<table>
<thead>
<tr>
<th>Academic Unit:</th>
<th>School of Nursing</th>
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</thead>
<tbody>
<tr>
<td>Course Prefix:</td>
<td>NUR 345L</td>
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<tr>
<td>Course Title:</td>
<td>Adult Health and Illness I Practicum</td>
</tr>
<tr>
<td>Term Offered:</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Credit Hours/Clock Hours:</td>
<td>4 credit hours/180 Clock Hours</td>
</tr>
<tr>
<td>Course Prerequisite:</td>
<td>NUR 225, NUR 225L, NUR 371</td>
</tr>
<tr>
<td>Co-requisites:</td>
<td>NUR 345</td>
</tr>
<tr>
<td>Mode of Instruction:</td>
<td>In-person practicum</td>
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</table>

**Instructor Name:**

**Instructor Contact Information:**

**Instructor Availability:**

**Catalog Description**

Required clinical practicum for Adult Health & Illness I.

**Course Purpose:**

The purpose of this course is to allow students to apply educational theories and concepts within the framework of the learners’ content area to practice. The clinical course integrates learning experiences in the laboratory, simulation and clinical settings. After successfully completing this course, the student will be able to perform independent and collaborative nursing interventions with a focus on achieving good patient outcomes.
**Student Learning Outcomes**
Upon completion of the course, the successful student:

**Clinical Practice and Prevention**
- Applies sound nursing judgment to nursing situations using standards of care, critical thinking, clinical reasoning, and evidence-based practice.
- Applies a range of knowledge to promote health and well-being and prevent complications in adults experiencing illness and disease.
- Applies the nursing process to patient learning needs.

**Communication**
- Demonstrates professional, empathetic and therapeutic communication skills in all learning situations.

**Critical Reasoning**
- Applies the nursing process as a basis for clinical decision-making in classroom activities and in clinical experiences.
- Constructs and implements safe, effective, patient-centered nursing care using nursing knowledge, information technologies and research evidence.

**Leadership**
- Applies principles of collaboration and advocacy to safely provide and manage patient care.

**Professionalism and Professional Values**
- Emulates professional behavior in all clinical settings.
- Applies ethical and legal principles and professional standards to nursing practice.
- Applies caring’s affective characteristics into holistic patient-centered care and with other healthcare professionals.

**Global Health**
- Plans culturally appropriate care and/or teaching in selected situations.

**Course Structure and Approach**
This clinical practicum provides the opportunities to develop skills, and to practice the integration of theory content, skills, critical reasoning in simulated and actual patient care activities. With laboratory, simulation, and clinical learning, nursing practice is fostered with the mentorship and guidance of faculty members and other professional nurses. While the faculty will provide guidance and consultation, the student is responsible for identification of learning needs, self-direction, seeking consultation and demonstration of clinical objectives. The clinical experience in this course will be completed at hospitals in Arizona.
Assessment of Student Learning

In order to pass NUR 345L, the student must achieve the following:

1. An overall course grade of 78% or higher.
2. A final evaluation score of three (3) or higher in all elements of the Clinical Evaluation tool; **students who do not achieve a three (3) in all elements of the Clinical Evaluation will receive an F for the course regardless of course points achieved.**
3. Satisfactory completion of a math exam with at least 90%; students who do not achieve 90% on the math exam cannot pass medications and will be unable to receive three (3) on the Clinical Evaluation Tool.
4. Completion of all clinical requirements, including, but not limited to, clinical hours, evidence based practice project, care plans, skills check offs, simulation experiences, clinical portfolio, the math exam and additional assignments required by clinical faculty.
5. Satisfactory demonstration of selected skills in laboratory, simulation, and clinical experiences.
6. Satisfactory completion of a final simulation scenario.

Various activities will be used to assess student learning and mastery of content across the semester. These include simulations, clinical experiences, care plans, an evidence based practice project, a clinical portfolio, skills check offs, and other assignments required by clinical faculty.

Clinical Practicum

Attendance, safe and professional clinical performance with a demonstration of critical thinking skills as both demonstrated in safe and efficient care and in your nursing care plans.

1. At least 180 clinical hours: all clinical, lab, and simulation hours as well as required assignments must be completed in order to complete the minimal number of required clinical hours.
2. Students are expected to attend all assigned clinical, lab and simulation experiences outlined in the Lab and Simulation Schedule.
3. NUR 345L Clinical is 10 hours on Monday or Friday with any exceptions noted in the Lab and Simulation Schedule. Students should plan on clinical through December 8, 2017.
4. Students are expected to complete any additional experiences as assigned.

