Carol and Odis Peavy School of Nursing at the University of St. Thomas

COURSE INFORMATION

Course Title: NURSING INFORMATICS
Course Number: NURS 4251
Semester: Fall 2017

Course Description: This two-credit course (2 theory) introduces students to basic concepts and tools associated with the structure, management and communication of information to support the role of the nurse as a knowledge worker. Emphasis will be placed on the use of clinical information systems, electronic health records and telecommunication technologies in nursing. The course will be offered using a blended course format that includes a limited number of face-to-face classroom sessions, with the majority of the course presented on-line.

Placement: Undergraduate

Prerequisite(s): NURS 2642 Foundations of Holistic Nursing Practice, NURS 2342 Health Assessment, and NURS 3651 Holistic Nursing: Care of Adults/ Older Adults.

Credit Hours: 2 credits (didactic)

Course Schedule: Online (Web-based); Orientation on Wednesday August 23, 2017.

Course Withdrawal “W” Date: The last day to drop course with a “W” is Friday, November 3, 2017.

FACULTY INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Coordinator: Shehla M. Jiwani  MSN, RN</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:jiwanism@stthom.edu">jiwanism@stthom.edu</a></td>
</tr>
<tr>
<td>Cell:</td>
<td>337-401-1645</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>By appointment</td>
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Faculty Academic Coach (FAC): Same as above.

REQUIRED COURSE RESOURCES

ISBN: 978-1284043518 (paper)
LEARNING OUTCOMES
Course Goals & Objectives

The purpose of this course is to provide students the opportunity to achieve the following learning outcomes:

- Describe the application of nursing informatics competencies in nursing practice, education and knowledge development in nursing.
- Understand the use of clinical information systems, standardized nursing terminologies and electronic health/medical records to describe and document nursing’s unique contributions to patient care outcomes.
- Discuss the use of embedded clinical decision support tools and safeguards in electronic health/medical records to support the creation of safe practice environments.
- Describe ethical and legal issues regarding privacy and confidentiality of personal health information and mechanisms used to protect this information in the computerized patient record environment.
- Discuss point-of-care information technology to access clinical information and document nursing care using a virtual clinical information system.

PRINCIPAL UNITS OF THE COURSE (Topical Outline)

I. Nursing Informatics: Knowledge Foundations
   a. Define nursing science and its relationship to various nursing roles and nursing informatics.
   b. Introduce the Foundation of Knowledge model as the organizing conceptual framework for the text.
   c. Reflect on the progression from data to information to knowledge
   d. Define nursing informatics and key terminology.

II. Health Informatics: Scope, Competencies & Role
   a. Explore the concept of nurses as knowledge workers.
   b. Discuss the evolving roles and competencies of nursing informatics practice
   c. Describe the goal of nursing informatics
   d. Explore how nurses can create and derive clinical knowledge from information systems.

III. Integrating Appropriate Technologies
   a. Analyze the sciences underpinning nursing informatics and their relationship to nursing informatics practice.
   b. Speculate on the future of nursing in the context of health informatics.
   c. Assess interoperability and its importance in addressing and meeting the challenges of implementing the HITECH Act in health care.
   d. Reflect on the past to move forward into the future to determine how new systems will be developed, integrated, and made interoperable in health care.
e. Provide an overview of the purpose of conducting workflow analysis and design.

IV. Applications of Informatics: Data and Records
   a. Evaluate professional responsibilities for the ethical use of healthcare informatics technology.
   b. Describe the purposes of the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009.
   c. Determine how the HITECH Act and its impact on HIPAA apply to nursing practice.
   d. Describe the common components of an electronic health record.
   e. Assess the benefits of implementing an electronic health record.
   f. Evaluate the flexibility of the electronic health record in meeting the needs of clinicians and patients

V. Applications of Informatics: Care Delivery
   a. Examine strategies for developing a safety culture.
   b. Recognize how human factors contribute to errors.
   c. Define health literacy and e-health.
   d. Identify barriers to use of technology and issues associated with health related consumer information.
   e. Define the roles of federal, state, and local public health agencies in the development of public health informatics.
   f. Explore the use of telehealth technology in nursing practice
   g. Identify the socioeconomic factors likely to increase the use of telehealth interventions.

