the practicums. You will receive a % grade for the Midterm and Final SOAP notes, but understand that these components are Pass/Fail and the % grade is simply for your own information so that you may improve upon this component as the semester progresses.

*** Graduated learning modules allow *eMurmur University* to have applications in novice to advanced levels of cardiology teaching. For this course, ONE overall course point (applied at the end of the course) will be available if you take advantage of this OPTIONAL ASSIGNMENT. The date of opportunity is very specific (see course calendar) and if you elect to gain the extra point, it will take you approximately 6 hours of study time to complete these modules. This is completely optional but remember that since there is no rounding of grades, this could make the difference in a letter grade for you at the end of the semester FOR THIS ADVANCED HEALTH ASSESSMENT COURSE.

COURSE ELEMENTS

Achievement of the course objectives is evaluated based on the following activities:

I.   EXAMS (60% of total grade; 100 possible points per exam):

- Exams in the course will be given ONLINE, using the AUTO proctoring service called *ProctorU*. Please see pages 9 and 16 of this document for more information about *ProctorU*.
- No need to sign up with *ProctorU* for exams. UT Tyler provides this Auto Proctor for students, so there is no charge to you.
- Exams must be taken during the time specifically designated unless other arrangements are made with instructors **prior** to the test. As previously stated, special arrangements must be decided on an as needed basis. There is no guarantee that your request will be approved.
- If you are unable to take the exam on the posted date, notify the course facilitator as soon as possible. If the course faculty decide that an alternate exam will be given, the format

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and times will be at the discretion of the course facilitator, and the exam will be comprised of essay and fill-in-the-blank questions.

- Exam dates are listed in the Course Calendar.
- <u>Students must achieve an **AVERAGE** of 80 on all four exams to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall **AVERAGE** on all exams.</u>
- Each exam may be opened during the designated hours listed within Canvas, but you will only have 75-minutes to complete the exam. And, you must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!
- Further instructional information is available through Canvas utilizing Auto *ProctorU*. You will access your exam through Canvas and your session will automatically be recorded by ProctorU and reviewed. Faculty will be sent information on any incidents that occur during test taking. You will be allowed one sheet of scratch paper if you need it, but it must be destroyed while you are still online and on camera.
- The module objectives and assigned readings will guide the selection of items for the tests. Emphasis will be on application and synthesis of knowledge.

  a. **Exam 1 will cover Modules 1, 2, & 3**
  b. **Exam 2 will cover Modules 4, 5, & 6**
  c. **Exam 3 will cover Modules 7, 8, & 9**
  d. **Exam 4 will cover Modules 10, 11, & 12**

- Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the <u>Handbook of Operating Procedures</u> for UT Tyler.
- Exams are not open-book. No notes, books, papers or other aids are to be used during any exam. Students are to work individually and submit the test within the allotted time.
- Email the course facilitator if you have a challenge on any exam question. A challenge must include your evidence-based reason why the exam question is being challenged.
- The only access the student will have to the exam will be immediately afterwards during which you will be allowed to review your test and see which questions were missed. You should do this while still online in the exam and on camera with *ProctorU*. **<u>Do not copy questions, take screen shots, or copy the exam questions by any other method. Reading questions aloud is often interpreted as an 'incident' by ProctorU Auto. Limit reading aloud, or contact your instructor prior to the exam if you have a learning issue that requires you read aloud.</u>**
- **<u>When your test is completed you must disconnect from the test in Canvas. Any attempts to copy the examination will be viewed as cheating. If you want to challenge a question this can be done by emailing faculty; remember to include your rationale for the challenge and evidence-based support by way of references.</u>**
- A PowerPoint of items most frequently missed on each exam will be posted for student review within one week of exam. If necessary, opportunities for **individual review** of questions regarding the exam will be allowed **within 1 week** of the administration of the

exam. After that time period, the exam will no longer be reviewed.
- Any adjustment to exam grades will be at the discretion of the faculty.
- Grades will be posted on Canvas, but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

II.   Module Quizzes (10% of total grade; 10 possible points per quiz)

There will be a short Quiz given during each course module. There are 12 total quizzes. The combined total of points for all quizzes will account for 10% of the final grade. The quiz modules will be open for the entire week and may be taken as often as desired in order to review material and/or improve quiz grade.

