Stephen F. Austin State University
DeWitt School of Nursing
Nursing Capstone Course
Course Number: NUR 4233
Clinical Sections: 010-014

ALL INFORMATION IN THIS SYLLABUS IS SUBJECT TO THE WRITTEN POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING, STEPHEN F. AUSTIN STATE UNIVERSITY, NACOGDOCHES, TEXAS.

IN THE CASE OF COMMISSION, OMISSION, AMBIGUITY, VAGUENESS, OR CONFLICT, THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING SHALL CONTROL.

EACH STUDENT SHALL BE RESPONSIBLE FOR ACTUAL AND/OR CONSTRUCTIVE KNOWLEDGE OF THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING AND FOR COMPLIANCE THEREWITH.

THE STUDENT IS RESPONSIBLE FOR ALL INFORMATION IN THIS SYLLABUS.

This syllabus is provided for information purposes only.
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Please call in advance as times may vary due to committee obligations, lecture time, and clinical.
Class Meeting Time and Place
Clinical on campus days vary. See course calendar for clinical-on-campus schedule. Clinicals will be precepted and students will self-schedule clinical shifts.

Textbooks and Materials
**Required**

Hurst Code: Must be purchased from the bookstore. Receipt proving purchase must be shown on the first day of class.

**Recommended**


Students may also need any textbooks or reference materials from previous semesters. It is strongly encouraged that the student has an NCLEX Review Book.

Course Description

This course builds upon previous, concurrent, and prerequisite courses. This practicum provides students with the opportunity to apply critical thinking, nursing theory, research, and practice to clinical decision-making with clients of diverse spiritual, ethno-cultural, and socioeconomic backgrounds. The course is designed to evaluate and strengthen student readiness to practice as an entry-level nurse. Emphasis is placed on meeting client and family needs, providing holistic nursing care across the life span, and the nurse’s role in addressing associate legal, ethical and economic issues in conjunction with the interdisciplinary healthcare team.

Number of Credit Hours 2 credits (6 clinical practicum per week)

This course typically meets once a week on average of 6 hours for a total of 90 clinical hours. Weekly medical calculation and/or quizzes are given and the course has multiple comprehensive exams. Preparation for clinical activities is required. Clinical activities consist of skills lab, multiple simulations, and precepted clinical hours in a hospital setting.

Course Prerequisite and Co-Requisites

**Prerequisites:** NURS 4606/4006, NURS 4407/4007, NURS 4208/4008

**Co-requisites:** NURS 4330, NURS 4431/4031, NURS 4432/4032

End-of-Program Student Learning Outcomes

Graduates of the program will:

1. Apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory and evidence-based practice.
2. Deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
3. Provide holistic nursing care to clients while respecting individual and cultural diversity.
4. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. Assure responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. Serve as an advocate for clients and for the profession of nursing.
7. Value continuing competence, growth, and development in the profession of nursing.

General Education Core Curriculum Objectives/Outcomes
None

Course Student Learning Outcomes
1. Apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory and evidence-based practice.
2. Deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
3. Provide holistic nursing care to clients while respecting individual and cultural diversity.
4. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. Assure responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. Serve as an advocate for clients and for the profession of nursing.
7. Value continuing competence, growth, and development in the profession of nursing.

Differentiated Essential Competencies (DEC’s)
The Richard and Lucille DeWitt School of Nursing prepares graduates to demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs). The competencies are based upon the preparation in the program of study. In nursing education, the DEC’s serve as a guideline and tool for curriculum development and revision, a tool for benchmarking and evaluation of the program, and statewide standard to ensure graduates will enter practice as safe and competent nurses. The DECs are incorporated into every course in the SON to ensure uniformity and continuity of standards. Please refer to the Texas BON website for additional information http://www.bon.texas.gov

Course Requirements
HESI exams, quizzes, simulations, lab experiences, clinical experiences.