Simulation

Simulation Participation and Preparation

Preparation for all simulation scenarios is expected and is due immediately prior to the simulation scenario. You will be provided with preparation responsibilities based on your role for the specific scenario. Grading consists of preparation, participation in the scenario, participation in debriefing, and all documentation (MARs, care plans, etc.). Students may also be required to complete an incident report. See the simulation rubric on Bblearn. Skills performance will be tracked.
Final simulation Scenario
All students will complete a final simulation scenario at the end of the semester. Further information will be provided at a later date. Students must pass the final simulation scenario to pass the course. Students who do not pass the first final simulation will be required to attend remediation and repeat a second scenario. Students will not be able to receive full points on the final simulation scenario if required to complete a second scenario. Students who do not pass the second scenario will not receive “3” or higher on the Clinical Evaluation Grid and, therefore, fail NUR 345L.

Assignments
Assignment due dates are printed on the clinical schedule or will be directed by the clinical faculty. Late assignments will not be accepted unless prior arrangements have been made with the faculty. All assignments are to be completed by each student individually without the help of others unless specifically identified as a group project or the student has been directed to seek help from a designated NAU tutor or teaching assistant. Assignments are categorized as Care Plans or Clinical Paperwork. Students must complete each of the five Care Plans. These scores will be averaged together to achieve the total Care Plan score for the course. Clinical Paperwork includes, but may not be limited to: Homework (3 assignments total) and Weekly/Midterm/Final Evaluations. You may be assigned questions or a report following work in a specialty care area. Makeup assignments may be assigned to makeup clinical time scheduled during a school holiday. Specific requirements for written work in clinical may be found on BBlearn. All assignments must be satisfactorily completed to receive a passing grade in NUR 345L. See Bblearn for instructions and rubrics.

Other assignments
Clinical and agency evaluations are expected to be completed at the end of the semester. Your professional, constructive feedback is appreciated.

Math Exam
The first attempt for the math exam will be given in class and must be passed prior to going to the hospital. A score of 90% or greater in two (2) attempts is passing. If the student passes the math exam on the first attempt, the student will receive 5 points; if the student passes the math exam on the second attempt, the student will be awarded 4 points. Failure to pass the exam with 90% on the first attempt will result in structured remediation. If the exam is not passed after two (2) attempts, the student is not permitted to pass medications in the course and, therefore, unable to achieve the ability to score “3” or higher on the clinical competence and/or the critical thinking strand of the clinical evaluation. This will result in failure of NUR 345L.

Student Clinical Portfolio
Maintaining and updating your Student Clinical Portfolio, which is a clinical requirement beginning first semester, continues in NUR 345L and will continue each semester throughout the Nursing Program. Your Student Clinical Portfolio contains a table of contents, student health and clinical requirements, clinical agency orientation forms, skills list, goals for clinical experiences, clinical evaluations, the portfolio review form, and a resume. Your portfolio will be reviewed at the beginning and end of the semester. The end of semester review is what will be evaluated for your course grade; everything must be included and up to date to receive the points. The
portfolio is due as directed by your clinical faculty. Students with incomplete portfolios will receive zero points. See checklist on BBlearn for what needs to be included.

**Quizzes**
There will be four (4) online quizzes in Bblearn that count toward your grade. See the clinical schedule for due dates. Quizzes are due at 11:59 pm Arizona Time (MST) on the date they are due or the student will receive a zero for that quiz.

**Evidence Based Practice Project**
The objective of this project is for you to complete a mini critique of an evidenced based practice (EBP) article and to apply research to nursing practice. See Bblearn for instructions and the EBP rubric.

