

Course Syllabus

COURSE: VNSG 2331 Advanced Nursing Skills
 SEMESTER: Spring 2024
 CLASS DAYS: Tuesday/Friday **
 CLASS TIMES: Tuesday 8-12 am , 1-2 pm

Name	Phone Numbers	Email	Office	Office Hours
Stacey Koelder, LVN	806.716.4408 (o)	skoelder@southplainscollege.edu	104 E	Mon. 9-12am Tue. 2-4pm Wed. By Appt. TH. By appt Friday 1-3pm

*Please note office hours above. If you need to meet with me, you may stop by my office during office hours and if I am available at that time, I will be happy to meet with you. The best way to meet with me is to email me for an appointment that will be verified/accepted via email.

** Some Fridays may be scheduled for skills checkoffs. These are required as part of this course. Please see course schedule for details. Remediation activities and content mastery exams may be required outside of course time. Please see course schedule on Blackboard for details.

***Please Note:* The COVID 19 crisis may change the lecture format / lab demonstration and this syllabus. Please refer to the 2023-2024 Student Handbook for the complete COVID POLICY.**

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This course is an introduction to and application of primary nursing skills. The focus will be a mastery of advanced nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Be able describe the underlying principles of selected nursing skills and their relationship to client health status
2. Be able to demonstrate satisfactory performance of selected nursing skills utilizing principles of safety
3. Be able identify the nursing process used to solve advanced client care problems across the life span using appropriate medical terminology
4. Demonstrate safe and competent advanced nursing skills; describe how each step of the nursing process relates to nursing care; and discuss the implementation of advanced nursing skills in a variety of health care settings.

COURSE OBJECTIVES - Outline form (C-1, C-2, C-3, C-4, C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17)

At the completion of this course the student will:
1. Relate current knowledge into advanced nursing studies
2. Use advanced nursing skills and knowledge to meet individualized patient needs
3. Employ plans for intelligent safe nursing care of the patient through the lifespan within the Holistic Nursing concept
4. Identify the patient through the lifespan as a unique individual who needs assistance during illness regardless of age or degree of infirmity
5. Display good interpersonal relationships and communication skills between nurse and patient; nurse and co-workers, nurse and family nurse and interdisciplinary team in a timely manner, including technology to support decision making to improve patient care
6. Consider the common needs of the patient and the Vocational Nurse's responsibility for the patient's environment, safety and well-being based on the vocational program of study and evidence-based practice
7. Recognize the importance of observation and communication regarding patient and co-worker interactions and charting. Assemble information using the Nursing Process as a nursing assessment of each patient
8. Demonstrate principles of asepsis, communicable disease prevention and health care/community readiness for disrupting events
9. Demonstrate knowledge of advanced interventions to support the patient and family during life stages, including death and dying and potential care needs of vulnerable patient
10. Demonstrate methods for promoting safety in the work environment, including facility policies and procedures
11. Utilize terminology and rationale for performing advanced nursing skills
12. Identify appropriate equipment needed for each nursing skill performed
13. Identify, assess, and evaluate the patient's response to the procedure
14. Discuss the necessity for the patient/family education regarding the specific skill
15. Correctly use abbreviations, definitions, prefixes, suffixes, verbs, adjectives, and words in the nursing profession
16. Break down a list of medical words and identify the meaning of each word in the list through structural analysis
17. Must pass the course with 76 average and no more than 2 absences.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, skills check-offs, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading, charts/posters, Power Point, lab demonstration/return demos and audio/visual presentation

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly

performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

There will be external clinical and simulation learning experiences provided in this course, as well as learning experiences in the lab which provides the setting in which the student applies workplace competencies. Successful completion of the designated course outcomes will allow the student to continue to advance within the program. Successful completion of VNSG 2331 meets the requirements as stated in the Differentiated Essential Competencies (DECS) of Graduates of Texas Nursing Program as:

1. Member of a Profession
2. Provider of Patient Centered Care
3. Patient Safety Advocate
4. Member of the Health Care Team

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK

	Publisher	ISBN#
*Fundamentals of Nursing Care, Concepts, Connections & Skills <u>4th Edition</u>	F. A. Davis	978-1-7196-4455-6

With Access code to Davis Advantage - REQUIRED

*Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide <u>4th Edition</u>	F. A. Davis	978-0-8036-6907-9
---	-------------	-------------------

*Blackboard

*ATI

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for appropriate use of electronics in the classroom. Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. **You will need to have access to a computer and it will need to have a camera and a microphone.** When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event that we must meet in the virtual setting please notify me if you do not have a computer to use.

ATTENDANCE POLICY (*READ CAREFULLY)

Students are expected to attend all classes in order to be successful in a course. Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Students must be in their seat ready for class at the scheduled time.

Attendance is taken for each class by signature page or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked “absent.” A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as “absent”. Students who are late for an exam will not be allowed to take the exam and are counted as “absent”. Students who do not return to class after an exam are counted as “absent.” If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence. Students who “forget” to sign in are counted as absent.

A student who exceeds 2 absences in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program*

*If the student has a documented emergency that leads to exceeding 2 absences, the student will be responsible for notifying the instructor. The student must present evidence to the VESC regarding the reasons for all absences. The VESC will review and determine if a true emergency existed for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available in each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your absence for a non-emergency, the attendance policy will be upheld, and you may be dismissed from the VNP. The decision of the VESC committee is final.

