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| [**School of Nursing**](https://schoolofnursing.nmsu.edu/)**Graduate Program****NURS 567: Nursing Informatics – 3 credit hours** **Fall/2019** |
| Instructor Name: | Conni J. DeBlieck, DNP, MSN RN Associate Professor – Informatics Consultant |
| Office: | CHSS ROOM 133  |
| Office Hours: | Virtual office hours by appointment through “zoom”or within Canvas or by telephone, as below |
| Email: | deblieck@nmsu.edu or within course |
| Phone: | 575-646-5742 or 575-496-0110 (cell phone) (Preferred text – identify yourself within the text because I may not have your contact information in my cell phone) |
| Fax: | 575-646-2167 |
| Statement of Expectations | ***Faculty response to phone calls, text, and emails are done during NMSU recognized by hours of operation. i.e., text, email questions and phone calls will be returned within 24 – 48 hrs,***  |

# **Course Information**

**Course Description:**
This course is designed to meet the needs of the doctoral nurse of practice and master’s prepared nurse in acquiring informatics knowledge for the use of information technology in meeting today’s health care challenges. Areas of concentration include are to examines the implications of informatics for practice, including nursing, public health, and healthcare in general, electronic health record issues, related ethical, legislative, standardization and political issues in health informatics and explores global and future informatics issues.

**Course Delivery Method**
This course is a fully online course. The course progresses through scheduled content with weekly readings and activities and will include discussion posts for the student to interact and share responses to guided prompts with classmates. Participation in course discussions and activities is flexible to allow for posting at the student’s convenience during the scheduled time frame for that activity. This course combines self-paced learning with a structured time frame for assignments. See schedule for synchronous (live) web conferencing sessions.

**Course Objectives:**Upon successful completion of this course, the students is expected to:

1. Analyze the rationale for the development of informatics competencies at all levels of nursing practice.
2. Synthesize knowledge management principles with the advanced practice and nurse leadership role.
3. Use the knowledge of information technology to inform and guide the design of databases that generate meaningful evidence for nursing practice.
4. Analyze critical elements necessary for the selection, use, and evaluation of healthcare information systems and patient care technology.
5. Appraise the impact of the legal, ethical and policy issues surrounding technological advances in health care systems to include the use of information, information technology, communication networks and patient care technology.
6. Evaluate programs that monitor outcomes of care, care systems and quality improvement including consumer use of healthcare information systems.

**Prerequisites:** Graduate student or permission by the instructor
**Co-requisites:** None

# **Required Textbooks and Materials**

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| Title: | ebook | Author: | Publisher | ISBN: |
| Nursing Informatics for the Advanced Practice Nurse: Patient Safety, Quality, Outcomes, and Interprofessionalism | Yes | McBride, S., & Tietze, M., (2016).  Nursing Informatics for the Advanced Practice Nurse: Patient Safety, Quality, Outcomes, and Interprofessionalism | **Publisher:** Springer Publishing Company; 1 edition (December 3, 2015) | **ISBN-10:** 0826124887**ISBN-13:** 978-082612488 |
| Publication Manual of the American Psychological Association, 6th Edition | No | American Psychological Association (Publication Manual of the American Psychological Association, 6th Edition 6th Edition | **Publisher:** American Psychological Association (APA); 6th edition (July 15, 2009) | **ISBN-10:** 1433950618**ISBN-13:** 978-1433805615 |

(List recommended websites that will assist students with research are located on the canvas course page.)

**Communication**

Via course announcements, phone, text, and email: Faculty response to phone calls, text, and emails are done during NMSU recognized by hours of operation. i.e., text, email questions and phone calls will be returned within 24 – 48 hrs. To answer questions within a reasonable period as stated: Faculty grading assignments and discussion will be returned to the student within a 5-7day working period. Besides, faculty will keep students informed as for the semester progress through the announcement section***.***

# **Grading Criteria**

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| **Assignment/Activity** | **Due Date** | **Points - Percentage of Grade** |
| Discussion Boards | Consult the Canvas Course Schedule  | 25% |
| Assignment | Consult the Canvas Course Schedule  | 25% |
| Chapter Quizzes and All Chapters for Final Exam | Consult the Canvas Course Schedule  | 20% |
| Final Paper and Presentation | Consult the Canvas Course Schedule  | 20% |
| Synchronous - Face to Face Meetings  | Consult the Canvas Course Schedule  | 5% |
| Omaha System Standardized Terminology | Consult the Canvas Course Schedule | 5% |
| Total  |  | 100 |

(Specify where assignment information is located within your course.)

