

Course Title & Number: Advanced Practice Nursing (APN) Role Transition - 58:705:526
Semester: Spring 2020
Credit: 2 credits
Course Hours: **Day:** Wednesday **Time:** 12:30pm – 3:20 pm

Hybrid with 6 in person sessions:

January 22; February 5 & 19; March 25; April 8 & 22

Location: Nursing & Science Building (CNS) – **Room # 346-A**

Pre-requisite Courses: All courses in your program or permission

Co-requisite Courses: None

Faculty: **Wanda M. Williams, PhD, RN, WHNP-BC, APN, CNE**
Assistant Professor
Rutgers School of Nursing – Camden
530 Federal Street

Phone: 856-225-2781

Office: # 339

Office Hours:

- Mondays: 9:00am – 12:00pm
- Thursdays: 1:00pm – 5:00pm
- All other days by appointment only

Email: Wanda.Williams@rutgers.edu

Course Description:

This course presents a variety of role-related topics designed to prepare the prospective advanced practice nurse for practice. The practice concepts explored will prepare the nurse practitioner graduate to enter the business of health care with the tools needed to be successful. The areas of focus will include: collaborative practice and consultation, scope of practice, development of joint protocols, reimbursement (Medicare, Medicaid, fee for service, managed care organizations); billing; state regulations; federal regulations; malpractice; credentialing and privileging; the certification process and the evaluation of the APN role performance. In addition, students are encouraged to investigate the inter-relationships among various social, economic, legal and political factors and the structure and operation of health care delivery systems.

Course Objectives:

(AACN Essentials of Baccalaureate Education are noted in parentheses)

1. Analyze the interrelationships among health care delivery systems and the functioning of various social, economic, legal and political factors. (III, IV, VI)
2. Develop joint protocol with collaborative physician related to the management of altered patterns of health. (I, II, VI, & VIII)
3. Explain the role of the advanced practice nurse in resource management and reimbursement. (I, II & V)
4. Discuss employment issues licensure, malpractice insurance, contract negotiation, interviews, resume, credentialing and privileges. (I & VIII)

5. Develop a plan for professional growth which includes continuing education, certification maintenance, advocacy for the profession and mentoring. (III & IV)

Methods of Instruction:

Class participation (on-line and in-class), guest speaker and panel discussion, written assignments and review of scholarly articles.

Recommended Textbooks:

American Psychological Association. (2019). Publication Manual of the American Psychological Association (7th ed.). Washington, DC. ISBN-13: 978-1433832178; ISBN-10: 1433832178

Bodenheimer, T.S., & Grumbach, K. (2016). Understanding health policy: A clinical approach (7th Ed.). New York: Lange/Mc Graw-Hill.

Buck, C.J. (2019). Step-by-step medical coding. Canada: Elsevier, ISBN: 9780323389198

Buppert, C. (2018). Nurse practitioner's business practice and legal guide (6th ed.). Sudbury, MA: Bartlett & Jones Learning.

Tracy, M. F., & O'Grady, E. T. (2019). Hamric and Hanson's advanced practice nursing: An integrative approach. 6th edition. ISBN: 9780323447751

Recommended Resources:

1. APN Prescribing Controlled Substance Course for 2020 - <http://sn.rutgers.edu/ce/prescribing.html>
 - o <https://nursing.rutgers.edu/ce/online-courses/prescribing-controlled-substances/>
2. Instructions for Advanced Practice Nurse in New Jersey - <http://www.njconsumeraffairs.gov/nur/Applications/Instructions-For-Advanced-Practice-Nurse-Certification-In-NJ.pdf#search=APN>
3. National Provider Identifier - <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Course Requirements & Expectations:

In addition to meeting all course objectives, students are expected to adhere to the policies and procedures in this syllabus and those of the School of Nursing. Please consider the following as useful information to maximize your potential for success in this course:

1. **Academic Integrity Policy:** The School of Nursing follows the Rutgers, The State University of New Jersey policies/procedures regarding Academic Integrity that can be found at: <http://academicintegrity.rutgers.edu>
2. **Student Handbook:** Nursing Students are encouraged to read and be familiar with all nursing policies and procedures regarding student conduct, attendance and professional behavior as indicated in the Rutgers, School of Nursing-Camden Student Handbook. The School of Nursing-Camden Student Handbook can be accessed at: <http://nursing.camden.rutgers.edu/current-students/school-nursing-student-handbook>

3. **Attendance:** Class attendance is vitally important. Students are expected to attend **all** in-class lectures, and **to be on time**, and to stay for the entire class. If unable to attend class, students are expected to inform the course professor by email prior to the scheduled class or as soon as possible thereafter.
4. **Students' are expected to:**
 - Know how to navigate in the Canvas and Rutgers email systems. Check Canvas every 2-3 days for course information, assignments.
 - Keep abreast of course announcements.
 - Use the assigned university e-mail address as opposed to a personal e-mail address.
 - Address technical problems immediately (notify the help desk with on-line/computer issues)

5. Discussion Board/Email Etiquette:

Remember without facial expressions some comments can be taken the wrong way. Be careful in wording your emails. If you wouldn't say it in person than it is not OK to say it online. Be respectful of the thoughts/comments of other class members.

