# THE UNIVERSITY OF TEXAS AT TYLER
# COLLEGE OF NURSING AND HEALTH SCIENCES

## NURS 5455
## Family Nurse Practitioner
## Primary Care III

## Course Syllabus

## 2016

## Faculty:

**Dr. Tanya Schlemmer, DNP, MHA, AGACNP-BC, FNP-C, CCRN-CMC, RN-BC**

**Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP**

*Welcome*

Welcome to **NURS 5455 – FNP Primary Care III.** Faculty teaching in this course include Dr. Tanya Schlemmer, DNP, MHA, APRN, FNP-C, AGACNP-BC, CCRN-CMC, RN-BC, and Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP. We look forward to meeting with you in class sessions as well as in our virtual classroom.

Please refer back to the information contained in this Syllabus any time you have a question regarding the basic course information. You can access a printable version of course material by clicking the Printable Version link. You will need to download a free Adobe Reader to view PDFs.

One final note, if you are unfamiliar with accessing the Internet or have questions regarding technical requirements, you may want to look at the services available on the Blackboard home page. A list of basic technical requirements are also listed in this Syllabus for your convenience. In addition, the website for general information about UT Tyler and its student services, which will be reviewed briefly in this Syllabus.

*Course Instructor:*

**Dr. Tanya Schlemmer, DNP, MHA, AGACNP-BC, FNP-C, CCRN-CMC, RN-BC**

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**NURS 5455**
**Family Nurse Practitioner Primary Care III** (Total Credits: 3 hours; 145 Clinical Hours)

**Course Description**
Application of major concepts and therapies necessary for the development, implementation, and provision of primary health care with emphasis on the adult and Geriatric population. Strategies to eliminate health disparities will be explored.

**Overview**
While this course continues to build on previous knowledge and practice of care of individuals and families, the focus of the course is the role components critical to primary health care, especially adult health and geriatric health. The evolution of the role of the nurse practitioner in primary health care is explored at the local, state, national, and international levels. Models of nurse practitioner practice are examined. Role components critical to primary health care and to the role of the nurse practitioner in primary health care are analyzed. Facilitators for and barriers to the implementation of primary care are explored. Students will work closely with a clinical preceptors and nursing faculty to gain experience in developing the nursing role components critical to primary health care. Such experience involves and facilitates collaboration and the implementation of the primary health care role in selected health care settings. In the belief that graduate education acknowledges and facilitates individual diversification, faculty also provide the opportunity to individualize outcomes based on the perspective of the individual learner.

**Objectives**
Upon completing this course, the learner will have demonstrated the ability to:

1. Assess, plan, manage, evaluate, and revise the care of individuals and families in primary health care settings, referring clients to other health care providers and/or community resources as appropriate.

2. Practice the NP role using nurse practitioner protocols that contain both an evaluation/diagnostic protocol and a plan/management protocol.

3. Conceptualize the role of the nurse practitioner in primary health care.

4. Analyze the evolution of primary health care and the role of the nurse practitioner in primary health care.

5. Explore the influence of the image of nurses on the acceptance of primary health care practitioners.

6. Develop a plan for independent or collaborative practice.

7. Analyze the factors in a selected health care setting that facilitate and hinder implementation of primary health care.

8. Explore the relationship of the role components critical to primary health care, such as power, negotiation, collaboration, advocacy, change, ethics, quality assurance, economics, certification/credentialing, conflict, competence, and professionalism, to role-behavior prescriptions, descriptions, and expectations of the nurse practitioner.

9. Using research findings, evaluate the effectiveness of the nurse in primary health care from the perspectives of nurse practitioners, the public, physicians, and legislators.

**Student Outcomes:**

Upon successful completion of this course, the student will be able to:

1. Construct a patient-centered plan of care that incorporates current evidence to provide for health promotion and/or restoration of health with emphasis on the adult and geriatric populations and their families.
2. Provide high quality and appropriate care in a cost effective and ethical manner
3. Refer clients to the interprofessional health care team as appropriate.

- You may have purchased other books for previous primary care courses. The Dunphy book is the primary book you will use in this course. You may use the resources along with the Dunphy book (listed below); I will provide readings for the modules. All the resources will provide the baseline information you need. I hope this helps you avoid buying additional textbooks.