III.   Shadow Health Modules (10% of total grade; score based on DCE score within SH)

Shadow Health is a virtual, Digital Clinical Experience (DCE) patient module online.
There is a certain learning curve involved with the technical components of SH, such as learning the 'vocabulary' required for "Tina" to understand your questions, so be patient and persistent, allowing adequate time to become familiar with this virtual learning resource. Reading all the instructions offered in the online modules before you begin will be particularly helpful.

You must purchase this module online at this link. The access code for this semester is:
1689-0855-9096-8808

. Have this code ready when you log on to purchase the module.

Make sure to access these sites to ensure a smooth start to the semester:

- Student Orientation Webinar: http://link.shadowhealth.com/student-introduction
- Shadow Health Website: http://app.shadowhealth.com/
- Student Account Setup Guide: https://support.shadowhealth.com/hc/en-us/articles/360004579173-How-to-Register-with-Shadow-Health
- Technical Requirements: https://support.shadowhealth.com/hc/en-us/articles/360004558353-DCE-Minimum-System-Specifications
- Link to Shadow Health Support: https://support.shadowhealth.com/
- Course Registration PIN for Students: **1689-0855-9096-8808**
- The Shadow Health Support Team is here to help address any technical issues or questions that you might have. Support can be reached via support.shadowhealth.com, through email at support@shadowhealth.com, or by calling (800) 860-3241.

The DCE score will be the grade that is recorded for completed modules. If the DCE score is not available for a particular module, the SPI score will be used. This score normalizes student results based on national averages and a normal grade distribution. You can view this grade within each of the modules in the *Shadow Health* platform.

IV.   Health History Assignment (5% of total grade; 100 possible points on this paper)

- The assignment is to select a suitable 'patient', do a thorough history and interview, just as you would do as an Advanced Practice nurse. You may use anyone willing to help you with the assignment, perhaps a family member, roommate, or friend. If you do not have anyone readily available and you feel that this would be a COVID-19 exposure issue, please contact your course faculty. We want you and others to be SAFE, first and foremost!
- Use the grading criteria very specifically to write up the note. **Do not** type this assignment into the existing template. Do NOT copy & paste template items into your paper. You must Re-type the headings into your own paper.
- Even though this paper should be a **formal paper in APA format**, complete with a title page and reference list, it is preferable that you use bullets to make the paper more readable and better organized. Please do not write in long, unbroken paragraphs that make it difficult to check off each rubric item. <u>Write as if in a clinic chart, making it legible, organized, and easily understandable by the practitioner who reads the chart after you. The more bullets, the better!</u>
- Please note: This paper DOES NOT include the Physical Exam portion. Follow the rubric carefully.

V.   SOAP NOTES (5% of total grade, each; 100 possible points per assignment)
   (in addition to the SOAP notes done at midterm & final, which are P/F)

