

**THE UNIVERSITY OF TEXAS AT TYLER
SCHOOL OF NURSING**

**Nursing Competencies
NURS 3603.090**

FALL 2017

Tuesdays 0900 – 1150
Room 211

LONGVIEW CAMPUS

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The content of this syllabus is subject to change at the discretion of the faculty leaders according to current learning needs.

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1.0 Weekly Lecture Summary - Longview

See Course Maps for more details

DATE	LECTURE TOPIC Tuesdays 0900 – 1050	Tests/Exams Does not include TTR quizzes & ATI quizzes. See Course Maps for details
Week 1	Intro to course Critical Thinking & The Nursing Process Infection Prevention & Control	
Week 2	Dosage Calculation using Dimensional Analysis Safe Medication Administration Nutrition	
CENSUS DATE (Sept 11, 2017)		
Week 3	Bowel Elimination Mobility & Immobility	Test 1
Week 4	Oxygenation	
Week 5	Urinary Elimination	Test 2
Week 6	Skin Integrity/Wound Care Glycemic Control	Dosage Calculation Exam
Week 7	MIDTERM WEEK	Midterm Exam
Week 8	Pain Management Documentation, Informatics The Clinical Experience Diagnostic Testing & Labs	ATI RN Fundamentals Online Practice 2016 A
Week 9	Fluid & Electrolytes, Acid-Base Balance	ATI RN Fundamentals Online Practice 2016 B
Last Date to Withdraw		
Week 10	Communication Older Adults Loss Death & Grief	Test 3 ATI RN Fundamentals Proctored Exam
Week 11	Stress & Coping Sleep & Rest	
Week 12	EBP & QSEN	Test 4
THANKSGIVING WEEK – NO CLASSES		
Week 14	Care of Surgical Patients	
Week 15	Spiritual Care	ATI RN Fundamentals Proctored Exam RE-TAKE
Week 16	FINALS WEEK	Final Exam

1.1 Course Overview

Semester Hours:

Six (6) credit hour course with three hours per week didactic content and a total of 112.5 clinical hours. Clinical hours will be both in skills lab at campus and at the local hospitals.

Prerequisites and Placement in the Curriculum:

Student has completed all academic courses required for admission to the School of Nursing

Co-Requisite Courses:

Students enrolled in NURS 3603: Nursing Competencies must have successfully completed NURS 3303: Pathophysiology for Acute Care and NURS 3205: Nursing Concepts and Theories and be concurrently enrolled in NURS 3310: Health Assessment and NURS 3307: Pharmacology.

Progression in NURS 3603: Nursing Competencies is dependent on successful progression in the co-requisite courses. If the student is withdrawing from a co-requisite course, the student will be required to drop NURS 3603, since components of the co-requisite courses will be applied in the clinical portion of NURS 3603.

Course Description:

This course introduces nursing process, basic nursing skills supported by evidence based standards, nursing principles and technology to provide safe care for adults. Students demonstrate assessment skills, fundamental therapeutic nursing interventions, and nursing procedures in the laboratory and selected settings.

Course Learning Outcomes:

Upon successful completion of the course, the student will:

- Apply critical thinking through the nursing process to provide comprehensive, holistic nursing care to the client.
- Integrate principles from nursing and other scientific and humanistic disciplines, when applying nursing skills.
- Utilize the concepts of human caring to provide comprehensive holistic nursing care to the adult client.
- Demonstrate accountability when providing safe, quality care to the adult client.
- Develop a beginning comprehensive plan of care in collaboration with the adult client to provide safe, holistic, evidence based care.
- Utilize technology and information systems to provide care to the adult client.
- Discuss the impact of healthcare policy, finance, and regulatory agencies on care to the adult client.
- Apply the legal, ethical, and moral professional standards in the delivery of care to the adult client.
- Demonstrate beginning level competency in the provision of nursing care.
- Identify self-care needs of the client.
- Discuss how concepts of teaching and learning are utilized to promote wellness and self-care.
- Demonstrate effective communication skills when interacting with clients and others.
- Examine various ways to collaborate with clients, peers, faculty, and others when planning nursing care.
- Identify the roles of the professional nurse in managing, coordinating, and delegating client care.

Required Texts and Recommended Texts

The bookstore has two book packages available. You must choose one or the other.

Included in the book package, are the following required textbooks:

- Potter, P.A., Perry, A.G., Stockert, P.A., Hall, A.M. (2017). *Fundamentals of Nursing* (9th Ed.). ISBN 978-0-323-32740-4
- Ackley, N. and Ladwig, G. (2017). *Nursing Diagnosis Handbook* (11th Ed). ISBN 978-0-323-32224-9
- Lewis, S.L., Dirksen, S. R., Heitkemper, M. M., Bucher, L. & Camera, I. M. (2014). *Medical-Surgical Nursing: Assessment and Management of Clinical Problems* (9th Ed.). ISBN 978-0-323-08678-3
- Pagana, K. D. and Pagana, T. J. Pagana, T.N. (2013). *Mosby's Diagnostic and Laboratory Test Reference* (12th Ed.). ISBN 978-0-323-225762-0 (most updated version)
- Skidmore, L. (2014). *Mosby's Drug Guide for Nursing Students, with 2014 Update* (12th Ed.). ISBN: 978-0-323-44807-9 (most updated version)
- Sim Chart software (6 month contract)
- Electronic version of textbooks to load onto your portable device (available in the book package in the bookstore).

- BSN Guide for Nursing Students, School of Nursing, University of Texas at Tyler (online-Canvas)
- ATI Nursing Education (2013). RN Fundamentals; Edition 8.0. Content mastery review series. Assessment Technologies Institute (ATI) LLC. On-line book may be accessed from ATI Website <http://atitesting.com>
- Syllabus for NURS 3603: Nursing Competencies (available on Canvas)

Required Supplies:

Stethoscope
 Penlight
 Watch with second hand
 Bandage scissors

Optional Supplies

Hemostats, straight
 Clipboard

Attendance

Attendance during lecture, lab, and clinical experiences is a professional expectation and will be monitored by course faculty. Refer to the university catalog for the policy regarding student attendance and possible student consequences. Students are responsible for all course assignments and content covered in class and clinical conference, including announcements.