VI. Application of Informatics: Research & Evidence Based Practice
   a. Describe nursing research in relation to the Foundation of Knowledge model.
   b. Assess informatics tools for collecting data and storage of information.
   c. Clarify the differences between evidence-based practice and translational research.
   d. Identify barriers to research utilization in practice

VII. Application of Informatics: Education
   a. Describe nursing education in relation to the Foundation of Knowledge model.
   b. Describe the role of simulation in nursing informatics education.
   c. Identify the limitations of using a live clinical information system for educational purposes.
   d. Distinguish among learning environments as games, simulations, or virtual worlds.

METHOD OF ASSESSMENT

Successful Completion of a Non-Clinical Nursing Course is defined as follows:

1. Weighted 75% test average. Student must achieve a 75% weighted course average on tests for other evaluative components to be added for final course grade. Students who do not achieve 75% weighted average will be awarded his/her exam average grade as a course grade.
2. Completion of all course assignments and tests.
3. Achievement of a final course grade of C or higher (≥ 75).
4. Course grades at 0.5 or higher will be rounded up.
Methods of Instruction

- Assigned readings from required textbook
- Online instruction and activities via Blackboard
- Online discussion board

Evaluation
Weekly activities and online discussion .................. 40%
Mid-semester project ........................................ 30%
End of semester project ..................................... 30%
TOTAL 100%

Course Grading Rules
Students are responsible for monitoring their own grades in Bb under the My Grades tab. Any discrepancies must be reported to the Course Coordinator in a timely fashion.

Grades are awarded based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
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<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 94</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>84 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>81 - 83</td>
</tr>
<tr>
<td>C+</td>
<td>78 - 80</td>
</tr>
<tr>
<td>C</td>
<td>75 - 77</td>
</tr>
<tr>
<td>D+</td>
<td>69 - 71</td>
</tr>
<tr>
<td>D</td>
<td>65 - 68</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 65</td>
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Testing Average
Students must receive a **75% weighted average or above on all testing items** in order to receive a passing score for the course.

Students who receive a test grade below a “C” will be referred to the Faculty Academic Coach (FAC). Students may review their course exams during a 2-week period following exams by scheduling an appointment with the Course Coordinator or Faculty Academic Coach (FAC).

UNIVERSITY ST. THOMAS-PEAVY SCHOOL OF NURSING (UST-PSON) COURSE POLICIES

1. **Attendance/Tardiness/Participation**
   
   (a) **Attendance:** Class attendance is required and the student is responsible for all material covered. If the student is not able to attend class, the student is to notify the instructor before the missed session. Failure to notify the instructor could constitute an unexcused absence as determined by the Course Coordinator.
(b) **Absence and Tardiness Policies:** Absences and tardiness are recorded beginning from the first class session after the student has enrolled in the course. Course Coordinators are not obligated to allow students to make up work they miss due to unexcused absences. Students who have excessive absences will be at risk for failing the course, might not be allowed to take the final exam, or might receive an Incomplete. (Course Coordinators may apply additional attendance policies as deemed appropriate to individual courses). Refer to the UST-PSON Student Handbook.

(c) **Dropping a Class:** **YOU MUST OFFICIALLY DROP OR WITHDRAW FROM A COURSE.** Once a student registers for a course, the student will receive a grade for the course unless the drop or withdrawal process is completed through the Registrar's Office. This includes students who may have never actually attended class or who may never have completed payment of tuition and fees for each course.