**Grading System:**

<table>
<thead>
<tr>
<th>Evaluation Tool</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math Exam</strong> (90% required in order to pass meds &amp; continue in clinical course)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Clinical Portfolio</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Online Clinical Quizzes</strong> (4 at 5 points each)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Evidence Based Practice Project</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Skills Check-Off</strong> (if remediation is required it must be completed prior to attending clinical)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

**Assignments**

- **Care Plans** (average of all Care Plans) | 100
- **Clinical Paperwork** (average of all clinical paperwork, including: Weekly/Mid-term/Final Evaluations and Homework) | 5

**Total** | 170

**Grading System**
Grades will be calculated from the assessments above, and grades posted according to the standard School of Nursing grading scale:

- **A** = 170-158 (93-100%)
- **B** = 157-142 (84-92%)
- **C** = 141-133 (78-83%)
- **F** = below 133(below 78%)
Required Materials

Books
Required
• Any Nursing Drug Manual published within the last two years\(^1\)
• Any Nursing Laboratory/Diagnostic Manual published within the last two years\(^1\)

Required (Purchased Previously)

Recommended Textbooks

Online Requirements
• Kaplan Resources: [https://nursing.kaplan.com/s_login.aspx](https://nursing.kaplan.com/s_login.aspx)
• Blackboard Learn assignments and readings: [http://bblearn.nau.edu](http://bblearn.nau.edu)
• Evlove Elsevier (Clinical Skills: Essentials Collection - Videos): [https://evolve.elsevier.com/](https://evolve.elsevier.com/)

Nursing Supplies
As part of being prepared for clinical, students must bring bandage scissors, a stethoscope, a black pen, a penlight, a calculator and a watch with a second hand. See the handbook for further information.

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\(^1\) These texts or equivalent electronic applications must be available during the clinical day; however, electronic applications on cell phones may not be accessed from patient care areas.

\(^2\) This text should be the same text that is required for the lecture portion of this course. If it differs, do not purchase this book; use the required text for the 345 lecture.

\(^3\) If you have a different edition of this text, please check with the instructor prior to purchasing the 5th edition.
Course Expectations

Professional Behavior
Professional behavior is expected in all aspects of NUR 345L. Professionalism includes behaviors addressed in the ANA Code of Ethics, the Arizona State Board of Nursing Unprofessional Conduct, Unfitness to Practice Nursing, the Department of Nursing Undergraduate Student Handbook (current edition), the Northern Arizona University Student Handbook (current edition) and the NUR 345L syllabus. Sustained repetitive patterns (greater than two) of unsafe or unprofessional conduct will constitute failure of NUR 345L e.g. medication errors, failure to identify critical situations, physical or mental impairment, etc. Please note it is possible to fail NUR 345L at any point during the semester for unsafe or unprofessional conduct – even if only one incident has occurred. In addition, if the clinical faculty determines that you are unsafe in the clinical area, it will be at the discretion of the clinical instructor to send you home. If you are sent home, you will not be eligible to make up those hours and will be at risk for failing to meet course objectives and competencies at a “3” or greater. ANY breach in patient confidentiality (see below) will result in failure of the clinical portion of the course. A student may be removed from a clinical experience for unsafe clinical practice as determined by the clinical faculty or clinical facility. The Professional behavior grade includes attendance, being on time to clinical and to post conference, taking breaks/meals as directed, submitting paperwork on time, appearance, communication, and being prepared. It also includes following guidelines set forth in the NUR 345L syllabus and BSN handbook. Generally, students receive 0.5 points per clinical day.

Nursing Care
We are looking for growth throughout the semester. The nursing care you provide to your assigned patient(s) will be evaluated each week in view of the course objectives. Your assessment, nursing diagnoses, planning, implementation, and evaluation of nursing care (the nursing process) will be self-evaluated and faculty-evaluated each week. If your nursing care is not satisfactory, the clinical instructor will advise you. Strategies for improvement of your nursing care will be discussed. Failure to improve identified areas of concern documented in your clinical paperwork may result in failure of the clinical component of NUR 345L. This means that if your instructor writes a comment in your clinical paperwork that suggests “add this” or “need to work on this” that we expect you to make the changes AND improve upon that level of performance for the duration of the semester. Students are expected to maintain and improve upon previously learned competencies. If there is a need for improvement, a written contract may be implemented delineating the areas for improvement.