1.2 Grading Policies

Completion of Nurs 3603 is based on satisfactory attainment of didactic and clinical criteria. Any student who fails to meet the course objectives and expectations in either the classroom or clinical area must repeat the entire course and may not progress to the next level.

The simple average of the scores from 4 quizzes, midterm exam and final exam, before weighted calculation is performed, must be 75% or above to pass the course. Grades will not be rounded when calculating the average (74.5 – 74.9 is not rounded to 75). Students with an exam average of 75 or higher will have course grades calculated based on the weighted calculation of the exams and other required assignments.

The **Course Grade** consists of the following components:

- | | |
|---|-----|
| • 4 Tests (7.5% each) | 30% |
| • Midterm exam (cumulative) | 20% |
| • Final exam (cumulative) | 25% |
| • Dosage Calculation Exam pass/fail (90% score required) | |
| • Other assignments | 25% |
| ○ ATI Dosage Calculation (Dimensional Analysis) Tests (7 modules/tests) | 3% |
| ▪ (90% score required) | |
| ○ ATI RN Fundamentals On-line Practice A and B (each worth 2%) | 4% |
| ▪ See ATI Testing Policy in syllabus | |
| ○ ATI RN Fundamentals Proctored Assessment | 5% |
| ▪ See ATI Testing Policy in syllabus | |
| ○ Nursing Care Plans (2) | 4% |
| ▪ (90% score required) | |
| ○ Participation grade comprised of: | 9% |
| ▪ Tickets-to-Ride (eg. ATI skills module quizzes) | |
| ▪ In-class case studies and activities | |

A minimum grade of “C” (75 or higher) is required in all upper division nursing courses. Students in theory, laboratory or clinical components of a nursing course will be notified in writing at mid-semester of unsatisfactory progress.

Any student repeating a course must complete all course requirements or equivalent as determined by the course coordinator during the semester in which the grade will be awarded.

The Other Assignments score will be calculated into the weighted average to determine final grades. The quizzes will be available for seven days. Failure to complete the quiz within this time frame will result in 0 points for that quiz.

The students must score a 90% or better on the Dosage Calculation Examination to continue in the clinical portion of this course. See the Dosage Calculation policy of this syllabus. This is a requirement of all clinical courses.

Theory grades will be assigned on the following scale:

90-100	A
80-89	B
75-79	C
60-74	D
< 60	F

(Approved by FO: Fall 99)

Clinical:

Clinical	Pass/Fail
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Clinical care plans are due to clinical instructor on the day and time requested by the clinical faculty in the week following the clinical experience. Points will be deducted if posted after designated time.

Clinical evaluation, formal and/or informal, will be done at intervals throughout the clinical experience. A formal evaluation will be completed at the end of the clinical semester. Formal evaluations are written documentation relating to a student's progress toward meeting end-of-course objectives. Each evaluation is discussed with the student in a private one-on-one discussion of performance. The clinical evaluation tool is located in Canvas.

Skills lab is considered a clinical experience and will be evaluated as such. Skills lab worksheets and observational experiences will be part of the skills lab experience.

A Clinical Contract will be initiated for the student having difficulty mastering laboratory and clinical experiences. Contracts will include strategies for achieving mastery of the skills and techniques in question. Students must demonstrate mastery of specific clinical skills before entry into the clinical setting. If these skills are not demonstrated to the satisfaction of the clinical instructor following contract and remediation, this will result in clinical failure and student will be required to drop the course.

The clinical instructor will evaluate clinical experiences using the clinical evaluation tool. The student is responsible for being familiar with the content of the tool and the scoring criteria. This tool and criteria is the mechanism for assigning the clinical grade. Failure to attain a passing grade in the clinical section of this course constitutes a full course failure. A score of 0 in any of the critical behaviors during the clinical experience will result in automatic failure in the clinical component of the course.

Paper/Assignment Re-grading Policy

Student assignments will not be re-graded, either at the Undergraduate or Graduate level. At the instructor's discretion, a draft may be written for review.

Dosage Calculation Policy

- Each student will complete the assigned ATI Dosage Calculation modules and tests. Each of these quizzes will be calculated in the Other Assignment grade. These quizzes must be completed in the time frames stated in announcements on Canvas.
- Dosage Calculation Exam... Students are required to achieve a 90% or higher on the Dosage Calculation Exam prior to the first clinical day. Students are permitted two (2) attempts for success on the exam. Students who are unsuccessful on the first attempt of the Dosage Calculation Exam must provide written evidence that remediation has taken place before being permitted a second attempt.
- If a student fails to achieve the required 90% or higher on the second attempt, the student will be required to withdraw from the course for the semester. A grade of 'W' will be posted on the student's transcript, but will be regarded as a nursing course failure in the School of Nursing.
- Dosage calculation is a component of medication administration. Mastery of medication administration must be demonstrated in the clinical and classroom settings for successful completion of all clinical courses. In addition to the initial Dosage Calculation Exam above, medication questions on unit exams and observation in the clinical setting will be used to assess and evaluate the clinical safety of students on an individual basis. Serious or

repetitive medication and/or calculation errors may indicate unsafe clinical practice (See Unsafe Clinical Practice below).

Grade Replacement Policy

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the Office of the Registrar by the Census Date (see [Academic Calendar](#) for date) of the semester in which the course will be repeated. Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

Paper/Assignment Re-grading Policy

Student assignments will not be re-graded. At the instructor's discretion, a draft may be written for review.