(d) **Computer Use Policy:** Students may use their own personal electronic devices to take notes or refer to class materials in class but **NOT** during quizzes or exams. Students will be told to turn off electronic devices if they are being used in ways that are not permitted in the classroom and during exams/quizzes.

(e) **Mobile Electronic Devices:** All personal electronic mobile devices will be kept on vibrate or silent mode. **No** texting or talking on phones is permitted during class time. Any personal recording during class requires the instructor’s permission. All emergency situations must be handled outside of the classroom environment.

(f) **Netiquette:** Refers to the generally accepted rules of behavior for communicating in an online environment.

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**Please follow these guidelines in all your online responses and discussion groups.**

**RESPECT.** We would like to suggest respectful exchanges as a basic ground rule. We feel that informational errors should be pointed out respectfully (even if stated strongly). Disagreements that honor the viewpoints of the various contributors are productive and can lead to new learning and understanding. If you use abusive or offensive language, you will be blocked from the discussion area and potentially removed from this course. If that is the case, you will not receive a refund of your tuition or fees.

**PRIVACY.** Keep in mind not only your own privacy rights but others’ as well. Do not reveal any information that you deem private.

**BE CONSIDERATE** of grammatical/spelling errors.

**REMEMBER** that humor and satire are often misinterpreted online. Communication is more than words. So be prepared for some misunderstanding and requests for clarification.

**BE SUPPORTIVE.** We are all still learning. Our job is not to judge or condemn or even praise, although genuine encouragement is a necessary ingredient. We are here to provide information, to address topics in a discussion forum, and to provide...
assistance in helping each participant use her/his own unique learning style. Reflection generally precedes growth. So reflect upon what is said, provide sincere comments, and hopefully, we will all grow.

One good way to avoid problems is to reread your postings before sending them. Something written in haste may be misread.

2. Missed Assignments/Exams and Late Assignments
   (a) Missed Tests/Quizzes: Students who are not able to take a test when it is scheduled must notify the faculty member as soon as possible before the test period begins. The Course Coordinator will determine the make-up process, if any.
   (b) Late Work: Assignments are due at the beginning of the class period unless otherwise indicated. All late papers/assignments will have five (5) points deducted per day, this includes weekend days. Due dates will be provided in the course calendar. Assignment guidelines and grading rubrics will be provided in Bb.
   (c) Incomplete Grades: The faculty may grant an incomplete if a student has not met all of the criteria for passing the course. Such situations may include students who have a documented emergency in the last few days of a semester.

3. Testing Policies

Exam Regulations
   (a) UST-PSON Classroom Exam Agreements
       • All bags are placed outside of classroom on cart.
       • All personal items (including phones) are placed outside classroom.
       • All phones MUST be off or silenced.
       • No bottles or food on desks at any time.
       • Test items should never be copied/pasted/forwarded/photographed or reproduced in any form.
       • Scrap paper will be provided by faculty.
       • Scrap paper must be returned to faculty with the student’s name on it when the student completes the exam.
       • Concerns about specific test questions should be written on scrap paper and personally handed to faculty at the end of the exam.
       • Students cannot leave the classroom for any reason during the exam (except for exams lasting more than 2.5 hours and only one student may leave at a time).
       • Students must exit the classroom quietly immediately after completing the exam.
   (b) Students must direct all questions and concerns to the exam facilitator by raising their hand. Failure to comply may lead to student being asked to leave the classroom.
(c) Students will not be allowed into the classroom to take the exam after the scheduled start time. The Course Coordinator will determine the consequences of missing the exam(s).

4. **Academic Integrity of Student Work**

UST students should demonstrate integrity in all of their activities, both personal and professional. Any unprofessional behavior or failure to adhere to the honor system is a serious violation of integrity and may result in failure of the course. The current *UST Student Handbook* is located in Bb under My Organizations, then SON Student Resources.

The *UST-PSON Student Handbook* contains detailed information on plagiarism and related policies. The *UST-PSON Student Handbook* is located in Bb under My Organizations, then SON Student Resources. Students are held accountable for knowing and adhering to these policies.