Grading Policy
Evaluation is based on achievement of the objectives. Evaluation strategies include comprehensive examinations (HESI), quizzes, simulations, clinical experiences, patient care conferences, clinical paperwork documenting the nursing process, and clinical performance evaluations.
Comprehensive HESI Exam #1 (conversion score) 30%
Comprehensive HESI Exam #2 (conversion score) 40%
Clinical application & Pre-clinical activities
   Includes medication calculation quizzes (x6) 20%
   and Elevate Module Quizzes (x7)
Q-Review exam #1 5%
Q-Review exam #2 5%
Total 100%

Late work will not be accepted without prior approval from instructors.

SON Rounding Policy:
Policy 1.7 for all courses:
1. Rounding is confined to the final course grade.
   Grades on individual exams (including comprehensive or HESI), assignments, quizzes, and projects are recorded in the gradebook in Brightspace in their original form without rounding.
2. Final course grades are rounded to the closest whole number using the 0.5 math rule and using one decimal point to the right of the whole number. If the final course grade is not a whole number, the following rounding rules apply:
   a. If the decimal attached to a whole number is 0.5 or greater, then round up to the next whole number (equal to or greater than 85.50 = 86)
   b. If the decimal attached to a whole number is less than 0.5, then round down to the previous whole number (equal to or less than 85.49 = 85).
3. The grading schedule for all Nursing Courses is as follows:
   90-100 = A
   80-89 = B
   75-79 = C
   Less than 75 = F

Attendance Policy
Attendance is mandatory for all activities in this course (all class meetings, clinical on campus experiences, facility orientation, and clinical assignments). To be an excused absence the student must be excused directly by the clinical instructor. The student must bring a written excuse by the health provider or an obituary notice.

If a student must be absent from clinical, they must directly notify the clinical instructor prior to the start of the clinical. In the event of an emergency preventing prior notification, the instructor should be notified within 24 hours of the missed clinical day. Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience or any absence not directly related to illness of self, death of immediate family member or significant other, or university-related activities. Absence from the clinical area exceeding 10% (including computer-assisted learning activities), which is 9 hours, will result in a clinical failure regardless of the reasons (including excused absences). Refer to Policy 3.3. All absences from the clinical setting will be made up at the discretion of the instructor.
Exams: Attendance is mandatory. Students are expected to be present for any exam; students may be excused from attendance for reasons such as health, family emergencies, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. If so directed by the instructor, the student must bring a written excuse from the professional healthcare provider. If the absence is not excused, a zero (0) will be received for the exam. See School of Nursing Policy 1.1

In the event that a student must be absent for an exam, the student must:
1. Notify the instructor prior to the exam;
2. Contact the instructor within two (2) days following the exam, in order to make arrangements to take the exam.

If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test. Any missed final exam will result in an incomplete grade until the final exam is taken.

Make-Up Exam
Make-up exams will be given at the discretion of faculty and in accordance with the policies and procedures of the School of Nursing and the university.

Academic Integrity
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: (1) using or attempting to use unauthorized materials on any class assignment or exam; (2) falsifying or inventing of any information, including citations, on an assignment; (3) helping or attempting to help other student(s) in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to: (1) submitting an assignment as one's own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; (3) incorporating the words or ideas of an author into one's paper or presentation without giving the author credit. Please read the complete student academic dishonesty policy at: https://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf

Penalties for Academic Dishonesty Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university.

Self-Plagiarism Statement
As a student, self-plagiarism is the presentation of your own previously completed work as an original and is considered unethical (APA, 2021). In specific circumstances, students may wish to duplicate their written work; however, appropriate notation of previous work is required.
Normally, if one is repeating a course in the nursing program and the student previously successfully completed the assignment, but is required to complete the assignment again as part of the course work, the vast majority of the assignment should constitute new work of the student. If the student needs to add a small segment of the work into any assignment, it should be noted in the new document. For example, "As discussed in the Spring 2021 assignment XYZ, COVID-19 vaccinations are essential for promoting public health (Name, 2021)." This clearly identifies the student's intent to point the reader to the previous document.