Examination and Examination Review Policy

- Attendance for exams is mandatory.
- If absence for an exam is necessary, the student is responsible for notifying the faculty prior to the exam with an acceptable reason.
- Students will be allowed entry to the classroom/computer lab after an exam has been started ONLY with faculty discretion.
- Exams will be made available at the time class is scheduled to begin.
- All hats/caps must be removed during exam time. All personal items such as purses, books, backpacks, notebooks, phones, and briefcases must be left in the front of the room during testing.
- Silence will be enforced during the exam time. In order to avoid distraction during the exam, no one will be permitted to leave the room during the exam.
- Make-up exams will only be given at the discretion of the faculty member and may be in a different format than the original exam. Failure to notify the course faculty of the need to take the exam on an alternate date will result in a grade of zero for that particular exam.
- ***LUC Make-up exam dates for Fall 2017 will be posted the first week of class***
- Exam reviews will be conducted at the discretion of the faculty. Test review may be scheduled with the faculty during office hours and within 10 school days from the return of the exam grades. Exam reviews will take place at the end of the exam and provide the student rationales for the questions incorrectly answered.
- Any student achieving an examination grade less than 75%, must schedule an appointment with the faculty within 10 school days from the return of the exam grades.

1.4 ATI Testing Policy

Students will be required to take 2 **ATI RN Fundamentals Practice** exams (2016 A and 2016 B) at www.atitesting.com. See Course Map for due dates and see table below for points earned. Students will be required to take the **ATI RN Fundamentals Proctored** exam in the computer lab on the date listed in the Course Map. Individual student scores will place students in an ATI Proficiency Level (see table below). This Level is a predictor of student success on the NCLEX exams. If a student scores at Level 0 or 1, they will be required to retake the exam at a later date per the course map. Students who score at Level 2 or 3 are recommended, but not required, to retake the exam, and must reserve a seat at least 1 week in advance of the retake.

ALL students will be required to complete a **Focused Review** after the proctored exam has been administered. The required number of hours in each focused review is based on the ATI Proficiency Level earned in the RN Fundamentals Proctored

Grading for the ATI Proctored Exam is as follows:

Individual Score Required for Proficiency Level	ATI Proficiency Level	Earned Grade	Required Remediation Hours of Focused Review
Below Level 1 or below 51.7%	"Below Level 1"	actual numeric score recorded	4 hours
51.7% to 61.7%	1	75%	2
63.3% to 70%	2	80%	2
70.1% to 76.7%	2	85%	2
78.3% to 85%	3	90%	1
85.1% or higher	3	100%	1

If you are required to re-take the exam, then the second exam score will be the recorded score in the gradebook. You have 2 weeks to complete the Focused Review (see Course Map for deadline). Your instructor will be able to view your hours online. **If you have not completed the Remediation Hours, then you will receive a “0” for this assignment.**

1.5 Academic Integrity

- Students are expected to assume full responsibility for the content and integrity of all academic work submitted as homework and examinations.
- Students are advised to review the Scholastic Conduct and Discipline Policy in the current College of Nursing (CON) *Guide for Baccalaureate Students* and the *UT Tyler Student Conduct and Discipline Policy* at: *Guide for Baccalaureate Students* and *UT Tyler Student Conduct and Discipline Policy*. These policies are fully endorsed and enforced by all faculty members within the College of Nursing.
- Plagiarism, cheating, and collusion are unacceptable, and if found violating any of these standards, the student will be disciplined accordingly (see *Guide for Baccalaureate Students* for definitions). The CON reserves the right to dismiss students from the program for any infraction of a legal, moral, social, or safety nature, pursuant to the procedures detailed in the *Regent's Rules*.

1.6 General Course Information

- Lecture outlines will be posted on Canvas a minimum of two (2) working days before class and removed at midnight prior to class.
- The clinical portion of the course, handouts, and any other required course materials will be placed on Canvas.
- All submitted written material (papers, assignments, examinations, etc.) are the property of the CON. They will be maintained in an archived file in the CON.
- The *Guide for Baccalaureate Students* is available on the CON website at [Guide for Baccalaureate Students](#)
- The student must sign the statement indicating they have accessed the guide and return the signed Student Affirmation Form to the instructor.
- All nursing students are required to use their student email accounts for all correspondence.

(Approved FO 2/03)

Forms

Read, Sign, and Submit the First Day of Class

1. AUDIO/VIDEO-RECORDING AGREEMENT – pg. 31

The form must be signed and dated for each course every semester.

The completed form should be turned in by the first day of class.

2. Confidentiality and Privacy Form – pg. 32

The form must be signed and dated for each course every semester.

The completed form should be turned in by the first day of class.

3. Student Affirmation Form – pg. 33

Each line must be initialed and the form signed and dated for each course every semester.

The completed form should be turned in by the first day of class.

4. Social Networking – pg. 34

The form must be signed and dated for each course every semester.

The completed form should be turned in by the first day of class.

5. Clinical Intravenous Policy – pg. 35

The form must be signed and dated for each course every semester.

The completed form should be turned in by the first day of class.

1.7 Student Dress Code for the School of Nursing

General: It is the philosophy of the School of Nursing that the student has a responsibility to be neatly groomed and modestly dressed. Appearances should promote good health, safety and general well-being of the student. Clothing should avoid brevity and/or design that are offensive to the dignity and rights of others. School officials have the right and responsibility to counsel with the student or take any other corrective action. Types of clothing (other than those specified in this document) may be worn at the direction of the nursing instructor for special events.

Classroom: Casual or everyday business wear is recommended. This includes but is not limited to the following: slacks or skirt; sweater, blouse, and shirt. Jeans as well as conservative shorts (mid-thigh or longer) may be worn, but avoid overly frayed or soiled items. Shoes must be worn. See items to be avoided below.

