THE UNIVERSITY OF TEXAS AT TYLER

School of Nursing

Nurs 3603 NURSING COMPETENCIES

SYLLABUS – Spring 2015

Student Learning Outcomes / Lecture Content
***************
Clinical Skills Lab Manual

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The content of this syllabus / Website is subject to change at the discretion of the faculty leaders according to current learning needs. (approved by FO: 10/02)
# Table of Contents

Nurs 3603 Nursing Competencies: Theory/Didactic .......................................................... 6
  Pre-requisite Courses ........................................................................................................ 6
  Co-Requisite Courses ...................................................................................................... 6
  Course Description ........................................................................................................... 6
  Student Learning Outcomes ............................................................................................. 6
  Required and Recommended Texts ................................................................................... 6
  Student Rights and Responsibilities .................................................................................. 7
  Grade Replacement/Forgiveness ....................................................................................... 7
  State-Mandated Course Drop Policy .................................................................................. 7
  Disability Services ............................................................................................................ 7
  Student Absence due to Religious Observance ................................................................. 8
  Student Absence for University-Sponsored Events and activities .................................... 8
  Social Security and FERPA Statement ............................................................................. 8
  Emergency Exits and Evacuation ...................................................................................... 8
  Examinations / Assignments and Grading Policy ............................................................... 8
  ATI Testing Policy ........................................................................................................... 9
  Paper/Assignment Re-grading Policy ............................................................................... 9
  Dosage Calculation Policy ............................................................................................... 10
  Examination and Examination Review Policy ................................................................. 10
  Academic Integrity ........................................................................................................... 11
  Course Information .......................................................................................................... 12
  Student Dress Code for the College of Nursing ............................................................... 13

Nurs 3603 - Clinical Skills Lab Manual ............................................................................. 17
  Expectations of Students in Nursing Competencies .......................................................... 17
  Unsafe Clinical Practice ................................................................................................... 17
  Student Learning Outcomes for the Clinical Experience .................................................. 17
  Attendance ....................................................................................................................... 18
  Professional Liability Insurance/CPR/ Required Immunizations ..................................... 18
  Clinical Injuries .............................................................................................................. 18
  Working Prior to Clinical ............................................................................................... 18
  Health Record .................................................................................................................. 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills Check-off</td>
<td>18</td>
</tr>
<tr>
<td>Clinical Forms</td>
<td>18</td>
</tr>
<tr>
<td>Medication Worksheet</td>
<td>19</td>
</tr>
<tr>
<td>Post Conferences</td>
<td>19</td>
</tr>
<tr>
<td>Clinical Skills Checklist</td>
<td>19</td>
</tr>
<tr>
<td>Guidelines for the Clinical Experience</td>
<td>20</td>
</tr>
<tr>
<td>Pre-Clinical Preparation &amp; Instructions</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>DATE</td>
<td>Nurs-3603 LECTURE SCHEDULE</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Week 1</td>
<td><strong>Nursing History, Health and Wellness and Caring</strong></td>
</tr>
<tr>
<td>Tues Jan 13</td>
<td>&quot;Infection Prevention and Control&quot;</td>
</tr>
<tr>
<td></td>
<td>&quot;Safety &amp; Mobility&quot;</td>
</tr>
<tr>
<td>Week 2</td>
<td>&quot;Nursing Process &amp; Evidence-Based Practice&quot;</td>
</tr>
<tr>
<td>Tues Jan 20</td>
<td>&quot;Nutrition&quot;</td>
</tr>
<tr>
<td>Week 3</td>
<td>&quot;Skin Integrity and Wound Care&quot;</td>
</tr>
<tr>
<td>Tues Jan 27</td>
<td><strong>Exam #1</strong></td>
</tr>
<tr>
<td>Week 4</td>
<td>&quot;Elimination-Bowel&quot;</td>
</tr>
<tr>
<td>Tues Feb 3</td>
<td>&quot;Elimination- Urinary&quot;</td>
</tr>
<tr>
<td>Week 5</td>
<td>&quot;Oxygenation and Tissue Perfusion I&quot;</td>
</tr>
<tr>
<td>Tues Feb 10</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>&quot;Oxygenation and Tissue Perfusion II&quot;</td>
</tr>
<tr>
<td>Tues Feb 17</td>
<td>&quot;Diabetes Management and Diagnostic Testing&quot;</td>
</tr>
<tr>
<td>Week 7</td>
<td><strong>Exam #2</strong></td>
</tr>
<tr>
<td>Tues Feb 24</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>&quot;Critical Thinking / Nursing Care Planning&quot; ( Case Study)</td>
</tr>
<tr>
<td>Tues Mar 3</td>
<td>&quot;Care of the Peri-Operative Patient&quot;</td>
</tr>
<tr>
<td>Week 9</td>
<td></td>
</tr>
<tr>
<td>Mar 9-13</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>&quot;Comfort &amp; Pain Management &quot;</td>
</tr>
<tr>
<td>Tues Mar 17</td>
<td>&quot;Communication and Documentation&quot;</td>
</tr>
<tr>
<td>Week 11</td>
<td>&quot;Care of the Geriatric Patient&quot;</td>
</tr>
<tr>
<td>Tues Mar 24</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>&quot;Fluid and Electrolytes&quot; and &quot;Acid- Base Balance&quot;</td>
</tr>
<tr>
<td>Tues Mar 31</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>&quot;Spiritual Care&quot;</td>
</tr>
<tr>
<td>Tues April 7</td>
<td>&quot;Grief, Loss and Death&quot;</td>
</tr>
<tr>
<td>Week 14</td>
<td>&quot;Rest &amp; Sleep&quot;</td>
</tr>
<tr>
<td>Tues April 14</td>
<td>&quot;Stress and Coping&quot;</td>
</tr>
<tr>
<td>Week 15</td>
<td><strong>Exam #4</strong></td>
</tr>
<tr>
<td>Tues April 21</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td><strong>ATI PROCTORED ASSESSMENT -- TIME &amp; DATE TBA</strong></td>
</tr>
<tr>
<td>Week 16</td>
<td><strong>FINAL EXAM</strong></td>
</tr>
<tr>
<td>Wed April 29</td>
<td></td>
</tr>
</tbody>
</table>
Nurs 3603 Nursing Competencies: Theory/Didactic
Semester Hours – Six (6)
Three (3) hours didactic, Three (3) hours clinical practicum