References


Withheld Grades

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

Students with Disabilities

To obtain disability related accommodations, alternated formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Technology Requirements

All students are required to have access to a laptop or desktop computer for academic and testing purposes. You may view the complete list of technical requirements below for Windows and Mac computers. We do not currently support mobile devices for Examsoft or HESI exams (iPads, Androids, etc). We do not support any computer systems other than Windows or Mac (no Chromebooks, Linux devices, etc). For questions regarding laptop hardware or software, please contact The SFA Help Desk at https://help.sfasu.edu/TDClient/2027/Portal/Home/ or 936-468-HELP.

At all times, the computer should be capable of running the software below or contain the necessary hardware listed. It is the responsibility of the student to ensure that his/her computer has the required software installed upon admission, and it is updated throughout his/her time as a student.
Upon admission, students will attend an orientation session. The orientation for each course provides instructions on how to access each of the software programs used in the DeWitt School of Nursing program.

TECHNOLOGY REQUIREMENTS MAC LAPTOPS/DESKTOPS
- Operating System – OS 10.14 Mojave (or newer)
- Hard Drive – 250 GB hard drive or solid state drive
- RAM – 8 GB
- Battery Life – Minimum of 6 hours required (8 hours recommended).
- High Speed Internet Connection – We require a minimum connection speed of 20 Mbps.
- Safari Browser (free)
- Mozilla Firefox Browser (free)
- Chrome Browser (free)
- Microsoft Office 365 – Is provided to you through your My SFA account. Your Microsoft Office 365 can be installed on up to 5 additional devices.
- SFASU Duo Authentication – You will be required to verify your identity using dual authentication on a mobile device.
- SFASU Jacks Email – You will be required to read your SFASU Jacks email. It is recommended that you access your account daily and connect to a mobile device so you never miss any critical announcements.
- Examsoft Examplify – Software will be provided upon admission. All testing is completed using this software platform.
- Adobe Reader (free)
- Adobe Flash Player (free)
- Anti-Virus Solution – We support Sophos for MAC (free version). There is also a paid version, but this is not required or necessary. We only support Sophos at exams. If you choose to use another anti-virus solution and encounter problems, you will have to contact the vendor or general helpdesk for support.
- Scanning Capabilities – You may use a mobile app (such as Turbo Scan) or visit a store which provides scanning services (such as Fed Ex Office).
- Webcam
- Computer Microphone
- Computer Headset and/or Ear Buds

TECHNOLOGY REQUIREMENTS WINDOWS LAPTOPS/DESKTOPS
- Operating System – Windows 10. We do not support 7 or 8.
- Processor - Intel Core 2 Duo, i3,i5 or i7 processor
- Hard Drive – 250 GB hard drive or solid state drive
- RAM – 8 GB
- Battery Life – Minimum of 6 hours required (8 hours recommended).
- High Speed Internet Connection – We require a minimum connection speed of 20 Mbps.
- Internet Explorer Browser (free)
• Mozilla Firefox Browser (free)
• Chrome Browser (free)
• Edge Browser (for Windows 10 users only) free
• Microsoft Office 365 – Is provided to you through your My SFA account. Your Microsoft Office 365 can be installed on up to 5 additional devices.
• SFASU Duo Authentication – You will be required to verify your identity using dual authentication on a mobile device.
• SFASU Jacks Email – You will be required to read your SFASU Jacks email. It is recommended that you access your account daily and connect to a mobile device so you never miss any critical announcements.
• Examsoft Examplify – Software will be provided upon admission. All testing is completed using this software platform.
• Adobe Reader (free)
• Adobe Flash Player (free)
• Anti-Virus Solution – We only support Windows Defender (Windows 10). Before testing, disable any other anti-virus programs that you may have other than Windows Defender. We do not provide support for any anti-virus solution with exams other than Windows Defender. If you choose to use another anti-virus solution and encounter problems, you will have to contact the vendor or general helpdesk for support.
• Scanning Capabilities – You may use a mobile app (such as Turbo Scan) or visit a store, which provides scanning services (such as Fed Ex Office).
• Webcam
• Computer Microphone
• Computer Headset and/or Ear Buds

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the I-Care: Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

CLINICAL GUIDELINES

Clinical meeting times and places
NURS 4233 clinical will be self-scheduled by students and can be any day of the week. This course uses the preceptor model of twenty-four students per clinical instructor. Each student will be assigned to an RN preceptor in an assigned clinical area. Students will be responsible for contacting their preceptor and setting up the dates/times that they will attend clinical. All
students must complete the Clinical Schedule Form found on Brightspace no less than **7 days** before the planned clinical shift. Failure to complete the Clinical Schedule form 7 days prior to your clinical shift will result in a clinical F day.