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| Modules  |
| MODULE 0: Get Started |
| MODULE 1: Introduction to the National Health Information Technology Strategy |
| MODULE 2: Scientific and Theoretical Foundations for Nursing Informatics |
| MODULE 3: Point-of-Care Technology (NEHI Model Component #1) |
| MODULE 4: Point-of-Care Technology (NEHI Model Component #2)  |
| MODULE 6: Patient Safety, Quality, and Population Health (NEHI Model Component #3) |
| MODULE 7: New and Emerging Technologies |
| MODULE 8: International Informatics Efforts |
| MODULE 9: NMSU Course Evaluation |

Example: See assignment information link under Course Content icon for instructions and grading criteria and rubrics for the following assignments.

**Grading Scale:**

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| --- | --- |
| **Points** | **Letter Grade** |
| 100 – 90 | A |
| 89 – 80 | B |
| 79 – 70 | C |
| 69 – 60 | D |
| 59 and below | F |

Class Participation will be based on in class assignments, questions, and projects. (See course Schedule or the canvas for due dates and subjects.)

**Discussion Boards 25% of grade**: Will be used either through writing or Flipgrid.  There are seven discussions based on a bi-weekly submission.  The student will be required to post the initial discussion the first and then respond to the two classmates by the second week.  THE DUE DATE is considered the DUE DATE, and please post before that date.  Each discussion is worth 100 pts, 50 points go to the original posting and content; 25 pts go to each substantial response.  The discussion subjects are set according to the module content.

**Assignment 25% of grade:** There are 9 assignments. Two of the assignments are a self-survey related to informatic competencies and will only take a few minutes of your time. The other 7 assignments relate to the module content. Some of the assignments are connected to the final paper and presentation.

# **Chapter Quizzes and All Chapters for Final Exam 20% of grade:** There are 7 quizzes and 1 final exam; they are related to textbook reading.  There are two attempts with the average score.  If the student has questions about the quiz questions, the instructor will answer the questions after the exam is closed and not before the closing date.  The quizzes are manual enter, and yes, sometimes the instructor can input into the wrong area.  So please be gentle and tell them, they will fix the question.   There is no time limit on the quizzes, can be taken twice, and if the student needs Quizzes can be coordinated and completed as a group on the student. Quizzes will not be re-opened after the closed date.

Final Paper and Presentation 20% of grade:

**Zoom: Face to Face Meeting with your instructor 5% of grade:** There are 3 mandatory zoom sessions with the instructor.  The dates are: **Sept 24th, Oct 29th, and Dec 3rd.**  They are on the last Tuesday of each month.  The zoom webinars will be recorded, if for some unplanned reason the student is unable to attend.  If the student is unable to attend the session, they will be required to write a one-page summary with a two article synthesizes and references related to the module topic.  Zoom Link: <https://nmsu_schoolofnursing.zoom.us/j/114747377>

# **Omaha System Standardized Language 5% of grade:** This assignment involves understanding the use of Standardized Nursing Language (SNL). One such Language is Omaha system. The student will be required to view the website, Minnesota User Group website, Omaha System Guidelines, and work with an excel final with Omaha System Data.

# **Participation Guidelines**

**Online Preparation:** Students should expect to spend approximately 6-8 hours in the course weekly. There are tools to self-assess your readiness to take an online course. An example of a self-assessment tool may be found at the NMSU Distance Education website using the following link: <https://distance.nmsu.edu/prospective-students/>.

**Written Assignments:** All written work must conform to the policies and guidelines specified in the [School of Nursing Graduate Student Handbook](http://schoolofnursing.nmsu.edu/advising-in-the-son/)

**Academic Dishonesty:** All work must be done individually by each student unless otherwise specified. Cheating and plagiarism will not be tolerated and may result in dismissal from the program. Please refer to the [NMSU Academic Misconduct Policy](https://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/) in the [NMSU Student Handbook](http://studenthandbook.nmsu.edu/) and to the School of Nursing Graduate Student Handbook. See below for more details.

**Make-up Policy:** Missed assignments can only be made up through arrangements with course faculty prior to the due date of the assignment. Many of the online assignments require timely participation and will be difficult to make up. If you have an unforeseen emergency that causes you to fall behind, talk to your instructor immediately or you may receive NO credit for the assignments missed.

**Late Assignment Policy:** No late assignments will be accepted unless prior arrangements with instructor have been made. This is an online course and students must keep up with the course assignments and discussions. Discussions are important to the learning activities.