Clinical Performance Evaluation Criteria
Performance ratings must be 3 or above in all clinical evaluation areas to receive a passing grade for the course. Please see Bblearn for specific criteria and evaluation forms.
Northern Arizona University Policy Statements

NAU’s Safe Working and Learning Environment Policy prohibits sexual harassment and assault, and discrimination and harassment on the basis of sex, race, color, age, national origin, religion, sexual orientation, gender identity, disability, or veteran status by anyone at this university. Retaliation of any kind as a result of making a complaint under the policy or participating in an investigation is also prohibited. The Director of the Office of Affirmative Action & Equal Opportunity (AA/EO) serves as the university’s compliance officer for affirmative action, civil rights, and Title IX, and is the ADA/504 Coordinator. AA/EO also assists with religious accommodations. You may obtain a copy of this policy from the college dean’s office or from the NAU’s Affirmative Action website nau.edu/diversity/. If you have questions or concerns about this policy, it is important that you contact the departmental chair, dean’s office, the Office of Student Life (928-523-5181), or NAU’s Office of Affirmative Action (928) 523- 3312 (voice), (928) 523-9977 (fax), (928) 523-1006 (TTD) or aaeo@nau.edu.

Students with Disabilities
If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

Academic Contact Hour Policy
Based on the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-224), for every unit of credit, a student should expect, on average, to do a minimum of three hours of work per week, including but not limited to class time, preparation, homework, studying.

Academic Integrity
Integrity is expected of every member of the NAU community in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded in honesty with respect to all intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. An NAU student’s submission of work is an implicit declaration that the work is the student’s own. All outside assistance should be acknowledged, and the student’s academic contribution truthfully reported at all times. In addition, NAU students have a right to expect academic integrity from each of their peers. Individual students and faculty members are responsible for identifying potential violations of the university’s academic integrity policy. Instances of potential violations are adjudicated using the process found in the university Academic Integrity Policy.
**Research Integrity**
The Responsible Conduct of Research policy is intended to ensure that NAU personnel including NAU students engaged in research are adequately trained in the basic principles of ethics in research. Additionally, this policy assists NAU in meeting the RCR training and compliance requirements of the National Science Foundation (NSF)-The America COMPETES Act (Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science); 42 U.S.C 18620-1, Section 7009, and the National Institutes of Health (NIH) policy on the instruction of the RCR (NOT-OD-10-019; “Update on the Requirement for Instruction in the Responsible Conduct of Research”). For more information on the policy and the training activities required for personnel and students conducting research, at NAU, visit: [http://nau.edu/Research/Compliance/Research-Integrity/](http://nau.edu/Research/Compliance/Research-Integrity/)

**Sensitive Course Materials**
University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

**Classroom Disruption Policy**
Membership in the academic community places a special obligation on all participants to preserve an atmosphere conducive to a safe and positive learning environment. Part of that obligation implies the responsibility of each member of the NAU community to maintain an environment in which the behavior of any individual is not disruptive. Instructors have the authority and the responsibility to manage their classes in accordance with University regulations. Instructors have the right and obligation to confront disruptive behavior thereby promoting and enforcing standards of behavior necessary for maintaining an atmosphere conducive to teaching and learning. Instructors are responsible for establishing, communicating, and enforcing reasonable expectations and rules of classroom behavior. These expectations are to be communicated to students in the syllabus and in class discussions and activities at the outset of the course. Each student is responsible for behaving in a manner that supports a positive learning environment and that does not interrupt nor disrupt the delivery of education by instructors or receipt of education by students, within or outside a class. The complete classroom disruption policy is in Appendices of NAU’s Student Handbook.

**Emergency Textbook Loan Program**
To help students acquire the materials they need to be successful in class NAU has partnered with Follett to create the Emergency Textbook Loan program. The program is administered by the LEADS Center. The program assists students with unmet financial need in obtaining required textbook(s) and other materials for courses. Students must apply and meet eligibility criteria before textbooks are purchased on their behalf. Textbooks must be returned at the end of the term in which the textbooks were loaned. More information can be found online: [http://nau.edu/leads-center/textbook-loan-program/](http://nau.edu/leads-center/textbook-loan-program/)
Plagiarism, Cheating, and Academic Dishonesty
Refer to Academic Integrity Policy (https://policy.nau.edu/policy/policy.aspx?num=100601) for definitions, policies, penalties, and procedures related to various forms of academic dishonesty.

University Policies
Review the following policies available on the Northern Arizona University Policy Statement website (http://www4.nau.edu/avpaa/policy1.html):
1. Safe Environment Policy
2. Students with Disabilities Policy
3. Academic Contact Hour Policy
4. Academic Integrity Policy (also see http://home.nau.edu/images/userimages/awf/9476/ACADEMIC%20DISHONESTY.pdf)
5. Research Integrity Policy
6. Sensitive Course Materials Policy
7. Classroom Disruption Policy (also see http://nau.edu/uploadedFiles/Administrative/EMSA_Sites/Folder_Templates/_Forms/Classroom_Disruption_Policy.pdf)

The Impaired Student policy will be strictly adhered to; there will be no tolerance in for any evidence of substance abuse.