*Required Resources:*

| AUTHOR | TITLE | EDITION | PUBLISHER and/or ISBN | Required or Recommended |
|---|---|---|---|---|
| Dunphy, L. et. al | Primary Care: the art and science of advanced practice nursing | 4th ed. | F.A Davis Company | Required |
| Habif. et al. | Skin Diseases: Diagnosis and Treatment | 3rd ed | 978-0323077002 | Required |
| Toy, E. | Case Files Family Medicine | 3rd ed | 9780071753951 | Required |
| Gilbert | 2015 Sanford Guide to Antimicrobial Therapy (Spiral Edition) | 45th ed. Spiral ed | ISBN-13: 978-1930808850 978-1930808867 (paperback) or http:www.sanfordguide.com for 2016 e-version-- (only need one version) | Additional Resource |
| American Psychological Association (2009) | Publication Manual of the American Psychological Association | 6th ed | 978-14338-05615 | Additional Resource |
| | | | | |

**Required Applications:**
   Students are required to subscribe to the following applications:
   Dermatology for Primary Care – Send $149 check made out to UT Tyler to Lindsey
         Heaton c/o Braithwaite School of Nursing 3900 University Blvd, Tyler, TX 75799
         (if you have not already done so in a previous semester)
   Up to Date – Send $35 check made out to UT Tyler to Lindsey Heaton c/o Braithwaite
         School of Nursing 3900 University Blvd., Tyler, TX 75799 (if you have not already
         done so in a previous semester)
**PLEASE SEND SEPARATE CHECKS FOR EACH APPLICATION.**

**Other Resources:**

**Texas Board of Nursing**

**Advanced Practice Information**

**EVALUATION/GRADING**
**Required Student Satisfaction Assessment Tool Completion**

The University of Texas at Tyler is proud to participate in the Culture of Assessment and
the Culture of Evidence. In order to meet the requirements for our Accrediting
Organization, the School of Nursing requires each student to complete the Student
Satisfaction Assessment tool.

Completion of the following three evaluation tools is mandatory:

1) UT Tyler asks you to complete a voluntary evaluation of both the faculty and the
   course. These evaluations are used to make improvements and adjustments in
   the overall online learning forums for the course. An end of semester evaluation
   specifically for this course will be made available for you to complete in the last
   week of instruction. Your comments and recommendations will be considered
   seriously as the course is updated. Your input throughout the semester
   contributes to our commitment to improve continually the quality and relevance of
   this course.
2) Evaluation of Preceptors by the student
3) Evaluation of each Clinical Site by the student

**Grading Criteria**

|  |  |  |
|---|---|---|
| A = Excellent | 90-100 | |
| B = Above Average | 80-89 | [ Passing ] |
| C = Average | 70-79 | |
| D = Below Average | 60-69 | |
| F = Unsatisfactory | 59 or below | |

**COURSE ELEMENTS**

A student's achievement of the course objectives is evaluated based on the following activities:

| GRADING ELEMENTS | | POINTS |
|---|---|---|
| **I.** | **Exams** | |
| | Exam 1 | 15% |
| | Exam 2 | 15% |
| | Exam 3 | 15% |
| | Exam 4 [Comprehensive Exam] | 15% |
| **II.** | **Clinical Case Study** | |
| | Clinical Case Note-- Geriatric patient | 10% |
| **III.** | **Infectious Disease ppt** | 10% |
| **IV.** | **Learning Team Case Presentations** | 10% |
| | **(CV and DM patient case scenarios)** | |
| **V.** | **Participation in Discussion Boards & Quizzes** | 10% |
| | **(quizzes are Pass/Fail)** | |
| **VI.** | **Other** | |
| | Communication Logs (#2) | Pass/Fail |
| | Clinical Practice Hours (145 minimum) | Pass/Fail |
| | Attendance/Participation/Professionalism | Pass/Fail |
| | (Includes attendance at online meetings) | |
| | Performance Evaluations | Pass/Fail |
| | **Total:** | **100%** |

**A. Exams & Quizzes\*\***

**1.** There are Four exams and module quizzes (for most module sections) and one comprehensive exam for modules 1- 4 scheduled in NURS 5455 (see course schedule). The module objectives will guide the selection of items for the exams and quizzes. Emphasis is on application and synthesis of knowledge.
   a. Exam 1 covers Module 1
   b. Exam 2 covers Module 2
   c. Exam 3 covers Module 3
   d. Exam 4 [Comprehensive]