**Designated Clinical Hours**
- 23 hours Hurst in-person review
- 61 hours precepted hospital clinical and final clinical evaluation (5x12 hour shifts)
- 6 hours skills lab
- **90 total hours**

**Clinical Assignments**
You will be required to complete clinical assignments with each clinical shift (for a total of 5 clinical assignments). See Brightspace for guidelines.

**Clinical Evaluation**
**Purpose:** The purpose of the clinical evaluation process provides a method of determining whether clinical objectives have been successfully achieved by the student and to determine whether the student has sufficient knowledge for the established level of clinical practice to care for clients. Students will be evaluated by their assigned preceptor using a Clinical Evaluation of Nursing Student by Preceptor tool for each clinical experience. A final cumulative evaluation will be performed by clinical instructor using the Clinical Evaluation tool.

**Clinical Expectations**
All students are expected to be prepared for the clinical experience, as well as have all necessary clinical supplies to practice. The student is required to be prepared from the beginning of the shift to assume responsibility for assigned care of the assigned client(s) (including all treatments and medications). The only exceptions are chemotherapeutic medications for cancer and blood/blood product administration. Students must be familiar with but will not administer these medications under any circumstances. The student is expected to be knowledgeable about the client’s disease processes and therapeutic interventions—both medical and nursing. All students are required to:
- Demonstrate continual development of critical thinking skills, in-depth application of nursing process and clinical expertise.
- Complete clinical hours. Missed clinical hours related to illness require a note from the health care provider.
- Arrange conferences with the instructor to discuss progression, processes, and clinical experiences as needed.
- Exercise punctuality to all clinical and agency assignments. (see clinical attendance policy 3.3).
- Make up missed clinical hours at discretion and timing of instructor and preceptor.
- If unable to make clinical times please call instructor and clinical agency **prior to clinical time**.
- Follow the SFA SON dress code. (See SON policy No. 3.6)
- Tobacco use of any kind is prohibited during clinical.
- No gum chewing, eating, or drinking in client care areas.
• Cell phones are not permitted in clinical care areas. Ask your preceptor if they may be permitted in a designated area.
• Do not wear perfume, cologne, aftershave when in the clinical setting.
• Discipline self to prohibit use of slang and expletives in the clinical setting.
• Submit work as directed in syllabus and on course calendar/clinical schedule.
• Arrive on time to appropriate area with all required supplies.
• Practice safe care according to the Nurse Practice Act and SFASU School of Nursing Policies and Procedures.
• Notify preceptor in the event of an emergency or change in patient condition.
• Actively pursue skills and experiences with preceptor. You should not be sitting with nothing to do or bored.
• Demonstrate safe medication administration in all clinical areas.
• Verify all medications and procedures with your clinical preceptor prior to giving all medications or performing procedures and follow-up with same nurse/instructor after completion of task.
• All procedures (such as IV insertion, catheter insertion and dressing changes) must be completed under the direct supervision of the clinical preceptor.