- The student is required to submit a total of two additional (2) SOAP NOTES. (This is in addition to the SOAPs you will write for your Midterm and Final practicums.)
- One will be a **Pediatric** SOAP NOTE, and one will be an **Adult/Geriatric** SOAP NOTE.
- The 'patient' you use for this assignment may be virtually anyone who agrees to allow you to conduct the examination. First, try to obtain permission from a friend or family member to use their child. If you do not have anyone readily available and you feel that this would be a COVID-19 exposure issue, please contact your course faculty. We want you and others to be SAFE, first and foremost! For the adult SOAP, you may use any willing adult you would like.
- Each of these SOAP NOTES is worth 5% of the total course grade. Please use the appropriate grading rubric as a guide for each one.
- Be **VERY SPECIFIC as you follow the grading rubrics for each: Pediatric Grading Rubric, and the Adult/Geri Grading Rubric**, so that you include ALL components listed in order to achieve maximum possible points.
- The due dates are listed in the course calendar.
- **Warning for falsified information or fabrication of charting** by including items not assessed. If this behavior is identified, you will be counseled as this is a violation for falsifying records and is and reportable to the Board of Nursing. Your papers will be evaluated by UniChek (a plagiarsm protection feature of Canvas). You may use this feature to check your papers prior to submitting them on the Assignment site. All information recorded for the SOAP notes or other patient care documentation will be evaluated for accuracy of documenting what functions were actually performed. ***<u>If you did not actually perform one of the required functions on the rubric, when you write your SOAP note, you should simply say 'will evaluate at next visit'. This will let us know that you did not perform the function, but you know that it should have been included.</u>*** Any further falsification of records will result in disciplinary actions up to

expulsion from the graduate program. Please address questions about this with faculty.

VI.   Mid-Term Practicum with SOAP note: (Pass/Fail)

- The expectation for this course is that by midterm, you should be able to do a basic history collection for HPI, General History elements and perform a complete head-to-toe physical exam (excluding breast and genitalia) within 60-minutes and be able to write-up the findings in a SOAP format **within 72-hours** after your check-off completion time.
- **An 80% or above (using the midterm SOAP grading criteria) is required to pass this assignment.**
- The student will perform and pre-record this Practicum on a classmate, friend, family member, etc. Again, if you do not have anyone readily available and you feel that this would be a COVID-19 exposure issue, please contact your course faculty. We want you and others to be SAFE, first and foremost!
- The 'patient' may provide a basic chief complaint for the history taking, or you may assign him/her a very basic chief complaint, such as sore throat, earache, knee pain, etc. The patient does not necessarily need to relate their own personal medical history. Fabrication/role playing by the 'patient' is acceptable.
- The Midterm Video Head to Toe and ROS Assessment submission will be **PASS/FAIL** and based upon the Mid-term Practicum grading criteria.
- For your preparation and planning, there are several excellent videos available to you on Canvas. These videos can be accessed by clicking the Instructional Video icon in the left hand main menu. You will see several videos available at this site, including an introduction and several videos available of students performing the head-to-toe assessment portion during their final practicums. The Subjective History Taking Section is an element of the Check-off that you must complete—this should take no longer than 15 minutes during your check-off. Please review the videos to further answer your questions about what to expect at the Midterm and Final practicums.

VII.   Final Practicum with SOAP note: (Pass/Fail)

- At the end of the semester, each student will pre-record and turn in a Final Video Head to Toe and ROS Assessment.
- The student will perform and pre-record this Practicum on a classmate, friend, family member, etc. Again, if you do not have anyone readily available and you feel that this would be a COVID-19 exposure issue, please contact your course faculty. We want you and others to be SAFE, first and foremost!
- The 'patient' may provide a basic chief complaint for the history taking, or you may assign him/her a very basic chief complaint, such as sore throat, earache, knee pain, etc. The patient does not necessarily need to relate their own personal medical history. Fabrication/role playing by the 'patient' is acceptable.
- The Final Video Head to Toe and ROS Assessment submission will be **PASS/FAIL** and based upon the Final Practicum grading criteria.
- For your preparation and planning, there are several excellent videos available to you on Canvas. These videos can be accessed by clicking the Instructional Video icon in the left-hand main menu. You will see several videos available at this site, including an

introduction and several videos available of students performing the head-to-toe assessment portion during their final practicums. The Subjective History Taking Section is an element of the Check-off that you must complete—this should take no longer than 15 minutes during your check-off. Please review the videos to further answer your questions about what to expect at the Midterm and Final practicums.