**Quizzes may be taken multiple times and count as part of the course participation grade; these are taken in the Quiz link via Blackboard. All quizzes must be attempted and you must achieve at least 80% for Pass/Fail grade on quizzes. All exams will be delivered via ProctorU. Make up exams will be short answer or essay and will be arranged by faculty. PLEASE MAKE EVERY EFFORT TO TAKE THE EXAM AT THE DATE AND TIME IT IS SCHEDULED.**

2. **<u>A minimum average grade of 80% on the exam grades, as noted above, must be achieved in order to pass the course.</u>** Even if the final course grade is 80% or more, the average grade on the 4 exam grades must be 80% or higher to pass the course. All exams will be on-line via Blackboard. Exams will be time limited. You will be given 75 minutes for each of the 50 item exams and 150 minutes for the 100 item comprehensive Final Exam. Dates and Times for each exam are listed in the course schedule). Exams may include multiple choice, matching questions, fill in the blank, true and false, and possibly essay.

3. Module Quizzes must be completed by the due date of the module (midnight of the day before the next module begins). Late quizzes are subject to a five-point deduction for each day past the due date. You must pass the quizzes (80%) to receive full credit for participation.

4. Absolute integrity is expected from each student in all aspects of the course. Cheating on exams or quizzes will not be tolerated. Students may be dismissed for violation of academic integrity. Exams are not open-book. No notes, books, papers or aids are to be used during the test. Students are to work individually and submit the test within the allotted time frame. **All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures.** You are responsible to read and follow the student guidelines on academic integrity.

5. After all students have taken the exam, the students will be given the opportunity to review the exam. Instructors will provide additional information/instructions regarding exam challenges at the time of the exam.

6. Grades will be posted on Blackboard, but should not be considered the official grade for the course.

7. Opportunities to review exams will be provided within **2 weeks** of the administration of the exam. After that time period, the exam may no longer be reviewed.

8. **Exams (ProctorU):**
   Students will take the Exams in the course using a service called **"ProctorU" unless other arrangements have been made PRIOR to the exam date.** Students will be responsible for payment for the proctor service. There will be Four exams total in the course. The first three exams are 75 minutes, and the final exam (Exam 4) will be a 150-minute exam. The cost for the proctor service is $25 for a 75-minute exam, and $33.00 for a 150-minute exam. ***Exams must be taken during the time designated unless other arrangements are made with Instructors.*** Make up exams will be short

answer or essay and taken on campus as arranged by faculty. More information about this will be provided during the course orientation. **Quizzes do not require the use of ProctorU and can be accessed in the QUIZ tab in the Blackboard menu.**
***Students must sign up with ProctorU at the beginning of the semester for all four exams. Exams will be time limited.*** Exams may include (multiple choice, matching and fill-in the blanks). Students must achieve an average of 80 on all four exams in order to pass the course. A handout provided by ProctorU can be accessed on the Blackboard under **COURSE DOCUMENTS** for added information.

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home.  ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees.   Creating a ProctorU account is very simple. All you will need to do is visit go.proctoru.com.

ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at www.proctoru.com/testitout . On this page you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.

In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo ID.  ProctorU recommends that you visit ***proctoru.com/testitout*** prior to your proctoring session to test your equipment.  For additional technical services needed before your exam, you can click on the button that says "connect to a live person."

**Exam Dates: See Course Schedule**

## B. Assignments

1. Clinical Case Note (See Primary Care Clinical Note Template in Assignment Tab)

   Case Notes are due on the dates given in the schedule. Each student will submit a clinical Case Note for a GERIATRIC patient.  Faculty must approve selection of patients for clinical case studies. The clinical case study must be based on an actual patient whom you cared for during your clinical experience (this semester) and in collaboration with an approved preceptor. Notes should be written about patients who exhibit the conditions being studied during the semester.

   All written assignments are to be completed in Microsoft Word, using the appropriate template and submitted in the ASSIGNMENT TAB by the due date.

All written assignments should be submitted through the assignment links. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

Late assignments will receive point reductions (see Grades and Grading within this Syllabus).

Any fabrication of the clinical case study is grounds for academic misconduct. Faculty may request the student to validate patient information documented in the clinical case study.