Pre-requisite Courses
Student has completed all academic courses required for admission to the College 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
The student is introduced to the process, principles and techniques related to meeting basic health needs and providing appropriate nursing care to the adult patient. The course focuses on health promotion and risk management across the health illness continuum and is based on core competencies of critical thinking, communication, assessment and technical skills. Students demonstrate assessment skills, fundamental therapeutic nursing interventions and nursing procedures in the laboratory and selected settings.

Student Learning Outcomes
Upon successful completion of the course, the student will:
- Apply critical thinking skills to provide comprehensive, holistic nursing care to the adult patient.
- 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 patient.
- Demonstrate accountability when providing safe, quality care to the adult patient.
- Develop a beginning comprehensive plan of care in collaboration with the adult patient to provide safe, holistic, evidence based care.
- Utilize technology and information systems to provide care to the adult patient.
- Discuss the impact of healthcare policy, finance, and regulatory agencies on care to the adult patient.
- Apply the legal, ethical and moral professional standards in the delivery of care to the adult patient.

Required and Recommended Texts

REQUIRED
- Bookstore has two book packages available. You must choose one or the other. Included in the book package, are the following required textbooks:

- Electronic version of textbooks to load onto your portable device (available in the book package in the bookstore).
- BSN Guide for Nursing Students, College of Nursing, University of Texas at Tyler (online-blackboard)
- Syllabus for Nurs 3603: Nursing Competencies (available on Blackboard)

**RECOMMENDED**


<table>
<thead>
<tr>
<th>Required Supplies</th>
<th>Optional Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stethoscope</td>
<td>Hemostats, straight</td>
</tr>
<tr>
<td>Penlight</td>
<td>Clipboard</td>
</tr>
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<td>Watch with second hand</td>
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</tr>
<tr>
<td>Bandage scissors</td>
<td></td>
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<tr>
<td>Turning Technologies Response Ware (clicker)</td>
<td></td>
</tr>
</tbody>
</table>

**Student Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www.uttyler.edu/wellness/studentrightsandresponsibilities.html](http://www.uttyler.edu/wellness/studentrightsandresponsibilities.html)

**Grade Replacement/Forgiveness**

Students repeating this course for a grade replacement must file an intent to receive grade forgiveness with the Enrollment Services Center (ADM 230) by the 12th day of class. Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate your overall grade point average. A student will receive grade forgiveness (grade replacement) for only three (undergraduate student) or two (graduate student) course repeats during his/her UT Tyler career.

**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 public college or university. For purposes of this rule, a dropped course is any course that is dropped after the Census date. (See Schedule of Classes 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 Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or if you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the student Accessibility and resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903 566-7079. You may also send an email to cstaples@uttyler.edu.
**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 email) 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.