- Students will be evaluated on their ability to perform a complete head to toe assessment as outlined on the Final Practicum Evaluation tool. The student will have **45-minutes** to complete the practicum, and **72-hours** to complete the SOAP write up of the assessment. The 'patient' may provide a basic chief complaint for the history taking, or you may assign him/her a very basic chief complaint, such as sore throat, earache, knee pain, etc. The patient does not necessarily need to relate their own personal medical history. Fabrication/role playing by the 'patient' is acceptable.
- Students must score at least 80% according to the Final Practicum grading criteria. The final practicum is Pass/Fail.

VIII. Attendance/Class Participation/Professionalism, (P/F)

- Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well.
- Students should dress professionally while on campus or at other sites while representing the University, including wearing a white lab coat with the UT Tyler patch **on the upper left chest** for mid-term and final practicum check-offs.
- **Name Badges** may be obtained from the cashier's office on campus.
- Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting. For this course, it means wearing all the components of your professional attire when you are in the Midterm and Final Practicum Check-off functioning as a NP student.
- Tardiness or unexcused absences are considered unprofessional conduct.
- Cell phone use or texting while in class will not be tolerated.
- Please use proper Netiquette (proper online decorum) in the online classrooms as well.
- Be aware of the *Academic Honesty* policy of UT Tyler and read through the course syllabus thoroughly.
- Please notify the faculty about personal issues that would preclude timely posting of assigned work.
- Lack of class participation may result in deductions from the Professionalism grade.
- The student's grading faculty will be responsible for assessing the student's Professionalism grade at the end of the semester.

IX. Book of Clinical PEARLS

It is strongly encouraged (but not required) that you begin your book of 'Clinical PEARLS' during this semester. This is something that you will keep and use often throughout your program and into your practice. This needs to be a loose-leaf notebook that in divided by body systems and tabs covering (ENT, Eyes, Endocrine, CV, Resp, GI, M/S, Peds, OB/GYN, Important #, teaching tips, Coding, Misc).

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Put the tips (PEARLs) you hear or learn from providers for how to treat common diseases seen in the clinic under each tab. Once you look up a condition put the management or treatment into your resource book in an organized manner for future reference. This enabled you to pick up speed in clinic and alleviates redundant information look-up.

LABORATORY/CLINICAL ELEMENTS

A. 5 Mandatory Advanced Practice Skills Zoom sessions:

- This course involves hands-on practice and evaluation by instructors. This will take place during 5 scheduled Zoom sessions early in the semester.
- Students should make arrangements to attend all 5 sessions and should have studied/practiced assigned content prior to the Zoom session.
- If you are unable to attend any session, please contact the course facilitator for permission to view the Zoom recordings.

B. Clinical Hour Credit:

Students in this course will be given credit for clinical hours for the following activities:
- **5 Mandatory Skills Training Sessions**   **5 hrs. credit**
- **Denver Developmental Assignment**   **1 hr. credit**
- **Midterm & Practicum with SOAP Notes**   **4 hrs. credit**
- **Shadow Health Modules (8 total)**   **10 hrs. credit**
          Total Clinical hours: **20 hrs. clinical credit**

Immunization and Documentation Requirements

All students must have all immunization and documentation requirements completed in the *Castlebranch system* before attending clinical. Failure to produce documentation of met requirements will result in a missed clinical day. Since this course is currently being offered completely online, this is not mandatory at this time. For courses where clinical time is gained via in-person formats, you must comply with immunization and documentation requirements through *Castlebranch*.

ASSIGNMENTS Turn-In Process:

- All assignments and projects will be submitted through the assignments link.
- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithPediatricCaseStudyN5352)**
- When assignments are received, faculty will open them within Canvas for grading. The online rubric will allow us to make comments, ask questions, etc. Be sure to follow the particular rubric requirements associated with a specific assignment.