2. **Discussion Board Participation (10%):**

Students will participate in a discussion board response for each module via assigned Learning Teams, as noted in the course schedule, throughout the semester. Discussion board responses will be worth 10% of your grade. A letter grade may be deducted for each day an assignment is late. Students are expected to contact the course instructor regarding any circumstances that may result in late assignments—*PRIOR* to the due date (except in case of unforeseen emergencies).

**Guidelines for Discussion Board Questions:**
1. Each Learning Team must provide a substantive answer (narrative response with citation from scholarly source). Learning Teams may elect a leader and co-leader for each discussion question to make assignments and post the final answer in the Discussion Board once consensus is reached within the group. (EVERY team member is responsible for giving input into the final product that will be posted in the Discussion Board link for the assigned module.) Team Members will evaluate each team member's participation (including their own) by the close of each DB or by semester's end. This evaluation will be averaged with the grade from the faculty to determine the student's final participation grade. Note: Substantive answers to questions must be at least 300 words, but no more than 800 words in length with at least one citation from a scholarly source (nursing journal, pharmacy journal, medical journal, valid website, etc.)

2.  As individuals, EACH STUDENT must read other Learning Teams' responses in the discussion board and respond to a peer Learning Team's post as specified in the module instructions.  The responses must be more than "I agree" or "Nice job."  Responses should be substantive and no more than 500 words in length, excluding citation.  A scholarly reference should be cited at the end of the response.  Students may respectfully disagree with a peer and offer a citation to support disagreement, make a comment and add an additional resource (citation), or ask a question, citing a reference.  Responses to peer Learning Team posts are due one week after the module ends.

3.  Responses to the discussion board questions are due by midnight Friday when the module ends.  Responses to peer Learning Team posts are due one week after the module ends.

3.  **Infectious Disease/ Immunology Group Project**

Students will participate in a group power point (ppt) project. There will be a discussion board (DB) to post and view the ppt and also to provide discussion for questions and responses for each assigned ID/ Immunology Team, as noted in the course schedule, throughout the semester. A letter grade may be deducted for each week the assignment is late. Students are expected to contact the course instructor regarding any circumstances that may result in late assignments—*PRIOR* to the due date (except in case of unforeseen emergencies). Review the grading criteria for your assignment to ensure that you have addressed each of the areas. Rubric Instructions are included in the narrated ppt available within the assignment files.

The Infectious Disease and Immunology topics are pre-assigned. The due dates are also pre-assigned as power point upload dates to the main discussion board link. The power point should be submitted by one team member to the assignment link three (1-3) days prior to the due date for faculty review. Teams and Due dates are listed in the preassigned groups.

The Student Self & Peer Evaluation tools are also available for use once your project is complete. Please complete a Self-Evaluation and the Peer/Student Evaluation tool to evaluate your team member(s) and submit individually in the assignment link.

C.    **Class Attendance, Participation, and Professionalism**

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. Professionalism issues include, but are not limited to the following: 1) timely attendance to class or clinical activities (tardiness); 2) appropriate dress and behavior in class and clinical activities (includes turning off

cell phones and pagers, and appropriate grooming and attire both in the classroom, and in the clinical area); 3) leaving class or clinical area to answer phone or make calls; 4) adherence to the Academic Honesty policy of UT Tyler and course syllabus; 5) repeated absences or tardiness to class or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the clinical site; and 8) failure to adhere to the clinical dress policy.

As adult learners, graduate students are responsible to attend all classes. Students who have emergency situations should contact the course facilitator and assigned clinical faculty as soon as possible. Students are expected to arrive on time to class and to their clinical sites. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch **on the upper left chest.** Since class attendance is mandatory, missing class may result in lowering the course grade.

Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result lowering the course grade.

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 1 hour daily reading materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies.

## D. Optional Opportunity for Clinical Hours: Medical Missions

Students who participate in medical missions, such as Refuge International (http://www.refugeinternational.com/) may be able to earn clinical credit for those experiences. Students requesting clinical hours for medical missions must obtain approval from the clinical Instructor PRIOR to claiming hours for the experience. A maximum of 24 hours may be awarded for medical mission experiences. A summary of experience of your clinical experience must be turned in to your clinical instructor to obtain credit, and hours/encounters must still be logged in Typhon.