Professional Presentations, Ceremonies/Graduation: Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, and dress shoes. Avoid denim, jeans, t-shirt or other casual clothes. For workshops/seminars attended by students, professional/business attire will be worn.

Skills Laboratory: The school clinical laboratory setting is designed to simulate the hospital or health care clinical area. Students will wear the adopted uniform with name badge and UT Tyler School of Nursing patch on the front left pocket area. Students should have a clean white lab coat with school patch placed as above, available when necessary, but the lab coat is not required for the school laboratory experience. In order to meet the variety of needs for warmth the following options for undershirts are permissible:

- No undershirt for females required if uniform top neckline is such that complete modesty is maintained, no cleavage.
- Sleeveless white round neck tank top.
- A short sleeve, round neck, royal blue or white top available through designated vendor.
- A 3/4 length sleeve, white top available through designated vendor.
- Men will wear a round neck white undershirt without visible logos or advertising. Short sleeves should not be visible hanging from under sleeve of uniform top.
- Long sleeve or turtleneck tops are not acceptable options.

Some individual situations may require collaborative effort by faculty to reach an appropriate solution to best deal with tattoos, skin disorders, etc.

Pre or Post-clinical Experiences in the Health Care Setting: Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, ball-caps, etc.

Clinical: When attending any clinical experience students are required to wear the adopted student uniform and/or white lab coat with name badge and school patch. White lab coats may NOT be worn in the hospital setting when performing patient care. If the student requires a jacket due to temperature, he/she may wear a blue jacket (same color as UT Tyler scrubs) with cuffed sleeves. Professional dress will be worn in appropriate clinical settings as directed by the clinical faculty with white lab coat, name badge and school patch (see items to avoid in clinical areas). Students are to remember that whenever they are visiting a clinical agency or any clinical site, they are a representative of UT Tyler and the School of Nursing and are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non-UT Tyler related activities (restaurants, shopping, etc.)

When student uniforms are required for clinical experiences, as specified by the course, the following guidelines must be adhered to:

- School patch on the front left pocket area of lab coat and uniform top.
- The UT Tyler name badge with photo will be worn in all clinical settings. Name tag must be worn above the waist, so name and title are clearly visible.
- White lab coats may NOT be worn in the hospital setting. A blue (same color as scrubs) jacket with cuffed sleeves and the UT Tyler patch may be worn
- Casual outerwear such as jackets, sweaters, etc. may not be worn over the student uniform.
- White or neutral nylon hose are worn with dress/skirt; nylon hose, knee highs or white socks with pants. Socks must cover ankles.
- Clean, white clinical shoes or white leather athletic shoes should be worn, no canvas, mesh, or clogs (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). Shoes must be secured at heel with fixed back.
- Jewelry: wedding or engagement rings only; single stud earrings and only 1 in each lobe (no dangling or hoops); no rings or studs in the nose, tongue, lip or any other facial or body piercing (other body piercing must be covered or removed); no necklaces or bracelets (only Medic Alert). Students must have a watch with a second hand.

- Make-up, hair, and grooming should be conservative. Hair shoulder length or longer must be pulled neatly back in a ponytail or bun. Hair clips, bands, etc. shall be functional, not decorative (no bows). Mustaches and beards will be neatly groomed, clean and trimmed.
- Tattoos must be covered and not visible.
- Nails are to be clean and neatly trimmed to no more than fingertip length; no polish or artificial nails.
- No perfume, after-shave or other strong scents since this causes nausea and /or difficulty in breathing for many patients.
- Gum chewing is not allowed.
- Any question concerning adherence to the dress code should be directed toward the clinical instructor.

Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation.

Items to be avoided in all School-related Functions (including but not limited to): overly frayed, worn or soiled garments; costume look, transparent blouses, bare midriff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual styles, gang colors or logos, facial or body piercing, obscene slogans or pictures, bedroom wear, short-shorts, short skirts, or clothing that may be offensive to others.

If the dress code rules are broken and a change of clothes is not available, the student may be removed from the school-related function for the remainder of the day.

1.8 Learning Lab/Simulation Center Guidelines

Revised: Spring 2012

While you are in a learning lab at a UT-Tyler School of Nursing facility in the student role, you should be respectful of the lab environment; this time is considered a clinical experience.

UT-Tyler Policy

- All student learners will follow the skills laboratory student dress code while participating in lab experience. Dress code may be altered at the discretion by the faculty of the course based on the intent or need of the lab.
- It is the student's responsibility to bring the required, standard equipment for the learning lab/simulation experience, including, but not limited to textbooks, lab book, syllabus, stethoscope, etc.
- Students are to complete any required preparation for the lab experiences, i.e. watching of required videos, completing case studies, reading assigned articles or text, completion of ATI skill modules, etc.
- Safety for all participants must be ensured, i.e.
 - Keep Lab neat and orderly.
 - Put equipment where instructed.
 - No equipment should be moved, touched, or disconnected unless supervised by the clinical faculty or lab coordinator.
 - Be aware of any wires and tubes which may pose a risk for falls or patient endangerment.
- Students are to speak with their peers and clinical instructor with professional communication.
- No food or drink is allowed in the simulation area/skills lab except with instructor approval.
- Do not sit on any bed; there are chairs and tables available.
- Any supplies or equipment checked out from the lab needs to be returned to the skills lab coordinator by the required date. Failure to do will result in an incomplete in the course until the equipment is returned or may require replacement cost.
- Phones are to be put away and silenced while in the learning labs. Students are not to video or audio record any learning lab/simulation experience.

Mannequin Care

- Consider all mannequins (or peers acting as patients) to be true patients and treat them with respect – keep them covered and dressed. Maintain privacy between your patients (mannequins or peers) by pulling screens or pull drapes as necessary.
- Do not move, reposition, or disconnect any mannequin unless instructed by the lab coordinator.
- Do not apply or insert any substances, such as Betadine, KY jelly, IV catheters, and Foley catheters to any mannequin without specific direction from your instructor. There are specific mannequin lubricants and tapes

available. Students are not to perform any practice task training on the high fidelity mannequins as replacement parts are expensive; instead, please use the task trainers for practice.