- Faculty will return your assignment through Canvas. You will be able to see comments, suggestions, and earned grade. Be sure to read all faculty comments in order to continue to improve your skills.
- If you need more instructions on how to submit files through the assignment link in Canvas, you may also visit the Help Tab in Canvas for useful information or check out **On Demand Learning Center for Students** http://ondemand.Canvas.com/students.htm

LATE ASSIGNMENTS:

- All assignments are due by **the time (CST/CDT) specified in the Course Calendar. Assignments must be posted via the assignment link within Canvas – NOT by email. No work is accepted via email to faculty. Please post your work ahead of due dates to ensure that no late penalties are assessed.**
- **All late assignments may be assessed up to 5-points-per-day as penalty (including weekends)** when the assignment is not posted by the due date and specified time unless prior arrangements are made with the instructor.

ABSENCES/ MISSED LAB HOURS:

Faculty reserves the right to create alternative assignments in cases of missed class days or lab days. Students may also receive point deductions for missed lab or class time, and/or missed assignments.

COMMUNICATION

A. With Faculty

- Regular communication with the clinical faculty is required to review clinical lab activities, develop on-going objectives, and evaluate both didactic and clinical progress.
- Faculty will respond by email within 24-hours if on a weekday and by Monday @ 8pm if on the weekend. Response times are usually even more prompt than this, since we sincerely want to make ourselves available for your questions.
- Optional Zoom sessions will be scheduled throughout the semester to facilitate student communication. Joining these sessions is completely optional but would be an excellent opportunity to get all your questions answered, communicate directly with faculty, and meet other students. The sessions will be recorded and posted for review.

B. On Canvas

- Students are to check Canvas **daily** for announcements and new information. Please set your notifications to allow this and download the Canvas mobile application.
- A **Course Questions** forum is available for posting questions to instructors. Again, we will try to answer within 24-hours on weekdays, and by Monday @ 8pm if on weekends.
- Students may also post questions in the **Coffee House** forum to discuss items/questions to other students. This forum will not be consistently monitored by faculty.
- The Chat function on Canvas is also a viable option.

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C. Patriot Email

- Students must check their *Patriots* email on a regular, **preferably daily**, basis. This is the preferred method of communication by faculty with students. <u>Personal email addresses should never be used to communicate with faculty.</u>
- Failure to check your email may result in a lack of feedback regarding course changes and other important information. Failure to monitor your email will not constitute an excuse for missed/late assignments.
- To communicate by email with other students or faculty within the course, click the Communications link on the left. Click *Send email* to send a message. In this way, you may to send messages to *All Users* or *Select Users* in the course, including the instructors.
- If you need more instructions on how to send email messages through Canvas, please review the **On Demand Learning Center for Students**.

COURSE OR CANVAS PROBLEMS

- For general questions about the course, first utilize the Course Questions forum under the Discussions tab on Canvas. Questions will usually be answered within 24 hours, or on Monday by 8pm if on the weekend.
- For other questions or problems that may be too personal for placement on the Course Questions Forum, please email your faculty. Emails are usually answered within 24 hours during the week and by Monday at 8pm if on the weekend. Please note that occasionally, technical problems in email systems may slow down response times.
- For technical issues with Canvas, please check the Help resources within Canvas. Or locate the **On Demand Learning Center for Students.**

ASSUMED PREREQUISITE KNOWLEDGE

COMPONENTS OF THE *ENTRY LEVEL* PHYSICAL EXAMINATION

Each student is expected *to enter the course with at least basic abilities in health assessment*. Upon entry to the course, <u>you should be able to function at the level described below</u>. Review this content, as needed.

A. Conduct a Health History consisting of all of the Subjective elements (15 min)   **GENERAL SURVEY OF CLIENT.**   　1. Gather name, age, sex, and occupation.   　2. Level of consciousness.   　3. Coordinate procedures to limit position changes for examiner and client.
4. Wash hands at appropriate times
5. Briefly summarize findings to client, & thank client for his/her time.
6. Use appropriate terminology & correctly pronounce medical terminology with client.
B. STANDING IN FRONT OF CLIENT, CLIENT IS SITTING.   **1. Skin/Nails**   　a. Inspect hands
b. Inspect fingernails, Note nailed color
c. Assess for clubbing.