If you have access to any information that might assist your classmates to complete the assignments, please share with everyone on the Canvas general course chat / communication site.

6. **Cell Phones and other Electronic Communication Devices:** As a courtesy to both faculty and students, all portable cell phones, Blackberries, I-pods, I-phones, etc. **must be placed on quiet or vibration status** before lecture officially begins. When class is in session, the use of Instant Messenger type communication systems, playing games, and watching video clips on laptop computers, and text messaging on cell phones is unprofessional and a distraction to faculty and other students. Thus, they are prohibited during all lecture sessions **EXCEPT** in cases when the professor indicates students may use these devices (i.e. use of clickers for student learning activities).
7. **Canvas:** This course is supplemented by Canvas which contains the syllabus, weekly PowerPoints/handouts for students to download/print, required and recommended reading assignments, supplemental resources, assignment guidelines, and important announcements. ALL students are required to be familiar with the use of Canvas; online tutorials and help-lines are available for students who encounter technical difficulties. **Announcements will be made on Canvas and it is the responsibility of the student to check Canvas frequently for announcements, changes, etc.** It is also the *responsibility of the student* to ensure that he/she has a valid Rutgers email address and to check his/her emails frequently for communications from the course professor. DO NOT use personal email addresses as they often wind up in a spam folder. Please ensure that your **FULL NAME** is on the email when writing the course professor.
8. **Professional Conduct:** It is an expectation that students will conduct themselves in a professional manner in class.
 - a. Students are entitled to receive instruction free from interference by other class members. Interference is defined as side conversations, lateness, walking out and in the room while class is in session, etc. Students are asked not to talk with other classmates while the instructor or another student is speaking.
 - b. Announcements will be made promptly at the start of class and will not be repeated for late arrivals. Students who are late need to obtain this information from other classmates. Again, this is the student's responsibility.

Student Services:

1. Office of Disability Services

The Office of Disability Services (ODS) provides students with confidential advising and accommodation services in order to allow students with documented physical, mental, and learning disabilities to successfully complete their course of study at Rutgers University – Camden. The ODS provides for the confidential documentation and verification of student accommodations and communicates with faculty regarding disabilities and accommodations. The ODS provides accommodation services, which can include readers, interpreters, alternate text, special equipment, and note takers. The ODS acts as a signatory for special waivers. The ODS also works with students, faculty, staff and administrators to enforce the American with Disabilities Act of 1990. <http://learn.camden.rutgers.edu/disability-services>

Each semester, students are responsible for requesting a memorandum/letter from the *Office of Disability Services* (<https://ods.rutgers.edu/>) to notify faculty of their requested individual accommodations. This should be done at the start of each semester. **Phone:** 848-445-6800

It is the RESPONSIBILITY OF THE STUDENT to ensure that he/she obtain the required letter of accommodation and notify the course professor in a timely manner.

2. Counseling and Mental Health Services

Students may occasionally have personal issues that arise on the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with the instructor and/or seek confidential assistance at Rutgers Student Health Services (856) 225-6005, visit their web site for more information (<http://healthservices.camden.rutgers.edu>). Rutgers Student Health Services offers a full range of medical, counseling and psychological, and health outreach, promotion, and education services to Rutgers students. Rutgers Health Services cares for the whole student body, mind, and spirit.

3. The **Dean of Student office** assists students having difficulties due to reasons beyond her or his control; whether due to medical, emotional, psychological, familial or financial reasons. If you find yourself struggling or needing additional help beyond faculty assistance, please contact the *Dean of Students* (<http://deanofstudents.camden.rutgers.edu>) who can connect you to various networks of support and resources (856-225-2825).

4. Learning Center Information:

The Rutgers-Camden Learning Center is dedicated to the academic assistance of the Rutgers University student population. They offer a wide range of services such as Individual Course Content Tutoring and assistance with planning, organizing, and writing to name a few.

Website: <http://learn.camden.rutgers.edu/>

Phone: 856-225-6442

5. **Cancellation of Classes:** In the event class is cancelled due to unforeseen circumstances (i.e. inclement weather or an emergency), an on-line assignment will be assigned in lieu of a face-to-face class. If this occurs, an email will be sent to students regarding an asynchronous class (*pre-recorded lecture for students to download and watch/listen at his/her convenience*); and an announcement will be posted on Canvas. It is the responsibility of the student to ensure that he/she checks for announcements on the Canvas course shell and his/her emails for communication from the course professor regarding the cancellation of classes and any alternative class assignment.