- **No ink pens in the simulation hospital.**

1.9 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.

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>

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. 11, 2017.**) 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 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 (**Sept. 11, 2017**) 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 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

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.

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 Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis 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 of Student Services/ADA Coordinator. For more information, including filling out an application for 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 second 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.

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;
- 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 unadministered 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 unadministered test, test key, homework solution, or computer program or information about an unadministered 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.
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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 will be subject to review by SafeAssign™, available on Canvas.

UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](http://counseling@uttyler.edu) (903.566.7254)

Clinical Skills Lab Manual
NURS 3603 Competencies

2.0 Expectations of Students in Clinical Unsafe Clinical Practice

Any act of omission or commission, which may result in harm to the patient, is considered unsafe clinical practice. During the clinical practicum, unsafe clinical practice includes but is defined as any one of the following:

When the student:

- Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient.
- Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.
- Assumes inappropriate independence in action or decisions.
- Does not adhere to current CDC guidelines for Infection Control.
- Fails to recognize own limitations, incompetence, and/or legal responsibilities.
- Fails to accept moral and legal responsibility for his/her own actions, thereby violating professional integrity as expressed in the Code for Nurses.
- Arrives at clinical setting in an impaired condition as determined by the clinical instructor.

Failure to comply with any of the above requirements may result in an unexcused clinical and/ or negative clinical evaluation.

Attendance

- Attendance for the learning laboratory and the clinical agency is **MANDATORY**. The student must notify the instructor prior to the clinical if an absence is necessary. The clinical instructor must be contacted directly! When in the learning laboratory, the student must leave a message with the instructor, including the telephone number where he/she may be contacted. When in the clinical agency, the student must contact the agency personnel and the instructor at least **one hour** prior to the scheduled clinical time. If the student is going to be late, the student must notify the agency.
- No student will be allowed to remain in the clinical area for the clinical day without correct and complete patient preparation reflected on the required clinical worksheets. No exceptions! A clinical absence will be recorded and the student will be required to consult the clinical instructor for make-up information.
- Make time for missed clinical time will be arranged at the discretion of the instructor. A student missing one or more days in one rotation will present for approval a written plan as to how he/she will meet the clinical objectives.

Professional Liability Insurance/CPR/ Required Immunizations

Students are responsible for providing proof of coverage, certification, and immunizations prior to hospital experience. Forms are available at orientation.

Clinical Injuries

Hospitals and other health facilities do **NOT** cover any medical expenses as a result of accident or injury; thus, each student is responsible for any medical or hospitalization charges that occur.

Working Prior to Clinical

Students working a shift prior to the assigned clinical experience are at higher risk for unsafe clinical practice and may be sent home by the clinical instructor.

Health Record

A Student Health History form must be completed and a copy of all required immunizations must be in the student's folder prior to hospital experience. The Hepatitis B immunization series must be begun prior to clinical. Documentation of immunity to MMR or MMR immunization needs to be on your record. A current TB skin test is required prior to clinical assignments in the hospital setting. Documentation of significant laboratory studies or the successful treatment of diseases detected must be presented.

Skills Check-off

Students should study the skills outlined in the textbook prior to coming to the skill lab. The student should be able to perform the skill without coaching prior to asking for faculty evaluation. Evaluation of laboratory skills is by means of return demonstration. Skills check-offs will be performed in the skills lab and in the clinical area.

Clinical Forms

Students are expected to complete a Clinical Worksheet packet for each patient in each clinical day. A copy of these worksheets is included with syllabus. Students are responsible for making additional copies. The Preclinical worksheets and medication worksheets are due at the beginning of EACH clinical experience. No student will be allowed to remain in the clinical area for the clinical day without correct and complete patient preparation reflected on the required clinical worksheets. No exceptions! The Post-Clinical Nursing care plan will be due as indicated by individual clinical instructor.

Care Plan Requirements

Students will be required to complete a minimum of ONE or TWO passing care plan(s) per faculty requirements. This assignment is PASS/FAIL, but the cumulative percentage earned must be a passing grade and approved by faculty. The care plan grading rubric can be found under your CLINICAL DOCUMENTS tab in CANVAS.

Care Plan Presentation

Students will be required to work in groups of 2 or 3 for the care plan presentation. Groups will be selected at the discretion of your clinical instructor. You will develop a PowerPoint Presentation with your group over a client that at least one group member assumed care for while in the hospital setting. We will ask that you evaluate how your group members participated throughout the project and this can affect grades so be sure that you are all participating equally. This assignment is PASS/FAIL, but the cumulative percentage earned must equal 75% or more.

Medication Worksheet

For all clinical experiences, the student will have access to information regarding medication prescribed for each assigned patient. The medications are listed on the preclinical worksheet. This worksheet is handed in to the instructor at beginning of clinical experience.

Post Conferences

After each clinical experience, the students will participate in a post-clinical discussion. These discussions will relate to clinical experiences or expectations. Participation in Clinical discussions is mandatory and will be reflected in the clinical evaluation.

Clinical Skills Checklist

Bring the master- level one clinical skills checklist to each clinical experience. At the completion of a skill, ask the instructor or nurse observing the skill performance to initial in the appropriate place on the checklist. At the end of the semester, make a copy of the signed and initialed checklist and bring it with you to the final clinical evaluation conference. This document will go in your file for reference by others as needed.

**In the BSN Handbook, a master skills checklist is provided for the student.
It is the student's responsibility to maintain this master list throughout the nursing program.**

2.1 Guidelines for the Clinical Experience**Pre-Clinical Preparation & Instructions**

(preparation will be completed on your own time the day/ evening prior to clinical).