**Incomplete Grades:** The grade of "I" may only be assigned if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student’s immediate family, unexpected military deployment and similar circumstances. Other job-related circumstances are generally not appropriate grounds for assigning an “I” grade. Students requesting an “I” grade are responsible for providing satisfactory evidence of such circumstances.

**Class Withdrawals:** It is the student’s responsibility to know important dates such as the final day to withdraw from classes. You must officially withdraw from any class that you intend to drop. Please see the [NMSU Academic Calendar](http://academiccalendar.nmsu.edu/) for important dates and holidays.

***Attention:*** *The Instructor reserves the right during the semester to modify the syllabus and/or schedule including course policies, class scheduling, and course assignments or requirements. Students will be notified of any changes. There will be a written notice in the announcement section, within Canvas, one week prior to changes made on the syllabus.*

**Here are some guidelines for composing substantive postings:**

What criterion meets scholarly participation in discussion forums?

The course requirements include substantive online entries to the discussion board. A substantive entry moves beyond summarizing reading material, rather it includes independent critical thought, is focused on the topic at hand and avoids digression. The entry will reveal active engagement with the topic or problem. Substantive comments will identify assumptions and seek alternative ways of viewing the topic or problem.

One of the ways to understand the meaning of the term “substantive” is to identify its characteristics. Among the characteristics of a substantive comment are that the comment is supported by recognized sources. The source of the ideas is acknowledged by citation. This is also known as corroborations, confirmation or validation. A substantive entry is clearly stated an understandable. Comments that are substantive are useful in explaining the topic under discussion.

**Please note**: a substantive comment goes beyond saying that you agree or disagree with a group member or author. You need to explain in what way or why you agree/disagree. It I also not enough to say the material, or comment was difficult to read or understand, confusing, or well-written. A substantive entry will specify what it was that was difficult to understand, the nature of the confusion, or the reason you believe it was well-written. Scholarly work is identified by its ability to provide rational and logical reasons for a position. Respect is ALWAYS used on all postings.

Your first posting should be a synthesis of the readings plus show original critical thinking that is applicable to advanced practice and/or experience. Your independent portion that indicates critical thinking should consist of

* At least 1 or 2 paragraphs.
* Show how you APPLY the concepts from readings (the text and articles) in your answers to discussion questions or to advanced practice psychiatric roles. Show you have internalized the material, by applying it to experience or advanced practice. If you are merely reporting what is in the text, that is simply reporting or summarizing what is already written – you will probably not earn your full points.
* You can compare and contrast various student points of view (referring to the student’s specific posting)
* Apply APA criteria to your postings including citation(s) and reference(s).

**Grading for participation is as follows:**

Review these carefully!

1. Entries/discussions are substantive and demonstrate original thought.
2. Entries refer to readings or “lectures” (textbook, articles, course PowerPoints, credible websites or online sources- and include citations!
3. Statements make practical clinical or real-life applications (if appropriate).
4. Entries are posted in a timely manner – meaning the first one posted with enough time as to allow other students to read and respond.
5. Entries invite discussion (if one of the first to post) or build upon entries of other students or poses critical thinking questions from content to others. Unless otherwise stated, you are expected to have at least 3 postings each week to earn full points.

# **Netiquette and Communication**

I will take all your questions, comments, and concerns seriously. I will respond promptly to requests for help if the need for help is immediate, call (or skype me or try online chat if you see me online). If you can wait, contact me via Canvas email. I usually check email daily. I like to encourage interactions among everyone and may not respond online to every post of every required discussion. Instead, I expect that you will work to develop a community and support each other. I will intervene in the discussions mostly to take care of any problems or misconceptions. Please follow the rubric when posting. I suggest you use it as a check list. I will communicate with you about your assignments within 7-9 days of the due date. If we are unable to do so, I will let you know when you can expect to receive feedback.

**What is the appropriate online etiquette?**"Netiquette (neologism, a morphological blend formed from "Internet etiquette") is a catch-all term for the conventions of politeness and respect recognized on Usenet, in mailing lists, in live chat systems, and on other electronic forums such as Internet message boards. These conventions address the relationship between personal behavior and group phenomena and outline a dynamic set of guidelines for conduct that is conducive to pleasant, efficient and agreeable interaction."