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d. Palpate nails for capillary filling and note time: (i.e.<2 secs)
e. Inspect skin color and pigmentation. Notes cyanosis.
f. Palpate skin temperature.
g. Palpate skin moisture.
h. Palpate skin texture.
i. Note and describe any lesions
2. Pulses
a. Palpate Radial pulses (Scale 0-4+)
b. Palpate Brachial pulses (Scale 0-4+)
3. Assess Range of Motion
a. Hands
b. Wrist
c. Elbow
d. Shoulders
4. Head and Face.
a. Inspect and palpate scalp, hair, and cranium.
5. Eyes.
a. Six cardinal fields of gaze (EOMs)
b. PERRLA
1. equal and round
c. Inspect and Palpate External structures.
d. Inspect
1. Conjunctivae.
2. Sclerae, Cornea, Iris
6. Ears.
a. Inspect and palpate external ears.
b. Determine if any ear tenderness is present.
7. Nose.
a. Inspect and palpate external nose.
b. Patency of nostrils.
8. Mouth and Throat.
a. Inspect lips and buccal mucosa with penlight and tongue blade.
b. Teeth and gums.
c. Observes swallow
9. Neck.
a. Assess skin characteristics.
b. Inspect for symmetry, plus palpate for lumps and pulsations.
c. Carotid pulse.
d. Trachea.
e. ROM.
C. BACK OF CLIENT, CLIENT SITTING.
1. Chest and Lungs, Posterior.
a. Inspect (verbalize observations):
- Skin characteristics.
- Use of accessory muscles.
- Retractions, heaves, or dyspnea.
- Symmetry.
b. Auscultate breath sounds with diaphragm of stethoscope in organized Sequence -- side-to-side.
- Posterior (6 minimum sites)
- Lateral (5 minimum sites).
c. Describe type of breath sounds heard.
D. FRONT OF CLIENT.
1. Chest and Lungs, Anterior.

a. Inspection
- Respirations.
- Skin characteristics.
b. Palpate
- lumps or tenderness (4 places, upper/lower)
- skin turgor.
c. Auscultates (4 minimum sites)   - breath sounds with diaphragm of stethoscope in organized sequence, side-to-side
- Describe type of breath sound
E. CLIENT SUPINE
1. Heart
a. Inspect precordium for pulsations and heaves.
b. Palpate precordium with palm.
c. Locate, Inspect, Palpate, and Auscultate PMI/ Apical impulse.
d. Auscultate apical rate and rhythm.
e. Locates landmarks.
f. Auscultate heart sounds with diaphragm: 1. Aortic area
2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
g. Auscultate heart sounds with bell: 1. Aortic area
2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
2. Abdomen
a. Observe   1. Abdomen at eye level from client's right.
2. Inspect skin characteristics.
3. Inspect contour, symmetry.
4. Inspect umbilicus and pulsations.
b. Auscultate   1. Bowel sounds with diaphragm in all four quadrants.
3. Lower Extremities.
a. Inspect legs   1. Symmetry.
2. Skin characteristics, hair distribution.
3. Nail bed color
b. Palpate legs   1. Temperature.
2. Pretibial edema.
3. Posterior tibial pulses. 0 – 4+ scale.
4. Dorsalis pedis pulses. 0 – 4+ scale
5. Toes for capillary refill. - (i.e. < 2 secs)

EVALUATION OF THE COURSE AND FACULTY

- Students are requested to complete an end of semester evaluation of course faculty so that improvements can be made, and the course updated from semester to semester. Your comments, critiques, and recommendations are welcomed in this regard and will be taken

seriously. An anonymous link will be provided to you towards the end of the semester and your feedback will go directly to Administration and will remain completely anonymous, having no effect whatsoever on your course grade.