5. **Policy on Written Assignments**

The *Publication Manual of the American Psychological Association* (most current edition) is the required style manual that must be used in writing papers in the UST-PSON.

6. **ADA Student Accommodations**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008, the University of St. Thomas will make all possible and reasonable adjustments in policies, practices, services, and facilities to ensure equal and optimal educational programs and activities for students who need accommodations. The University must balance the individual’s right to receive equal access and the University’s right to ensure the integrity of its programs. Students should be aware of and take into consideration if their accommodations conflict with the AACN (2001) *Nursing Essential Functions* as identified in the *SON Student Handbook*.

Students seeking academic accommodations must schedule an intake appointment in the Office of Counseling and Disability Services (CDS) on the 2nd floor of Crooker Center. This office is open Monday through Friday, 9 am – 5 pm. To receive accommodations, students must provide information that validates that a disability exists. This may include professional documentation that identifies the disability and indicates substantial limitations in daily activities as they relate to the academic environment. Each student’s situation is individually assessed and reviewed. Once approved, letters of accommodation (LOAs) are issued and the student should distribute them to their Course Coordinator and Academic Advisor. Academic accommodations are not applied retroactively; it is best to request new LOAs early each semester.
Students should contact the Course Coordinator immediately if new needs arise. Students can see the instructor before or after class or request another time to discuss such matters. Confidential information regarding accommodations is only shared with faculty, staff, or administration on a need-to-know basis with the student’s written permission.

For more information about Disability Services, contact CDS at 713-525-6953 or 713-525-2169.

7. **Course and Instructor Evaluations**

There is an end of semester evaluation for this course and the Course Coordinator. This evaluation is confidential. Students are strongly encouraged to complete the evaluations because input is very valuable. Instructions on how to access evaluations will be provided two to three weeks before the end of each semester.

**METHODS OF BLENDED LEARNING**

Blended learning is an educational approach that assesses and integrates the strengths of face-to-face, mobile, and online learning to address a course’s educational goals. The use of multiple interactive learning environments outside the classroom makes interaction inside the classroom more effective and productive. All SON courses are offered in a blended learning or completely online format. These formats incorporate teaching and learning activities using online and/or face-to-face methods of instruction. Blackboard (Bb), a web-based management system, houses the main components of the courses. Course content, assignments, due dates, and quizzes will be provided through Bb. Students must use UST email to respond to the course instructors and peers about assigned topics. Students must participate in all online (graded or ungraded) activities.

This course has content/activities delivered from multiple directions and multiple dimensions both synchronous and asynchronous. This course has three main components:

- The **Syllabus** which has key information for the course along with course guidelines and expectations.
- **Grading Rubrics** which communicates grading guidelines. It can also provide the student with a basis for self-evaluation, reflection, and peer review.
- **Course Content Outline /Calendar** which communicates class date, time, and location; assignments and exams that are due in both environments, in and out of class; and clinical rotation times, depending on type of course.

**Some Helpful Information**
- **Access to internet** – You must have daily access to the internet and use Bb site regularly between classes to keep up with announcements and to complete assigned activities.

- **Learning is not a spectator sport** – You are expected to take responsibility to actively use the online materials and manage your time so that you complete assigned readings and online activities in between face-to-face sessions.

- **Use of new technologies** – Online tutorials on the use of Bb tools are located at [http://www.stthom.edu/Offices_and_Services/Information_Technology/Services/Training/Student_Tutorials.aqf?Page_ID=5512](http://www.stthom.edu/Offices_and_Services/Information_Technology/Services/Training/Student_Tutorials.aqf?Page_ID=5512). Training on how to use other required technologies will be provided to students by the faculty as needed.

- **Student resources**: Students are encouraged to access the UST library as well as other appropriate internet sources as needed.