- Client selection and preparation requires approximately 3 hours.
- Appropriate professional attire is expected [see dress policy]. UT Tyler scrub attire must be worn. A name badge should be worn at all times while in the clinical setting.
- Consult the charge nurse or assignment sheet for client selection (ask for the best learning experiences for a beginning student).
- Write your client selections clearly using the UTT signup sheet and place on the designated area in the unit. [required if the client is not assigned by the instructor]
- Review the client medical record, client history, operative & X-ray reports, vital signs/graphics sheet, lab reports, nursing notes for past 24 hours, doctor's orders and progress notes.

- Review the client's pathophysiology including typical signs & symptoms, assessment findings, therapeutic regimen, current health problems, and appropriate therapy. Begin formulating your plan of care. [The preclinical worksheets from Sim Chart are due the morning of clinical experience.]
- Look up each medication and record on the preclinical worksheet in the medication area in Sim Chart. You are expected to know the mechanism of action, appropriate dose, side effects, any labs or therapeutic levels you need to check prior to administering, and any special considerations). Keep a copy of this page; mark the correct page in the drug manual, or prepare/select appropriate drug information for use in the clinical area. [Drug cards or PDA resources are acceptable in the clinical area for reference, but not for the graded care plans].
- Look up and record the lab values in Sim Chart and be ready to discuss the abnormal lab values and what the values indicate in correlation with your client.
- Look up and record relevant diagnostic procedures performed on your client in Sim Chart.
- Review any new procedures that might involve your client (you may look in the unit policy & procedure book).
- Orient yourself to the nursing unit prior to beginning client care.
- You are expected to have read all relevant material in related textbooks for daily clinical preparation before caring for your client.
- Students may be questioned daily on their knowledge of this material.
Students unprepared for the clinical experience will be deemed unsafe and sent home. This will result in a clinical absence.
- The student must come to clinical practice prepared to give care, including knowledge of lab work, pertinent diagnostic procedures, and hands-on skills that will be performed.

Clinical Guidelines

- You must report off to the instructor and primary nurse before leaving the unit.
- You **MUST** come to clinical with a **FULL** report printed from Sim Chart over the required pre-clinical documentation for your client. Failure to do so can result in you being deemed unsafe, unprepared, and sent home for your clinical day. A make-up clinical day will be required at the discretion of your clinical faculty.
- Do not do **ANY** procedure or give **ANY** medication without supervision of your clinical instructor. The clinical instructor may direct you to a nurse mentor for observation in specific instances.
- The clinical instructor prior to administration must check all medications!
- You are **NOT** allowed to give **ANY** medications through the client's IV at any time during clinical!
- Students are not to administer blood or blood products; however, you may monitor the client during the transfusion.
- You may administer narcotics with your clinical instructor, but the assigned nurse must sign them out of the Accudose/Pyxis
- Complete your clinical documentation and turn it in to your instructor on time. Completed clinical documentation is due by 0800 the following week on the designated day indicated by your clinical instructor.

2.2 Unsafe Clinical Practice

1. Any act of omission or commission, which may result in harm to the client, is considered unsafe clinical practice, and may result in removal from the clinical setting, disciplinary action according to the discretion of the course faculty, a negative clinical evaluation, a course failure, and/or dismissal from the program.
2. During the clinical practicum, unsafe clinical practice is defined as any one of the following. When the student:
 - commits repetitive and/or a single, serious medication error(s).
 - violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the client.
 - violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical functions.
 - assumes inappropriate independence in action or decisions.
 - does not adhere to current CDC guidelines for infection control.
 - fails to recognize own limitations, incompetence, and/or legal responsibilities.
 - fails to accept moral and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the Code of Ethics for Nurses.
 - arrives at clinical settings in an impaired condition as determined by the clinical instructor.
3. Failure to comply with any of the above requirements may result in an unexcused clinical, negative clinical evaluation, and/or clinical failure.

*Policy Revision and Approval: Fall 2012***Student Accountability**

Students may NOT:

- Take verbal or telephone orders from physicians, midwives, nurse practitioners, or physician assistants
- Transcribe or note physician, midwife, nurse practitioner, or physician assistant orders
- Witness operative or procedural permits
- Perform any skill that violates the Nurse Practice Act, even if under a physician's supervision (i.e. intubation of a client)
- Perform any delegated **medical** act (i.e. removal of chest tube, arterial line, pacer wires)
- Discontinue central IV lines, including PICC lines
- Access central venous access devices (i.e. portacath, mediport)
- Administer chemotherapy
- Initiate or adjust IV Pitocin drips during the labor process
- Initiate IV therapy in the nursery
- Take possession of the narcotic keys
- Sign out narcotics, witness stocking of narcotics, or remove narcotics from a storage unit
- Initiate infusion of blood products

Students **MUST** be supervised by the preceptor/instructor when:

- Performing any peripheral or central IV related procedure (including IV initiation, hanging solutions, changing tubing, flushes, IVPB, IVP, site dressing change)
- Performing an unfamiliar skill
- Students should only be performing skills listed on the CON clinical lab check-off lists
- Administering medications by any route

If present during a code, a student may:

- Perform CPR except on a newborn
- Document code procedures
- NOT administer drugs or perform skills other than basic CPR

*Policy Revision and Approval: Spring 2011***2.3 Clinical Student Learning Outcomes**

The clinical objectives guide the experience and behaviors while students are working under the guidance of the clinical instructor and/or preceptor's position. With increasing knowledge and skill during the experience, the student becomes more independent, is able to synthesize theories and concepts related to critical thinking, change theory, conflict resolution, delegation, and changes that impact the health care delivery system. Students prepare personal learning objectives, which complement the clinical objectives for the course.