**Examinations / Assignments and Grading Policy**

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 exam grades, 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:

- **85%** -- Four Examinations and 1 Comprehensive Final (17% each)
- **15%** -- Other Assignments:
  - 2 Nursing Care Plans 5% each
  - 3 on-line Dosage Calculation Quizzes and 1 Dosage Calculation Exam (must achieve 90% or above) 1%
  - 2 ATI On-line Practice Fundamentals Exams : .5% each: 1% total
  - 1 ATI Proctored Final Exam: 1%
  - Participation Grade: to be determined by course faculty by campus 2%

Students with an exam grade simple average of 75 or higher will have course grades calculated based on the weighted calculation of the exams and addition of Other Assignments. A grade of “C” or better is required to progress to the next level of nursing courses.

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.

Each student will complete 3 Dosage Calculation Quizzes in Blackboard. Each of these quizzes will be calculated in the Other Assignments grade. 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
- Mastery of Clinical Skills
- Clinical care plans (2) Scores counted in Other Assignments grade

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 Blackboard.

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.

ATI Testing Policy

At the end of the term, all students are required to complete a comprehensive exam. This exam will test the student’s knowledge of fundamental nursing skills and information learned during the first semester of nursing school. Grading criteria will be discussed in class.

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

1. Each student will complete 3 Dosage Calculation quizzes in Blackboard. 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 Blackboard. The quizzes will be available from Tuesday at 1200 noon, until the following Monday evening at 1159.

2. 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.

3. 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 College of Nursing.

4. 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).

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. Failure to meet this requirement may result in denial of opportunity to make up the exam at a later date. Make-up exams will be given one time only at the time designated by the faculty.
- Students will be allowed entry to the Computer lab after an exam has started ONLY at faculty discretion.
- Exam will be given at the time class is scheduled to begin.
- All caps/hats must be removed during exam time. All personal items, such as purses, books backpacks, cellphones, notebooks, and briefcases will be left in the front or back of the room during testing.
- Silence will be enforced during exam time. In order to avoid distraction during the exam, no one will be permitted to enter 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 from the original exam.
- Students will not share calculators during exams. Faculty will distribute calculators if deemed necessary.
- Exam review will be conducted at the discretion of the faculty. Test review may be scheduled with faculty during office hours and within 10 school days from the return of the exam grades.
- Any student achieving an examination grade less than 75% MUST schedule an appointment with their clinical faculty member within 10 school days from the return of the exam grades.
- Test scores will be posted on Blackboard after faculty analysis and review of the test. Every effort will be made to post the scores in a timely manner.
- Any student suspected of cheating will be immediately removed from the testing area. Strict enforcement of the college of nursing policy on cheating is maintained.
- Student name badges will be prominently displayed on the desktop during the exam period.
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 UT Tyler Academic Dishonesty Policy and Academic Integrity Policy in the current College of Nursing Student Handbook and Academic Integrity Policy for UT Tyler students at [www.uttyler.edu](http://www.uttyler.edu); click on current students, then Vice-President for Student Affairs, then Student Guide for Conduct and Discipline at UT Tyler. 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 BSN/MSN Nursing Student Guide for definitions).
- The College of Nursing 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.*
Course Information

General
- If lecture outlines are used, they will be posted on Blackboard a minimum of two (2) working days prior to class and will remain for the rest of the semester.
- The clinical portion of the course syllabus, handouts and any other required course materials will be placed on Blackboard.
- All submitted written material (papers, assignments, examinations, etc…) are the property of the College of Nursing. They will be maintained in an archived file in the College of Nursing.
- The BSN/MSN Nursing Student Guide is available on the College of Nursing website. The student must sign a statement indicating they have accessed the guide. The Student Guide Affirmation Form is posted in Blackboard under Course Documents and must be signed and returned to instructor.
- All nursing students are required to use their student email accounts for all correspondence. (Approved by FO: 2/03)

Attendance
- Attendance in class is critical to the learning experience.
- Students should be aware of the statement in the UT Tyler General Catalogue relating to attendance.
- Students are responsible for all material discussed and all announcements made if they are absent.
- 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! Messages conveyed by other students, parents, room-mates, or the agency personnel do not constitute appropriate notification of an absence. 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 (1) hour prior to the scheduled clinical time. If the student is going to be late, the student must notify the agency.
- Make up time for missed clinical time will be arranged at the discretion of the instructor. A student missing one day in one rotation will present for approval a written plan as to how he/she will meet the clinical objectives.