Course Policies

Policies and guidelines in the NUR 345L course syllabus apply to all aspects of this course. You are responsible for review and compliance with NUR 345L, NAU School of Nursing, and NAU policies. You are also responsible for review and adherence to the professional standards and rules of the Arizona Nurse Practice Act, the State Board of Nursing, and the American Nurses’ Association Code of Ethics. For full descriptions of policies, visit these websites:
- Social Media Guidelines: https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Required Documentation for the Clinical Agency
In keeping with the Department of Nursing policy and the clinical agencies' requirements, no student will be allowed to attend clinical experience until proof of current MMR or titer, American Heart Association Healthcare Provider CPR certification, liability coverage, TB skin test/chest x-ray, Hepatitis vaccine, Tdap, varicella and health insurance are on file in the department office. Flu shots are also required for all NUR 345L clinical agencies. Additionally, you may be required by State law to provide fingerprints or additional background check information to the clinical agency where we will be working. You will be notified if this is necessary, but please plan on incurring an additional expense for this. Failure to adhere to this requirement will result in your not being able to attend clinical and you may be dropped from the course.
Attendance
Clinical schedules are posted in advance so students can arrange work, other classes, and personal matters. Attendance of all on-campus and off-campus clinical experiences is required for students to be able to achieve clinical competencies. Should an absence be unavoidable, **notification of faculty via phone must be done at least 1 hour prior to the start of the clinical day.** Students are considered tardy if they arrive even one minute after the beginning of clinical. Tardiness of more than 30 minutes will be considered a clinical absence. **Tardiness or absence without faculty notification may result in dismissal for the clinical day or other consequences as determined by faculty.** Please note: there may not be opportunities to make up missed clinical hours and faculty are not required to make arrangements for additional clinical hours. Additional policies:

- Students are expected to be in the clinical area at designated times unless contagious or if there has been a catastrophic life event. Clinical absence may result in failure to meet course objectives and, therefore, failure of NUR 345L. Notification must be made by phone (not text or email); we do not have access to e-mail at the clinical sites. Students will be expected to consult faculty about making up any missed clinical days. **Missing more than 10% of clinical hours will result in clinical failure.**

- Failure to notify faculty of absence from clinical (including hospital experiences, lab, simulation, and pre/post conference) prior to missing or being late will be considered unprofessional conduct and will be handled as such. Being a no call/no show to clinical, lab or simulation is a serious offense and will result in writing a ten page research paper about the impact of no call/no show absences on patient care and morale in the work setting. At least two citations are required, one being a research article. In addition, students are in danger of receiving scores lower than three (3) on the professionalism and professional values and communication section of the clinical evaluation form and, therefore, will not pass clinical. Second offenses will result in failure of clinical.

- Students are expected to be punctual to all clinical experiences, including post-conference. Students are expected to arrange travel to avoid tardiness. Extenuating circumstances will be evaluated on a case by case basis. More than one tardy will result in completion of a 3 page paper regarding the impact of tardiness on patient care and staff morale with a minimum of two references, one being a research article. **If you are tardy following this assignment, you will be sent home from clinical and required to meet with an advisor. In addition, students may be awarded scores lower than three (3) on the professionalism and professional values and communication sections of the clinical evaluation form and, therefore, will not pass clinical.**

- While in clinical, you may accompany your patient to PT, OT, Speech therapy, etc. without informing your instructor. Make sure the RN you are working with knows where you are. Please contact your instructor if you have the opportunity to accompany your patient to any procedural area.

- Your clinical faculty AND your staff nurse need to know when you take a break (you are allowed one 15 minute break for each 4 hours and one 30 minute break for lunch/supper; you may not combine breaks to have an hour lunch/supper break). You may not leave the facility for a break as you may need to be available if something were to happen to your patient. Not being available could result in your patient not receiving care in a timely fashion and could be construed as patient abandonment (translation – unsafe practice!). You will also need to report off to your staff nurse and instructor at the end of your
As the instructors cannot leave the building until all students have left, failure to report off to the staff nurse AND clinical faculty will also be viewed as unsafe practice.