## E.    Late Papers

**All late assignments may be assessed a 5 points per day penalty (including week-ends)** when the assignment is not posted on the assignment icon by the due date and specified time. All papers are due by **the specified time (Central Standard Time) listed in the course calendar and/or the course syllabus. Submit assignments via the assignment icon on Blackboard.**

**F.  ABSENCES/MISSED LAB HOURS**

Instructors reserve the right to create alternative assignments in cases of missed class days.  Students may also receive point deductions for the missed class day, and/or assignment. ***This includes attendance at online Section Meetings.  Points may be deducted from student's final grade for non-attendance.  (SEE COURSE SCHEDULE FOR DATES & TIMES).***

**G.  Evaluation**

It is mandatory that each student completes the course, faculty, preceptor, and clinical site evaluation forms at the end of the semester.

**H.  Communication**

- **With Preceptors**
  Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Thus, clarity in communication in charting, presenting the case to the preceptors for consultation and/or collaboration, is desirable. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the students' clinical performance.
- **With Faculty**
  Regular communication with the clinical faculty is required to review clinical activities, develop on- going objectives, and evaluate clinical progress. **Failure to fulfill the scheduled communication requirements will result in course failure**. <u>**THIS INCLUDES ATTENDANCE AT SCHEDULED ONLINE MEETINGS.**</u>
- **On Blackboard**
  Students are to check the discussion board of Blackboard email **daily** for announcements and new information. Students may post questions in the designated areas to other students or the course faculty.

  ***All student assignments should be posted for evaluation using the assignment icon in Blackboard. Graded assignments will be posted there also unless your clinical faculty makes alternate arrangements with the student.***

**CLINICAL PERFORMANCE AND CLINICAL REQUIREMENTS**

**Clinical Performance Evaluation**

Students must satisfactorily complete the clinical performance component of evaluation.  Clinical performance requires application of key concepts in providing care to individuals and families as evidenced by documentation in the

Clinical Performance Evaluation Form (CPE) by Faculty and Preceptors. A minimum of 2-3 satisfactory CPE's must be completed to provide evidence of satisfactory performance.  (A minimum of 1 CPE from faculty and 2 CPEs from preceptors.)

**In order to pass the CPE, students must perform each clinical activity listed in the CPE at a minimum of "level 3", AND an overall average of 3.5 for this course.**

A.      You will be required to participate on campus over a 1-2 day period for OSCE, an objective structured clinical examination. This is the skills check-off utilizing a standardized patient scenario or modified simulation/pseudo clinic evaluation for CPE. The schedule will be posted for all to attend these skills check-offs as groups during the semester.

Course faculty will complete **at least 1 direct (onsite) or 1 indirect (via technology) Clinical Performance Evaluation per semester.** <u>These evaluations may be performed either at Hiway  80 Homeless Clinic, at the student's clinical site, another site arranged by the faculty or via technology venues, as agreed upon by the student and the clinical instructor</u>. Additional evaluations may be scheduled at the discretion of the faculty, should the student require additional observation and evaluation. Students should notify clinical faculty immediately (by phone and e-mail) of any suspected or known changes in their clinical schedule.

Depending on the faculty recommendations, a second CPE may be required. If the student has achieved an average rating of 3.5 or higher on all elements of the faculty CPE at mid-term, the second site visit by faculty is optional. Under all circumstances for all students, 1 satisfactory CPE (direct or indirect) must be completed by the faculty, and 2 satisfactory CPEs must be completed by preceptors (One Mid-term and one Final CPE).

Clinical experiences should be focused on care of patients with primary care health needs. Primary care settings provide opportunity for comprehensive and continuous care. **A maximum of 50% of clinical experiences may involve episodic client visits. A minimum of 50% of clinical experiences must involve comprehensive client visits requiring long term management.**

*A **minimum of 50% of clinical hours (for the overall program—NOT individual courses)** must be completed **with a nurse practitioner.***

<span style="color:red">*The clinical component of the course must be passed in order to pass the course.*</span>  Only when the clinical component is passed, will the student be awarded a course grade on the scored evaluation items listed above.  Failing to complete the clinical component satisfactorily results in an "F" in the course.