Evaluation Criteria:

Assignment	% of Grade	Due Date:
Attendance (*) & Class participation	10%	
Discussion board ♦ (10 % each x 3)	30%	See course calendar
Quizzes (10% each x 2) <i>will be conducted on-line</i>	20%	Feb 19 & April 15
Presentations (Group project)	20%	Feb 5 & April 8
Professional ePortfolio (electronic portfolio)	20%	April 22
Total	100%	

All assignments are due on the date specified unless the student has corresponded with the Professor (prior to the due date) and a new submission date has been negotiated. Late papers/assignments will receive a *5-point* deduction per day until received.

(♦) No credit will be given for discussion board posts that do not adhere to the course guidelines.

(*) **In-Class:** We value your thoughts and discussion. This can only be experienced if you attend and actively participate in class.

Disclaimer:

The course faculty reserve the right to revise assignments, alter points or change due dates during the course semester.

Description of Assignments:

I. Presentations (Group project):

Objectives for the Presentation

- To gain a better understanding of the role & responsibility of the APNs
- To gain knowledge regarding laws and regulations related to becoming an APNs
- To obtain a greater understanding of health-related influences of APNs
- To prepare students to be able to present as APNs

II. Professional E-portfolio:

As a licensed APN you are required to complete continuing education credits (CEUs) in order to maintain and renew your professional licenses. At any time, the State Board of Nursing may audit your records and request you provide proof that you have completed these required CEUs. Additionally, employers and other agencies may require proof of licenses, degrees, transcripts, CEUs, and other types of professional or scholarly work. The purpose of this assignment is to ensure students development a way to maintain all professional documentation by creating a professional portfolio /binder in which you will place all professional documents relevant to your APN practice. Professional ePortfolio (electronic portfolio) should include:

- Resume / CV
- Cover letter (generic / draft)
- Professional Licenses (i.e. RN, APN, CDS, DEA, NPI #)
- Specialty certifications
- Certifications (i.e. CPR, ACLS)
- Continuing Education Credits (CEUs)
- Collaborative Agreement / Joint Protocol (template / draft)
- Scholarly Work (i.e. Articles, Presentations, Clinical Projects)
- Malpractice Policy (copy of an application or list of potential companies)

Graduate Grading Policy:

A course grade of A, B+, or B* is required for progression in the nursing major.

A	90 to 100	B+	85 to 89	B	80* to 84		
C+	75 to 79	C	70 to 74	D	60 to 69	F	<60

- **Decimals:** All scores will be added to calculate the total grade using 2 decimal points. Decimal points of 0.50 or greater will be rounded up. Decimal point of 0.49 or lower will be rounded down. For example, a grade of 74.50 will be rounded up to 75 and a grade of 74.49 will be rounded down to a 74.
- *Extra work will **not** be given to improve failing grades.*

Grades:

- Final theory course grades are calculated using the above weighted criteria. *There will be **NO** rounding of exam grades.* Final grades will be rounded at the discretion of the Faculty instructor.
- The minimal grade required to progress in nursing is an **80* (B)**.
- If a student receives a failing grade (≤ 80) in the course, he/she will receive **NO** grade for the clinical component / residency portion regardless of their performance in the clinical setting. (“NC=No credit)
- Likewise, if a student receives a failing grade in the clinical/residency, he/she will receive **NO** grade for the course regardless of their performance in the classroom setting.
- A fail in either area will result in the student retaking the entire course (residency & theory) the next time it is offered, which may be the following year.

Course Evaluation

Students are expected and encouraged to comment about their experiences in the classroom and to provide feedback on the quality of instruction in the course through the *Student Instructional Rating Survey [SIRS]* (a University-wide survey). SIRS is conducted at the end of every semester by the Center for Teaching Advancement and Assessment Research. When the course evaluation survey is launched for a semester, students will be contacted through e-mail from the CoursEval System (<https://sirs.ctaar.rutgers.edu/>). That system will include a list of surveys that are available for completion, and will also include student log-on information. Students can change their passwords whenever the survey is active. Depending on response rate, surveys typically remain open for 2-4 weeks.

The course evaluation process is central to Rutgers’ efforts to ensure that instruction at the University continues its history of excellence. School instructors and administrators take the information and feedback received from students very seriously. It is the expectation that all students complete all required course evaluation surveys while enrolled in courses at Rutgers University. The online course evaluation system provides security and confidentiality that far exceeds that which is possible with the paper and pencil method. Students can participate in the surveys with complete assurance that their responses will remain *confidential*.