Skills Assessment (Check-offs)
The student will participate in both formative and summative skills assessments as a part of this course. Students are required to demonstrate competency in all designated skills prior to course completion. Students will be given a chance to demonstrate competency in formative skills during the beginning or middle of the semester. On the first unsuccessful attempt, students will be counseled and given another attempt. On the second attempt, students will again be counseled and given a third attempt. Failure to successfully perform the skill on the third formative attempt will result in a clinical F-day. The clinical instructor and student will then formulate an action plan to prepare for a summative check-off of the skill prior to course completion. Summative skills will be assessed toward the end of the semester. On the first failed attempt of a summative assessment the student will be counseled and given another attempt. On the second unsuccessful attempt, students will again be counseled and given a third attempt. In the event that the student is unsuccessful on the third attempt of a summative course assessment, a clinical failure will occur. The skills assessments for this course are as follows:
Formative: venipuncture, Foley catheter insertion, nasogastric tube insertion, central venous access device dressing change, IV insertion, trach care, wound care, colostomy care.
Summative: Medication Administration Lab

Dress Code
Students are expected to adhere to the DeWitt School of Nursing Dress Code Policy. On the first violation of the policy, students will be given a written warning. Any subsequent violations of the dress code policy will result in a clinical F-Day.

Arriving Late to Clinical Experiences
Students are expected to arrive at all clinical experiences, including simulation and/or classroom experiences that count for clinical hours, on time and prepared to learn. A student is considered late if they arrive more than 5 minutes after the designated clinical start time. On the first late
arrival, students will receive a written warning (tardy). Any subsequent late arrival to clinical experiences will result in a clinical F-Day. A situation in which the student misses the entire clinical experience or arrives more than one hour after the designated start time will be considered an unexcused clinical absence and receive an immediate clinical F-day. Unexcused absences will not be made up and if absence is more than 10% of total clinical hours students may petition to the Student Affairs Committee to request special consideration for make-up.

**Late Submission of Direct Patient Care Clinical Assignments**
For each offense of a direct patient care clinical assignment (i.e., patient documentation) not being submitted by the due date and time, students will lose clinical points for that assignment. If the assignment is not submitted within 24 hours of the due date and time, the student will receive a clinical F-day.

**Late Submission of Other Clinical Assignments**
For each offense of a non-direct patient care clinical assignment (i.e., virtual simulation) not being submitted by the due date and time, students will lose clinical points for that assignment.

**Clinical Absences**
In case of illness or emergency, it is the RESPONSIBILITY of the students to notify the instructor and the agency if unable to attend clinical before the start of the assigned clinical shift. Phone numbers are available on provider information sheets on Brightspace. To be an excused absence, the student must also be excused directly by the clinical instructor. **Unexcused absences will result in a clinical F day. Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience, or any absence not directly related to illness of self or death of immediate family member or significant other. All course meetings, tests, skills, and simulations are considered clinical.** Absence from the clinical area exceeding 10% will result in a clinical failure.

**Clinical Failure**
Equals more than two (2) failed clinical days (2 “Clinical F” days). The following represent one (1) failed day each:
1. Failure to provide care for clients in accordance with the Texas Standards of Nursing Practice Act 217.11
2. Failure to take advantage of opportunities at various clinical sites (i.e. being asked to follow doctors, studying instead of following nurse)
3. Any complaint about student performance or professionalism from a clinical site or preceptor.
4. Failure to give satisfactory performance in all oral or written paper work and/or failure to complete all prescribed remediation.
4. Failure to adhere to all SON policies.
5. Missing report from the off-going nurse.
6. Unexcused absence from clinical.
7. Two failures to arrive at clinical site/clinical on campus on time. Tardiness is defined as being more than 10 minutes late to arrive at the appropriate clinical setting.
8. Failure to meet any/all of the clinical expectations listed above.
Requirements for passing clinical:
To receive a satisfactory clinical grade, the nursing student must:

1. Adhere to the policies stated in the student handbook, SON policies, and this syllabus.
2. Receive a grade of “S” (satisfactory) on all behaviors outlined on the clinical summative evaluation form.
3. Give a satisfactory demonstration of all selected clinical skills.
4. Give satisfactory performance in all oral and written work and complete any prescribed remediation.

Reminder: Students may not receive more than 2 clinical “F” days and receive a passing grade in the course.

All students are responsible for the Policies and Procedures of the School of Nursing. These can be found online at http://www.sfasu.edu/academics/colleges/sciences-math/nursing/student-resources/nursing-policies

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student's mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741