End of Semester Evaluations

Evaluations are a professional responsibility. Constructive evaluation is a valuable tool utilized by the faculty as a method for quality control of the curriculum. Student evaluations are viewed by the faculty and administration as one method for maintaining high, consistent levels of quality education in the College of Nursing. As a professional nursing student, evaluation requires maturity and objectivity. This evaluation tool is the student's opportunity to participate in the on-going evaluation process. The evaluations will be online and links to the tool will be provided on Blackboard toward the end of the term. Evaluations are collated and presented in a composite format. Each student will complete an evaluation tool for:
- Classroom faculty effectiveness
- Didactic course Nurs 3603
- Clinical instructor’s effectiveness
- Clinical facility(ies)

Links to these evaluation tools will be made available later in the semester.
Student Dress Code for the College of Nursing

**General**: It is the philosophy of the College 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 College 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 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 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 College 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.
- 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.
- 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.**

**Learning Lab/Simulation Center Guidelines**

**Revised: Spring 2012**

**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**

1. 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.
2. 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.
3. 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.
4. Safety for all participants must be ensured, i.e.
   a. Keep Lab neat and orderly.
   b. Put equipment where instructed.
   c. No equipment should be moved, touched, or disconnected unless supervised by the clinical faculty or lab coordinator.
   d. Be aware of any wires and tubes which may pose a risk for falls or patient endangerment.
5. Students are to speak with their peers and clinical instructor with professional communication.
6. No food or drink is allowed in the simulation area/skills lab except with instructor approval.
7. Do not sit on any bed; there are chairs and tables available.
8. 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.
9. 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

10. 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.
11. Do not move, reposition, or disconnect any mannequin unless instructed by the lab coordinator.
12. 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.
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.

Student Learning Outcomes for the Clinical Experience

Upon completion of the Nurs. 3603 Clinical Experience, the student will:

1. Provider of Care
   - Assess the adult patient for health status and health needs.
   - Identify actual and potential problems for the adult patient based on assessment data.
   - Develop an individualized plan of care with appropriate patient outcomes for the adult patient.
   - Implement plan of care in a safe manner according to nursing principles and theoretical rationale.
   - Evaluate the effectiveness of nursing interventions in meeting the patient expected outcomes.

2. Coordinator of Care
   - Perform nursing care for two patients, in collaboration with the individual, family, and other health care providers, utilizing critical thinking and time management.

3. 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 State Board of Nurse Examiners, and the ANA Code of Ethics.
   - Project a professional image by adhering to the dress code and meeting the attendance requirements.

4. Communication
   - Document in a comprehensive, organized, and clearly stated manner the nursing care delivered.
   - Communicate with the clinical faculty and other health care providers regarding patient status.
   - Establish effective working relationships with clinical faculty, facility personnel, peers, patients, and patient’s families.

5. Safety
   - Provide safe care by accurately administering medications in real and simulated situations.
   - Accurately identify safety risks and appropriately intervene to provide a safe patient environment.
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.
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.
Guidelines for the Clinical Experience

Pre-Clinical Preparation & Instructions (preparation will be completed on your own time the day / evening prior to clinical.

1. Patient selection and preparation requires approximately 3 hours.
2. Appropriate professional attire is expected [see dress policy]. Lab coat is required.
3. Consult the charge nurse or assignment sheet for patient selection (ask for the best learning experiences for a beginning student).
4. Write your patient selections clearly using the UTT signup sheet and place on the designated area in the unit. [required if patient not assigned by instructor]
5. Review the patient medical record, pt. history, operative & X-ray reports, vital signs/graphics sheet, lab reports, nursing notes for past 24 hours, doctor's orders and progress notes.
6. Review the patient's pathophysiology including typical signs & symptoms, assessment findings and appropriate therapy. Begin formulating your plan of care. [The preclinical worksheets are due the morning of clinical experience.]
7. Look up each medication and record on the preclinical worksheet in the medication area. 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 drug resource is acceptable in the clinical area for reference, but not for the graded care plans.]
8. Look up the lab values and be ready to discuss the abnormal lab values and what the values indicate in correlation with your patient.
9. Review any new procedures that might involve your patient (you may look in the unit policy & procedure book.
10. Orient yourself to the nursing unit prior to beginning patient care.
11. You are expected to have read all relevant material in related textbooks for daily clinical preparation before caring for your patient.
12. 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.
13. 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

1. You must report off to the instructor and primary nurse before leaving the unit.
2. 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.
3. The clinical instructor prior to administration must check all medications!
4. Students are not to administer blood or blood products; however, you may monitor the patient during the transfusion.
5. You may administer narcotics with your clinical instructor, but the assigned nurse must sign them out of the Accudose/Pixis
6. Complete your clinical paper work and give it to your instructor on time. Completed clinical worksheet packet is due on Monday morning at the beginning of the didactic class, unless otherwise indicated by your clinical instructor.