Updated: W. Williams, 01/2020

Course Calendar for the Semester – Wednesdays (12:30pm – 3:20pm)		
Week	Class Topic	Class Instructions (Reading Assignments)
1 January 22	<p style="text-align: center;">In-Class (1)</p> <p>Welcome 😊</p> <p>I. Course Overview</p> <ul style="list-style-type: none"> • Introductions • Review syllabus <p>Role Transition: <i>From RN Expert to APN Novice</i></p> <p>https://www.elitecme.com/resource-center/nursing/rn-to-np-role-transition/</p>	<p>All <i>required</i> readings/articles can be found on Canvas under the weekly calendar module</p> <p>Required reading:</p> <ul style="list-style-type: none"> • Exploring the Factors That influence NP Role Transition • Nurse practitioner role transition_MacLellan.2015 • Exploring the transition from RN to FNP, by Poronsky
2 January 29	<p style="text-align: center;">I. Discussion Board</p> <p style="text-align: center;">What is an APN?</p>	<p>All discussion board assignments should be completed and posted by Wednesday of the up-coming week. Follow the guidelines on Canvas</p> <p><i>Upload at least 2 articles related to your topic prior to your presentations (Groups A & B)</i></p>
3 February 5	<p style="text-align: center;">In-Class (#2)</p> <p>How the Affordable Care Act (ACA) affected NPs practice?</p> <p style="text-align: center;">Presentation Groups A & B</p>	<p style="text-align: center;">Required reading posted on Canvas</p>
4 February 12	<p>Evidence-Based Practice (EBP) Use best available evidence to continuously improve quality of clinical practice (QSEN).</p> <p>Utilization of the EBP process by APN</p>	<p style="text-align: center;">Required reading posted on Canvas <i>(will be tested on this material)</i></p>
5 February 19	<p style="text-align: center;">In-Class (#3)</p> <p>Billing and Coding: What Every ANP needs to Know</p> <p>Guest: Deborah L. Samuels, CPC, CEMC, CCP, PCS, CCP-AS Assistant Compliance Officer</p>	<p>Required reading:</p> <ul style="list-style-type: none"> • An Overview of Medicare Reimbursement Regulations for APN.2006 • Billing for NP: Guidelines for NPs, Employers & Insurers <p style="text-align: center;">1st Online quiz due related to EBP before start of class</p>
6	II. Discussion Board	All discussion board assignments

February 26	Is professional membership important?	should be completed and posted by Wednesday of the up-coming week. Follow the guidelines on Canvas
7 March 4	What does NP need to know about Professional malpractice insurance? (claims made versus occurrence malpractice)	Watch & Learn
8 March 11	III. Discussion Board NP Legislation	Required readings: <ul style="list-style-type: none"> • The role of NP in meeting increasing demands of primary care • Maximizing Access to Health Care in New Jersey APN • Expanding the Role of Advanced Nurse Practitioners: Risks and Rewards
March 14-22	Enjoy Spring Break 😊	No classes
9 March 25	In-Class (#4) Preparing for Entry into Practice: <ul style="list-style-type: none"> ◦ Resume / Curriculum Vitae (CV) ◦ Cover letters ◦ Contract Negotiations ◦ APN Salary Scales ◦ Job Searching Practicing as an APN <ul style="list-style-type: none"> ◦ Joint Protocols / Collaborative agreements (CA) ◦ Employment Contracts ◦ Malpractice Insurance Guest: Ashley Forsythe Career Management Specialist <i>Rutgers University - Camden</i>	Required reading: Negotiate the best possible NP Contract_Lebo <i>Review resources/websites on Canvas</i> Guest from Career Center at Rutgers University-Camden https://cc.camden.rutgers.edu/
10 April 1	Interprofessional Collaboration <i>(will be tested on this material)</i>	Read and review articles posted on Canvas Reminder to upload at least 2 articles related to your topic prior to your presentations.
11 April 8	In-Class (#5)	Required readings: upload at least 2 articles related to

	Presentation <i>Groups C, D, & E</i>	your topic <u>prior to</u> your presentations. Upload by April 1 st
12 April 15	Review and learn the Laws and regulations in New Jersey and other states.	<i>American Association of Nurse Practitioners (AANP)</i> 2nd Online quiz due related to Malpractice & Interprofessional Collaboration before start of class
13 April 22	In-Class (#6) Our last face-to-face class NPI Provider Number Licensure <ul style="list-style-type: none"> - APN - Controlled Dangerous Substance (CDS) - Drug Enforcement Agency (DEA) Maintaining APN Licensure <ul style="list-style-type: none"> - CEU Requirements - License Renewals Practice Before Licensure	<i>Professional E-portfolio Due</i> Guest: Joe Cipriano, RN, APN
14 April 29	Discussion Board What's next (Attendance grade)	
May 5 & 6	Reading Days	-----
May 7- 16	Final Exam Period	No Final Exam in this Class