**Please follow these netiquette guidelines:***Don't flame (personally attack) someone. It is possible to disagree with an idea without flaming the person espousing the idea. Use emoticons and acronyms to convey your emotional intent in order to avoid misunderstandings.*

*Remember that "politeness" and "appropriateness" are culturally defined concepts. What is considered polite or appropriate communication in one culture (educational environments are a culture as well and, as such, are also included in this statement) may be impolite or inappropriate in another. When in doubt, err on the side of caution when you are composing a message. And, when reading someone else's message, try to remember that written communication is easily misconstrued: so, if you find yourself responding poorly to someone's message, request clarification of their meaning before you get upset and respond with a flaming message. A little more effort in this area can result in positive responses. Acknowledgements: This part of the syllabus was developed with guidance and recommendations from the Online Teaching and Learning Program in the College of Extended Learning at New Mexico State University.*

**Special Note:** Under no circumstances will inappropriate comments be permitted within your discussion forums. Students engaging in racial slurs, offensive language, and/or name calling will be dealt with individually by the instructor.

# **Helpful Resources**

[NMSU School of Nursing](http://schoolofnursing.nmsu.edu)

[NMSU Library](http://lib.nmsu.edu/)

[NMSU Library Distance Education Services](http://nmsu.libguides.com/de)

**Library Subject Specialist for Nursing:**

Mariaelena De la Rosa
mdlr@nmsu.edu
575-646-6087, (Zuhl) MSC 3475

[MyNMSU](https://my.nmsu.edu/web/mycampus/home) login (email, grades, Canvas, registration, financial aid, add/drop)

 **Technical Skills**

Taking an online course requires a number of technical skills as well as other soft skills.

To begin in this course, you must:

* + Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course.
	+ Be Proficient with Microsoft© Office applications.
	+ Be able to conduct research searches on the Internet; see the libguide for this course, the NMSU Library and Research Help for Students
	+ Find resources on the Internet; search Internet tutorials
	+ Be able to send and receive emails and email attachments in and out of class.
	+ Know how to change your Canvas Notification settings.
	+ Know how to read email in Canvas.
	+ Maintain backups of all work you create for this course.

# **Technology Requirements and Resources**

**NMSU Helpdesk Support (M-F, 8am-5pm):** 575-646-4433

Call them if you have computer related issues, or visit them online at:

<http://help.nmsu.edu> for phone support availability and hours of operation.

Problems with your online classes should first be addressed to your instructor.

You may also contact the SON Instructional Technology Specialist for tech support @ 575-646-5228 or via your student support site within Canvas.

[Canvas System Requirements](https://community.canvaslms.com/docs/DOC-1284)

[Canvas Student Resources & Tutorials](http://guides.instructure.com/s/2204/m/4212)

[Graduate Student Support](https://learn.nmsu.edu/) Site within Canvas

[Canvas 508 Compliance Statement](https://www.canvaslms.com/accessibility)

[Zoom Accessibility Statement](https://zoom.us/accessibility)

It is recommended that you have more than one browser. [Google Chrome](http://www.google.com/intl/en/chrome/) and [Mozilla Firefox](http://www.mozilla.org/en-US/firefox/new/) will allow you the best experience in Canvas. *Microsoft Edge is not compatible with Canvas.*

**Software and Technology Requirements:**

[Microsoft Office Suite 2010 or 2013](http://office.microsoft.com/en-us/products/?CTT=97) is widely used across campus. If you prefer to purchase the media, you can do so at a student discount rate at the [NMSU bookstore.](http://aux.nmsu.edu/bookstores/)

Office 365 is also free to all active NMSU students. Click here for information on how to download: <http://studenttech.nmsu.edu/microsoft-office-pro-plus-software-free/>

You may also need the following (free downloads):

* [Adobe Reader](http://www.adobe.com/products/acrobat/readstep2.html)
* [Windows Media Player](http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx)
* [Quicktime Player](http://www.apple.com/quicktime/)
* [Adobe Flash](http://www.adobe.com/products/flashplayer/)
* [Zoom web conferencing tool](https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client)

**Other equipment/software requirements:**

You may be required to use a synchronous web conferencing tool such as Adobe Connect, Skype, Zoom, or the conferencing tools within Canvas, for online synchronous sessions or office hours. If so, you may need to purchase a headset with a built in microphone to participate in these online sessions, if your computer is not already equipped with this. This headset will connect to your computer’s audio in and audio out jacks, or USB port. These headsets may be purchased from your local Walmart, Walgreens, Best Buy, or online electronics stores. Ask your instructor first if you are not sure.

(List other specific software/applications for your course here.)