Upon successful completion of the course, the student will:

PROVIDER OF PATIENT-CENTERED CARE

- Assess multiple clients for health status and health needs.
- Identify actual and potential problems for multiple clients based on assessment data.
- Formulate individualized plans of care with appropriate interventions and client outcomes for multiple clients.
- Implement nursing actions that are based on current theory and research.
- Evaluate the effectiveness of nursing interventions in meeting the expected outcomes.

MEMBER OF THE HEALTHCARE TEAM

- Function in the role of an entry level professional nurse, providing and coordinating through others, competent, nursing care for groups of clients.
- Interrelate theory and research knowledge in the formulation, implementation, and evaluation of nursing leadership/management actions.

- Analyze the concept of professionalism, the organizational culture, and the health care delivery system as they relate to interdisciplinary practice.

MEMBER OF THE PROFESSION

- Demonstrate responsibility and accountability for own actions.
- Abide by the laws and standards designated by the University of Texas at Tyler College of Nursing, Texas Board of Nursing, ANA Standards of Practice, and the ANA Code of Ethics.
- Project a professional image by adhering to the dress code and meeting the attendance requirements.

COMMUNICATION

- Document in a comprehensive, organized, and clearly stated manner.
- Establish effective working relationships with clinical faculty, facility personnel, peers, clients, and client's families.
- Display responsibility and accountability for professional interactions to reflect interpersonal caring.

PATIENT SAFETY ADVOCATE

- Provide safe care by accurately administering medication in real and simulated situations.
- Ensure accurate transcription of all medical orders.
- Accurately identify safety risks and appropriately intervene to provide a safe environment for clients, families, and health care providers.

2.4 Clinical Dress Requirements

General: It is the philosophy of the SON that the student has a responsibility to be neatly groomed and modestly dressed. Appearances should promote good health, safety and general well-being of the student. Clothing should avoid brevity and/or design that are offensive to the dignity and rights of others. School officials have the right and responsibility to counsel with the student or take any other corrective action. Types of clothing (other than those specified in this document) may be worn at the direction of the nursing instructor for special events.

Classroom: Casual or every-day business wear is recommended. This includes but is not limited to the following: slacks or skirt; sweater, blouse, and shirt. Jeans as well as conservative shorts (mid-thigh or longer) may be worn, but avoid overly frayed or soiled items. Shoes must be worn. See items to be avoided below.

Professional Presentations, Ceremonies/Graduation: Business or dressy day social: suit, dress, dressy separates, jacket, tie, nice fabrics, dress shoes. Avoid denim, jeans, t-shirt or other casual clothes. For workshops/seminars attended by students, professional/business attire will be worn.

Skills Laboratory: The school clinical laboratory setting is designed to simulate the hospital or health care clinical area. Students will wear the adopted uniform with name badge and UT Tyler SON patch on the front left pocket area. Students should have a clean white lab coat with school patch placed as above, available when necessary, but the lab coat is not required for the school laboratory experience. In order to meet the variety of needs for warmth the following options for undershirts are permissible:

- No undershirt for females if uniform top neckline is such that complete modesty is maintained, no cleavage.
- Sleeveless white round neck tank top.
- A short sleeve, round neck, royal blue or white top available through designated vendor.
- A 3/4 length sleeve, white or blue top available through designated vendor.
- Men will wear a round neck white undershirt without visible logos or advertising. Short sleeves should not be visible hanging from under sleeve of uniform top.
- Long sleeve or turtleneck tops are not acceptable options.

Some individual situations may require collaborative effort by faculty to reach an appropriate solution to best deal with tattoos, skin disorders etc.

Pre or Post-Clinical Experiences in the Health Care Setting: Students may be required to attend conferences or visit the clinical areas as part of their course requirements. Students will wear lab coat with name badge and UT Tyler school patch. Professional dress will be worn under the lab coat. The following items will be avoided in the clinical areas: jeans, shorts, sandals, jogging/athletic suits, t-shirts, ball-caps, etc.

Clinical Experience: When attending any clinical experience students are required to wear the adopted student uniform and/or white lab coat with name badge and school patch. Professional dress will be worn in appropriate clinical settings as directed by the clinical faculty with white lab coat, name badge and school patch (see items to avoid in clinical areas). Students are to remember that whenever they are visiting a clinical agency or any clinical site, they are a representative of UT Tyler and the SON and are expected to be professional in appearance and behavior at all times. Students will refrain from wearing student uniforms to non-UT Tyler related activities (restaurants, shopping, etc).

When student uniforms are required for clinical experiences, as specified by the course, the following guidelines must be adhered to:

- School patch on the front left pocket area of lab coat and uniform top.
- The UT Tyler name badge with photo will be worn in all clinical settings. Name tag must be worn above the waist, so name and title are clearly visible.
- Casual outerwear such as jackets, sweaters, etc. may not be worn over the student uniform.
- White or neutral nylon hose are worn with dress/skirt; nylon hose, knee highs or white socks with pants. Socks must cover ankles.
- Clean, white clinical shoes or white leather athletic shoes should be worn, no canvas, mesh, or clogs (shoes may be mostly white and if stripes or logos are on shoes, these must be minimal and light colored). Shoes must be secured at heel with fixed back.
- Jewelry: wedding or engagement rings only; single stud earrings and only 1 in each lobe (no dangling or hoops); no rings or studs in the nose, tongue, lip or any other facial or body piercing (other body piercing must be covered or removed); no necklaces or bracelets (only Medic Alert). Students must have a watch with a second hand.
- Make-up, hair, and grooming should be conservative. Hair shoulder length or longer must be pulled neatly back in a pony-tail or bun. Hair clips, bands, etc. shall be functional, not decorative (no bows). Mustaches and beards will be neatly groomed, clean and trimmed.
- Tattoos must be covered and not visible.
- Nails are to be clean and neatly trimmed to no more than fingertip length; no polish or artificial nails.
- No perfume, after-shave or other strong scents since this causes nausea and /or difficulty in breathing for many patients.
- Gum chewing is not allowed.
- Any question concerning adherence to the dress code should be directed toward the clinical instructor.