**Professional Appearance in the Clinical Setting**

Please review the Uniform Policy in the NAU Student Handbook. Professional appearance in the clinical setting promotes client confidence in your skills, identifies you as a nursing student, and generally reflects on the profession of nursing. Requirements for dress/appearance while in outside clinical agencies include:

- You must wear your NAU uniform with NAU name badge (and hospital ID where required); you will be sent home for failure to wear name badge and/or hospital ID and this will result in a clinical absence. Clean white or black shoes. Uniforms should always be clean and pressed. In cold weather, long-sleeved white or yellow shirts are acceptable under your uniform.
- Body tattoos and/or piercing must be hidden from view. If piercing is on your face or tongue or any other place that cannot be concealed, it MUST be removed for the clinical setting – NO EXCEPTIONS.
- Only a **single** simple post earring in each lobe may be worn.
- Wedding bands or a single simple ring may be worn; all other jewelry (necklaces, pins, bracelets, etc.) should be avoided in the clinical area. Jewelry of any kind (except a watch) is discouraged though for infection reasons.
- Finger nails need to be short (NO artificial nails – this is a NAH facility policy). Any nail polish must be in a neutral shade.
- Make-up should be simple and conservative.
- Hair should be clean and neatly groomed. Hair that is shoulder-length or longer must be secured up and off the collar in a manner that is both professional-looking and should not interfere with patient care.
- Avoid the use of “fragrances” such as perfume or colognes – many people are sensitive to the different scents and it can cause them respiratory problems.

**Confidentiality Statement**

Students must maintain client confidentiality at all times. No discussion regarding clients is acceptable outside the classroom or clinical setting. In clinical conferences and in the classroom references to actual client experiences, refer to the client by their initials only.

You may not remove from the clinical setting ANY part of a medical record that staff may tell you is “extra” and “you just have to cross out their name” (i.e. medication administration record back copies). These forms contain other identifying information on them and therefore should stay in the facility to avoid violating patient confidentiality. Also, please be careful what you say in halls, elevators and bathrooms while in clinical. **Client records are not to be photocopied under ANY circumstances.** Failure to adhere to this policy can result in removal from the clinical experience, the course, and/or referral in accordance with the communication of concerns process in the NAU School of Nursing Student Handbook.
**Cell Phones**

Cell phones should be turned off during all clinical experiences and put away in backpacks and purses unless otherwise directed. *Cell phones are not permitted in the patient care areas*. Non-emergency cell phone use is not allowed during the clinical shift unless you are off of the floor on break. If you expect an emergency call (such as a sick child), you must get your instructor’s approval before you may carry the phone, and then it must be on vibrate mode. Make sure day cares, schools, etc. know how to reach you on clinical days. Please check with your instructor regarding the use of cell phone apps to look up medications and labs.

**Withdrawal Policy**

If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course before the withdrawal deadline (see current NAU Schedule of Classes for deadline).
Acknowledgment of Syllabus/Course/Clinical Requirements

Name (Please print): __________________________________________________________________________

First Name                        Last Name

Phone number_________________________Email:____________________________________________________

I acknowledge that I have reviewed and read the syllabus for NUR 345L, the course calendar, and the Bblearn course shell. I understand the expectations and requirements for the lab, simulation, and clinical portions of this course. I agree to abide by the regulations, terms, and policies as set forth in the syllabus and additional instructions set forth by the individual clinical faculty.

I have provided documentation to the School of Nursing office of current American Heart Association Healthcare Provider CPR certification that will remain current at least through this semester, current malpractice insurance coverage that will remain in effect through this semester, a negative TB test or medical clearance for positive reactions that remains current during the course of this semester. Documentation of Hepatitis vaccination, MMR immunization or titer, health insurance coverage, varicella immunization or titer, Tdap, and flu shot are also current through the semester and on file.

In addition, I have reviewed again the School of Nursing Undergraduate Student Handbook, and understand the policies that are in place to support my continued education in Nursing.

Develop one or two specific behavioral goals for improving your clinical competency this rotation related to knowledge, skills, and attitudes. Outline how you will meet and evaluate these goals.

Goals
1. __________________________________________________________________________

2. __________________________________________________________________________

__________________________________________   __________
(Signature)         (Date)

Complete, sign, and upload (to the appropriate Bblearn drop-box) this Syllabus Acknowledgment form by the date listed on the course calendar.