- Also, your input throughout the semester contributes to the faculty commitment to continuous improvement in the quality and relevance of this course. If you have ongoing feedback that you feel would improve this course for future students, please feel free to contact the course facilitator.

ACCESSING LIBRARY RESOURCES

- Students enrolled in this course have several options to access library resources. You may visit your home campus library or the Robert R. Muntz Library at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

TECHNICAL SUPPORT

- o There are two options to receive UT Tyler technical assistance:
  - ▪ Phone: (903) 565-5555 or extension 5555 on campus
  - ▪ Email: itsupport@patriots.uttyler.edu

- When you call or email IT Support, be sure to include a complete description of your question or problem including:

  - The title and number of the course
  - The page in question
  - If you get an error message, a description and message number
  - What you were doing at the time you got the error message
  - o You may also visit the Help Tab in Canvas for useful information or review the **On Demand Learning Center for Students.**

Necessary Skills for taking an Online or Hybrid Course

- As an online/hybrid student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for the online portion of your instruction, following is a list of expectations and requirements:

  a. Self-discipline
  b. Problem solving skills
  c. Critical thinking skills
  d. Enjoy communication in the written word

MINIMUM TECHNOLOGY SKILLS

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As part of your online experience, you can expect to utilize a variety of technology mediums included in the course curriculum:

- Navigate Canvas
- Ability to send and receive email
- Browsing for and uploading documents and computer files to your Canvas course
- Downloading and saving files to your computer
- Navigate the Internet using a Web browser such as Mozilla Firefox, Internet Explorer or Chrome.
- Posting to a discussion board and wiki
- Open PDF files
- Playing and viewing video and audio files

MINIMUM TECHNOLOGY REQUIREMENTS

- Access to a computer (PC or Mac), personal or on campus
- Internet access (high-speed preferred; Canvas and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as Apple iWork or Apache Open Office (free) to view handouts and presentations.

Plug-ins and Helper Applications
UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- o **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files.
  http://get.adobe.com/reader/

- o **Java Runtime Environment** (JRE) allows you to use interactive tools on the web.
  http://www.java.com/en/download/

- o **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations.
  http://get.adobe.com/flashplayer/

- o **QuickTime** allows users to play back audio and video files.
  http://www.apple.com/quicktime/download/

- o **Windows Media Player** allows you to view, listen and download streaming video and audio. http://windows.microsoft.com/en-US/windows/products/windows-media-player

Canvas Accessibility
The Canvas platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation.

Netiquette Guide
Please see The University of Texas at Tyler's Netiquette Guide

University Policies

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Student Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at
http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler.   This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, *quitlines*, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at
http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract

itell, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise **grade replacement for** only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

Repeating a Course
Students repeating a course may not use previously submitted assignments in the current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from pervious semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

The Census Day date is the deadline for many forms and enrollment actions of which students need to be aware. These include:
· Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
· Receiving 100% refunds for partial withdrawals. (There is no refund after the Census Date)
· Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
· Being reinstated or re-enrolled in classes after being dropped for non-payment
· Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Accessibility and Resources
Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible diagnoses such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The

Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for

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services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the 2nd class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
UT Tyler Judicial Affairs and Scholastic Dishonesty

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:
http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php

See http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf
For Chapter 8 Student Conduct and Discipline

Student Standards of Academic Conduct
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to,

cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:
· copying from another student's test paper;

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· using, during a test, materials not authorized by the person giving the test;
· failure to comply with instructions given by the person administering the test;
· possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
· using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
· collaborating with or seeking aid from another student during a test or other assignment without authority;
· discussing the contents of an examination with another student who will take the examination;
· divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
· substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
· paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program or information about an un-administered test, test key, home solution or computer program;
· falsifying research data, laboratory reports, and/or other academic work offered for credit;
· taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
· misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted may be subject to review by **TurnitIn** or **SafeAssign**, available on Canvas.

UT Tyler Resources for Students
·   UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
·   UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
·   UT Tyler Counseling Center (903.566.7254)