**B.    Clinical Requirements**

1. **Clinical Objectives**

   Students should have a minimum 3 written clinical objectives for each clinical site that should be given to the preceptor before starting clinical hours, and should be uploaded to Blackboard via the assignment link.  Multiple submissions via the assignment link are allowed.  Clinical objectives should be based on the CPE criteria, course content and/or module objectives, and the student's individual learning needs.

2. **Required Clinical Hours**

   A minimum of 145 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours for the entire program. The breakdown of clinical hours for the program is as follows:
   Pediatric Hours – 150 hours
   Women's health – 75 hours
   Family Practice – 450 hours

   One half of all hours for the program must be completed with a Nurse Practitioner preceptor.  The remainder of your clinical hours may be completed with a physician (MD, DO).  PA's MAY BE USED AS A PRECEPTOR.

   Remember, 145 hours is the minimum amount of clinical hours for this course, but you can do more hours. However, hours cannot be "banked" for use in future courses. So, for example even if you complete 150 hours during this course, you will only be allowed to count 145 hours toward the total 675 hours.  The reason for this is that each course is independent and the hours calculated are based on the ratio of didactic to clinical time. You must have approval from your clinical faculty for any clinical setting and preceptor you will be working with, prior to starting any clinical hours.  Please use the facility agreement and preceptor forms that can be found at the NP website under Student Resources. There is a link to these forms on Blackboard for your convenience. Forms must include all information in order to be processed. You are expected to log your hours in Typhon throughout the semester. <u>Please download and save a copy for your records and upload a copy of your logs and hours via the assignment link.</u> **In addition, complete the Summary of Clinical Hours form that is located under "Clinical Documents" on Blackboard at the end of each semester**. Experiences available to the student will depend on the clinical site and preceptor.

   ***Approximately*** one-half of the total 145 clinical hours for this course should be or geriatric (age 50 or older chronic disease management experiences.

These hours can be done in a Family Practice Clinic or in a long term care facility with providers who see geriatric patients).

The remaining clinical hours should be completed with a Family Practice Clinic that manages adult patients with chronic diseases.

Faculty reserves the right to assign **additional** clinical hours if the student fails to achieve an adequate clinical performance. Because course faculty responsibilities are to guide, direct, and evaluate student learning in this course and in the program, the faculty will not hesitate to assign additional clinical hours when indicated. This provision is certainly not designed to be punitive, but to assure students the baseline competency necessary for continuing in the program.

## C. Clinical Site Approval

Arrangements for students to perform clinical activities at hospitals and other agencies must be made between the agency and the College of Nursing and Health Sciences *PRIOR* to a student being able to arrange clinical hours at the site.

Preceptor agreement, in writing, *MUST* be in place *PRIOR* to your performing any clinical activities at a site.  It is the student's responsibility to initiate and follow up on this in a timely manner.  This requirement must be met, even for only one day at any particular site.

Each student will complete one Preceptor Data Sheet and Letter of Agreement (PDF) for EACH clinical site.

## D. Clinical Preceptors

This course requires 145 clinical hours in addition to the didactic content. Students are required to find their own preceptors. Arrangements for students to perform clinical activities at any clinic, hospital or other site must be made between the agency and the College of Nursing prior to any student participation in clinical hours at the site.   Students must check to see if the selected site has an approved facility agreement. The list of approved facilities is located on Blackboard under "Course Documents/Clinical Forms". **If the site does not have a facility agreement, the student is responsible for initiating one. Complete the Facility Agreement online form (link) for review and approval by faculty.**

Students must also submit an online **Preceptor Agreement Form** (link) (See clinical forms folder on Blackboard) for **each** clinical preceptor. This requirement must be met, for every preceptor.

- Forward this form to Lindsey Heaton at lheaton@uttyler.edu in the Graduate Office of Advanced Practice.