**Academic Honesty and Misconduct**

Academic and non-academic misconduct:  The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each.    The Student Code of Conduct is available in the NMSU Student Handbook online:
<http://studenthandbook.nmsu.edu/>

Academic misconduct is explained here:
<http://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/>

**NO \*PLAGIARISM1 IS ACCEPTED as scholastic work and may result in a zero for submitted work.  Refer to APA Manual 5th Ed to identify guidelines for accurate citing of resources.**

Students are responsible for adhering to the policies and procedures in the School of Nursing (SON) Student Handbook located on the SON website as well as the *Graduate Catalog* and *NMSU Student Handbook.* The *SON Program Student Handbook,* [*NMSU Graduate Catalog*](http://catalog.nmsu.edu/) and *NMSU Student Handbook* are available online and on reserve at the library

**Policies concerning written assignments:
All assignments are graded according to APA formatting criteria.**All assigned papers and projects will be typed or word-processed and double-spaced. All students are expected to use a recognized resource as a guide to proper paper writing. The current edition of the *Publication Manual of the American Psychological Association* (*APA*) will be used. Any assigned papers and projects will be considered late if they have not been presented to the course professor at the announced time and date due. Any late papers may have a penalty attached. Students with extenuating circumstances are expected to solve these problems with the respective faculty member on an individual basis and prior to the established due date and time. Students may use editors for their papers with prior approval of the course professor. Editing of student work by others is limited to assistance with grammar, punctuation, and style only; the substance of the paper must be the student’s original work. If an editor is used, the student must provide the course professor with the draft of the paper at the point it is given to the editor when the final paper is submitted. Plagiarism is considered academic misconduct and will be addressed following the policies and procedures in the *NMSU Graduate Catalog* and *NMSU Student Handbook.*

SON faculty reserve the right to submit any and all student work, including but not limited to course papers, discussions, presentations, and written exams, to a plagiarism checker at faculty discretion.

\*PLAGIARISM1Plagiarism is defined as the intentional use of someone else’s words (e.g., direct quotes), thoughts (e.g., paraphrased quotes), ideas (e.g., charts, date), or internet materials in your own writings/presentations as if you had come up with them on your own. Plagiarism is the theft of intellectual property and is not unlike stealing from a commercial business. A special case of plagiarism is the unacceptable practice of “self-plagiarism” in which an author will use segments of his/her own published material (e.g., methods section of a scientific paper) in a new publication without reference. For further information you may refer to the *NMSU Student Handbook* and Guidelines for Nurse Authors and Editors, *IMAGE: Journal of Nursing Scholarship, 25(4)*, 358-359, (1997).

1 *(Office of Research Education & Training, University of Miami School of Medicine. Definition: Plagiarism, downloaded from* [*http://researchedu.med.miami.edu*](http://researchedu.med.miami.edu) *on 6 July 2005)*.

# **Disability Accommodation**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Student Accessibility Services (SAS) - Corbett Center, Rm. 208
Phone: (575) 646-6840,

E-mail: sas@nmsu.edu
Website: <http://sas.nmsu.edu/>

***All medical information will be treated confidentially.***

**Student Responsibilities:**

1. Register with SAS and obtain accommodation documents early in the semester.
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence).
3. Retrieve the signed form(s) from faculty and return to SAS within five (5) days of receipt from faculty at least one week before any scheduled exam, and
4. Contact the SAS Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

**Faculty Responsibilities:**

1. Sign the ACCOMMODATION REQUEST FORM and TESTING ACCOMMODATION FORM (when presented), retain a copy and return the original to the student within five (5) working days of receipt;
2. Contact SAS immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and
3. Refer the students to SAS for any additional accommodations;

**Discrimination**

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans’ status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's reporting process, or to file a complaint/report contact:

Office of Institutional Equity (OIE)
O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635
E-mail: equity@nmsu.edu
Website: <https://equity.nmsu.edu>

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| **Other Resources:** | **Phone Numbers:** | **Websites :** |
| For any on-campus emergencies: | **911** |  |
| NMSU Police Department: | **(575) 646-3311** | [www.nmsupolice.com](http://www.nmsupolice.com) |
| NMSU Police Victim Services:NMSU Counseling Center:NMSU Dean of Students: | **(575) 646-3424(575) 646-2731(575) 646-1722** |  |

**Student Responsibilities:**

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 **Faculty Responsibilities:**

1. Sign the ACCOMMODATION REQUEST FORM and TESTING ACCOMMODATION FORM (when presented), retain a copy and return the original to the student within five (5) working days of receipt;
2. Contact SAS immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and
3. Refer the students to SAS for any additional accommodations;

 **Accommodations: SAS office, 575-646-6840
EEO/ADA & Employee Relations, 575-646-3333**

***All medical information will be treated confidentially.***

***School of Nursing***

**New Mexico State University**
P. O. Box 30001, MSC 3185
Las Cruces, NM 88003-8001
nursing@nmsu.edu
(575) 646-3812