- **Library Link** – Nursing Section Add Link

- **Student computing services** – Call the UST Help Desk at 713-525-6900 or email Ithelp@stthom.edu. Available services are detailed on their website.

- **Nursing Success Center (NSC)** – Provides academic advising, peer mentoring, state board licensing preparation, study skills tutorials, and time management tutorials for nursing and pre-nursing students.

**CLASS SCHEDULE**
See schedule in Blackboard


Revised and Approved by SON Faculty – December 2014

Revised: April 21, 2016 AC
       June 20, 2017 AC/jsc
Course Number and Name

Acknowledgement of Receipt of Course Syllabus

Course faculty will review the syllabus on the first day of class. I understand that it is my responsibility to read the syllabus which is available on Blackboard. If I am unclear about any portion of the syllabus, I will ask for clarification from the Course Coordinator, as well as, refer to the UST-PSON and UST Student Handbooks.

This form must be signed on or before the 2nd week of class.

Initial the following statement and sign below. This form will be placed in your SON student file.

_______ I acknowledge that I have access to the online **insert course name and number** course syllabus.

_______ I acknowledge that I have read the syllabus and that I have been given an opportunity to ask questions about the details of the course.

_______ I acknowledge that I understand the methods of evaluation and course grading rules.

_______ I acknowledge that I have sufficient information to sign this form. I understand its contents.

Printed Name: ________________________________

Student Signature ______________________________ Date: ________________

Revised and Approved by SON Faculty – December 2014
HIPAA/CONFIDENTIALITY AGREEMENT

Insert Course number and name

Introduction

Protected Health Information (PHI) is individually-identifiable information that includes, but is not limited to, patient’s name, account number, birth date, admission and discharge dates, photographs, and health plan beneficiary numbers. PHI includes patient information based on examination, test results, diagnoses, response to treatments, observations, or conversations with patients. This information is protected and patients have a right to the confidentiality of their patient care information whether this information is in written, electronic, or verbal format.

Faculty and students enrolled in the University of St. Thomas, Peavy School of Nursing (UST-PSON) program have access to patient information. Students are exposed to PHI during their clinical rotations in healthcare facilities. Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Students and responsible faculty may also be issued computer passwords to access PHI. Therefore, all patient identification must be removed from all submitted assignments and all healthcare information must be protected and treated confidentially.

Directions: Initial each row to accept responsibility for upholding the PSON Policy on Confidentiality of Personal Health Information.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Policy</th>
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<tbody>
<tr>
<td>1. It is the policy of the UST-PSON to keep PHI confidential and secure.</td>
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<tr>
<td>2. Any or all PHI, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or removed from the clinical agency.</td>
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<td>3. Whether at the school or at a clinical site, students are not to discuss PHI, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.</td>
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<tr>
<td>4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Case presentation material will be used in accordance with healthcare facility policies.</td>
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<td>5. Students and faculty shall not access data on patients for whom they have no responsibilities or “need-to-know” the content of PHI concerning those patients.</td>
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<td>6. When computer IDs and passwords are assigned to individual students and faculty, students and faculty are responsible and accountable for all work done under the associated access.</td>
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<tr>
<td>7. Computer ID or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person’s computer ID or password.</td>
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<tr>
<td>8. Students and faculty agree to follow the agency’s privacy policies.</td>
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<tr>
<td>9. Breach of patient confidentiality, by disregarding PHI policies, may be grounds for dismissal from the agency and/or from the PSON nursing program.</td>
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- I agree to abide by the above policies and other policies at the clinical site. I further agree to keep PHI confidential.
- I understand that failure to comply with these policies will result in disciplinary actions.

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• I understand that Federal and State laws govern the confidentiality and security of HIPAA/PHI information and that unauthorized disclosure of PHI is a violation of laws and may result in civil and criminal penalties.
• I understand that this signed form will be placed in my UST-PSON student’s file.

___________________________________
Printed Name

__________________________________  _____________
Signature of Student                  Date