- NOTE: The form must be completed and SIGNED by the preceptor before you begin clinical hours.
1. ***Ms. Heaton*** *will notify you via e-mail when the preceptor and/or facility is approved so that you may start your clinical hours.* **You will not receive any credit for any clinical hours done prior to approval.**
2. If a facility agreement is not on file, it may take some time to get this accomplished, so start this process as early as possible. This information is provided to help you plan your clinical, so that you are not waiting for approval.
3. Your clinical instructor must approve your preceptors and your clinical schedule prior to beginning any clinical hours. ***Students are strongly encouraged to begin making contacts with potential preceptors now, in order to begin your clinical hours once you have actually started the course.***
4. Clinical rotations must be approved by your clinical faculty. Students will ***not*** receive credit for clinical hours obtained without approval.
5. Students are responsible for negotiating clinical time with qualified preceptors. When discussing course requirements and preceptor responsibilities please refer to the **Preceptor Handbook** and consult with faculty.
6. A schedule of proposed clinical hours for each semester must be submitted to your clinical faculty **at the beginning of the semester** (see specific date on calendar). Clinical schedules should be submitted using the Clinical Schedule Template provided. This is also located under the "Course Documents/Clinical Forms" folder. Completed clinical schedules should be submitted via the Assignment link provided in Blackboard. **Failure to submit your clinical schedule will be considered a failure of the assignment.**
7. Revisions of your clinical schedule should be submitted to clinical faculty as soon as changes are known via e-mail. If changes are related to a site visit, contact your clinical faculty ASAP by phone.
8. In order to be eligible preceptors for the Family Nurse Practitioner Program, the following criteria must be met:

   - Advanced Practice Nurses/physician assistants must have practiced **for at least one year**
   - Advanced Practice Nurses/physician assistants must be licensed by the state in which they are practicing.
   - Physicians must be licensed by the state in which they are practicing and have at least one-year of experience.
   - All preceptors must be certified by the appropriate certifying body

**E.    TYPHON Clinical Hours Tracking System:**

Each student will provide an accurate and complete listing of all patients cared for during the course. In addition, all clinical hours completed should be logged into Typhon. Entries should be posted within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term and at the end of the course. Fabrication of entries is academic misconduct. Enter patient data accurately and completely into Typhon.

**These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs.**

## *OTHER IMPORTANT INFORMATION*

### *Assignments/Projects Turn-In Process*

All assignments and projects will be submitted through the assignments link. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithGeriatricCaseStudyN5455)**
- Click on "View/Complete Assignment" in the modules overview area or project area
- Number 1-shows the assignment instructions
- Number 2-is where you add your comments and attach your completed assignment
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When assignments are received, we will open them in Microsoft Word for grading. This will enable us to make comments, ask questions, etc. We will then return your assignment through the Student Grade book area. To see comments about your assignment, click on your grade.

If you need more instructions on how to submit files through the assignment link in the modules, please read the Blackboard Student Manual located in the Tools area.

### Name Badges
Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.

### Typhon
Throughout the NP Program, you will be asked to keep track of your clinical hours in a system called Typhon.  Through this site, you will not only keep track of clinical hours but will also enter your clinical schedule. A listing of all patients you have cared for during the course and during your NP clinical experiences and your clinical schedule of hours worked is to be recorded using Typhon.  Typhon requires demographic data and diagnoses for each patient. Entries using Typhon should be posted within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term, at the end of the course, and periodically throughout the course. **Each student should keep an electronic record and a hardcopy printout. These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs.**

### *IMPORTANT UNIVERSITY POLICIES*

http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf
Students 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

### *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.

### *Course Evaluation*

UT Tyler asks you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums. Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to my commitment to improve continually the quality and relevance of this course.

### **Technical Information**

The following links provide a centralized listing of important technical information and assistance.

Most Common Issues with Blackboard - FAQ

Supported Browsers

For technical assistance and other issues contact:

- o Campus Computing Center
  Business 101
  3900 University Blvd
  Tyler, TX 75799
  (903) 566-7367
  **itsupport@patriots.uttyler.edu**

Current Microsoft Office software is available in the Campus Bookstore at a reduced price.

Students are responsible for having an updated, working computer with reliable internet access and a current software package.  The computer must be equipped with a camera (built-in or external) and speakers.  A headset may be helpful for listening to lectures and participating in online clinical section meetings.

## XV.    IMPORTANT UNIVERSITY POLICIES

**Syllabus Policy:**
http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

**Students 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/studentaffairs/policies.php

**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. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar/forms/index.php.  Each semester's Census Date can be found on the Contract itself, 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.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. 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 for these 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

## XVI.    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 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

## XVII.   Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

You may use Text-to-Speech features on your computer for Exams, if necessary for Vision or Learning disability. Please contact your faculty if you need this feature included as part of a testing feature for Exams.

## XVIII.  Student Absence due to Religious Observance

Students who anticipate being 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.

## XIX.    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.