Failure to comply with the above requirements may result in an unexcused clinical absence and/or negative clinical evaluation.

Items to be avoided in all School-related Functions (including but not limited to): overly frayed, worn or soiled garments; costume look, transparent blouses, bare midriff shirts, tank tops, spaghetti straps, muscle shirts, overtly sexual styles, gang colors or logos, facial or body piercing, obscene slogans or pictures, bedroom wear, short-shorts, short skirts, or clothing that may be offensive to others.

If the dress code rules are broken and a change of clothes is not available, the student may be removed from the school-related function for the remainder of the day.

Appropriate disciplinary action will be taken for repeated violations of this code.

2.5 Learning Lab/Simulation Center Guidelines

Introduction While you are in a learning lab at a UT-Tyler College of Nursing facility in the student role, you should be respectful of the lab environment; this time is considered a clinical experience.

UT-Tyler Policy

- All student learners will follow the skills laboratory student dress code while participating in lab experience. Dress code may be altered at the discretion by the faculty of the course based on the intent or need of the lab.
- It is the student's responsibility to bring the required, standard equipment for the learning lab/simulation experience, including, but not limited to textbooks, lab book, syllabus, stethoscope, etc.
- Students are to complete any required preparation for the lab experiences, i.e. watching of required videos, completing case studies, reading assigned articles or text, completion of ATI skill modules, etc.
- Safety for all participants must be ensured, i.e.
 - Keep Lab neat and orderly.

- Put equipment where instructed.
- No equipment should be moved, touched, or disconnected unless supervised by the clinical faculty or lab coordinator.
- Be aware of any wires and tubes which may pose a risk for falls or patient endangerment.
- Students are to speak with their peers and clinical instructor with professional communication.
- No food or drink is allowed in the simulation area/skills lab except with instructor approval.
- Do not sit on any bed; there are chairs and tables available.
- Any supplies or equipment checked out from the lab needs to be returned to the skills lab coordinator by the required date. Failure to do will result in an incomplete in the course until the equipment is returned or may require replacement cost.
- Phones are to be put away and silenced while in the learning labs. Students are not to video or audio record any learning lab/simulation experience.

Mannequin Care

- Consider all mannequins (or peers acting as patients) to be true patients and treat them with respect – keep them covered and dressed. Maintain privacy between your patients (mannequins or peers) by pulling screens or pull drapes as necessary.
- Do not move, reposition, or disconnect any mannequin unless instructed by the lab coordinator.
- Do not apply or insert any substances, such as Betadine, KY jelly, IV catheters, and Foley catheters to any mannequin without specific direction from your instructor.
- There are specific mannequin lubricants and tapes available. Students are not to perform any practice task training on the high fidelity mannequins as replacement parts are expensive; instead, please use the task trainers for practice.

2.6 General Clinical Information

Guidelines for Clinical Practice

- Clinical orientation will be completed prior to the first scheduled clinical experience.
- All students meet with their clinical instructor the first week of the clinical rotation to determine clinical experience objectives and learning experiences.
- All students must submit a list of 3-4 personal goals to achieve during the semester specific to nursing leadership and management, pertinent to personal career advancement after graduation. Submit these goals to the clinical instructor by the first day of clinical.
- Clinical preceptors are chosen by clinical faculty, depending on the clinical area requested. Preceptors will meet criteria set by the Texas Board of Nursing and the CON. Students will not establish a preceptorship with their own supervisor. Clinical may not be on the same unit where a student is employed.
- **Students will not complete any clinical activities until the formal preceptor agreement is signed. Any clinical time completed but not scheduled with the clinical faculty will not count toward the student's total clinical hours.**

Clinical Attendance

- Attendance in clinical is MANDATORY. If an absence is necessary, the student must notify the clinical faculty and the clinical preceptor at least one hour prior to the scheduled clinical time. If you are going to be late, you must also notify the clinical faculty and clinical preceptor. Failure to do so will be considered a breach of accountability and will result in an unsatisfactory clinical evaluation for that day. Prior approval must also be secured from clinical faculty to leave the clinical site early.
- 112.5 clinical hours are required in this course. You may get permission to use eight hours for an appropriate continuing education opportunity.
- A student missing clinical will present for approval a written plan as to how he/she will make up the clinical time. Make up time for missed clinical time will be arranged at the discretion of the clinical faculty.
- Any student who cannot/does not make up clinical time as determined by the clinical faculty, will be assigned an unsatisfactory for that clinical day.

- Any student with more than one unsatisfactory clinical time will fail the clinical component and repeat the entire course.
- Students working a shift prior to the assigned clinical experience are at high risk for unsafe clinical practice.

Immunizations/CPR/Professional Insurance

Students are responsible for providing proof of professional liability insurance coverage, CPR certification, and immunizations prior to clinical experiences. Students will not be allowed to start their clinical rotation until all requirements are met.

The University of Texas at Tyler, hospitals and other health facilities do **NOT** cover any medical expenses as a result of accident or injury; thus, each student is responsible for any medical or hospitalization charges that occur.

Student Clinical Evaluations

Clinical student evaluations will be placed in the student's file at the end of the semester for each clinical course.

Clinical Conferences

Clinical conferences will be arranged after clinical experiences, and will interrelate both theory and research knowledge. Each student will be required to link all clinical experiences to course material and to locate and discuss findings pertinent to the clinical learning experience. Attendance is required at each designated meeting. Failure to meet and actively participate during a scheduled clinical conference will constitute an unsatisfactory clinical.

Completed Written Work

When submitting written work to faculty, be sure your name is on the work. Assignments are to be submitted with the instructor's name. All papers are the property of the University.