As a matter of courtesy and professional behavior, a student who is going to be absent must email the course instructor and inform the instructor of the pending absence.

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

COVID policy: See VN Student Handbook

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. SPC will follow the recommended 5-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to your return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class and get tested.

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician's release must be submitted when the student is treated by a physician. (per Handbook policy)

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time or they are absent. Once the door to the classroom/lab is shut, that signals that class has started and the student will be counted absent. The student may still join the class to receive content but will still receive the absence. See Exam policy regarding expectations on tardiness for exams.

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. *Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.*

4.1-D. RELIGIOUS HOLY DAYS ABSENCES: In accordance with Section 51.911, Texas Education Code, SPC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven calendar days after the absence.

ASSIGNMENT POLICY

Assignments/Quizzes may be given as a “Ticket to Class” or to enhance learning of the course material. These activities will count toward 5% of the total course grade.

Students may be assigned ATI/Blackboard quizzes that will be completed outside of class time and have a time scheduled to complete them. You only have one attempt on these quizzes and the honor code is in place as this is not a group assignment. Quizzes will be **due before 11:59pm on the due date**. The quiz will be closed after that time and no late work will be accepted.

Tickets to class may include: Chapter outline, lecture outline, ATI quizzes, Ah Ha! Points, Muddiest points. Tickets to class shall be communicated via Blackboard Announcement

Submitting work: Follow assignment instructions.

All required work must be in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is due on the dates specified by the instructor. No late work is accepted. All work is submitted via hard copy at the beginning of scheduled class time, ATI or Blackboard.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy. All work is submitted via ATI, Instructor Boxes or in the Blackboard classroom.

Virtual assignments are not accepted by email. You must submit via ATI or via Blackboard depending upon the assignment **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC, because not all Mac files are able to convert**. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing instructor a minimum of **two hours** prior to deadline. If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible and not blank.

Skills Lab:

When participating in a skill check off lab, you must adhere to the clinical dress code. **If you have long hair, it must be pulled back or put up in a ponytail, that does not hang over your shoulders**. Your fingernails must be cut short and without polish. You cannot wear jewelry, such as earrings, tongue bars, nose rings, brow rings, or necklaces. (You may wear a flat band wedding ring only).

Skills Lab (absence): In the event an absence should occur during a skills check off lab, the student is required to make the lab up. The student must make an appointment with the instructor via email to make up the missed skills check off.

Skills Check Offs: Each skill must be accurate before the student can perform the skill in the clinical setting. Therefore, the student will be checked off on each skill for a grade. **The skills check off labs are assigned labs.** These are required skills check-offs. Student must score an 85 or higher on each skill, or remediation will be required. All remediation must be complete before student can perform the skill in the clinical setting. **Grades for skills check-offs will be recorded as part of the grade average. If a score of 85 or above is not obtained, remediation will occur until a score of 85 or better is reached, with a maximum of 3 attempts. Remediation will be done by appointment with an instructor only and will be outside of normal course hours. If a student fails after 3 remediation attempts, the student will be withdrawn from the course. Each skill must have been passed with an 85 or better in order for the student to take the ASCCL (Advanced Skills Critical Competency Lab) prior to course exit.**

Grading Skills Check Offs: Each skill has its own procedural objective, with some steps on the procedure having an asterisk, meaning it is a required step. The first missed asterisk will have a value of -5; all other asterisk steps will have a value of -10. Three (3) non-asterisk items will count as one asterisk. **The initial score received during check off will be the recorded grade entered into the gradebook.** Discussing grades of skills check offs with other classmates is unprofessional behavior and strongly discouraged. There may be opportunities during class to practice, but most of the practice for the student will come during the required Friday lab hours or on your own time outside of class. If a student misses a check off day, they will need to email the skills instructor within 48 hours to reschedule a time.

ASCCL: This is an Advanced Skills Clinical Competency Lab and is performed **BEFORE** the Final Exam. The student should be able to demonstrate all skills taught in this course. Each student will be required to perform 1 sterile skill and 1 non-sterile skill that will be randomly selected. ALL skills from Basic Nursing Skills will be carried forward and may be subject to check off. Student must score a grade of 85 or higher on each skill, or remediation will be required. The score or grade the student will receive will be calculated based on the number of asterisk items missed. The first missed asterisk will have a value of -5 points and each additional missed asterisk will have a value of -10 points. Three (3) non-asterisk items will count as one asterisk and be valued at -10 points. The final grade for ASCCL will be determined by averaging the score for the sterile skill and non-sterile skill.

For example:

First asterisk missed = 95

Second asterisk missed =85

Third asterisk missed =75

Fourth asterisk (or equivalent) missed = 65 and so on until skill is completed

The student will complete the skill for a grade that counts for a total of **20%** of the final course grade. Should the student have to remediate the ASCCL skill, the **remediation will not alter the original grade**, however, the student will have to score at least an 85 on remediation to move on and attend and perform the skills at clinical rotations. For remediation, the student must schedule an appointment ahead of time with an available instructor. Student will not go to clinicals (including make-up week) until remediation from ASCCL is complete. All remediation for ASCCL skills must be complete by **the final course day**. If not complete by the final course day, the student will not have met the course exit goals and will be given a course grade of “F”, regardless of other course grades, and withdrawn from the vocational nursing program.

Lab Practice

At times, videos may be available for skill practice and review. Other times, only a demonstration will be given by the instructor. The videos provided are intended as a guide on how the skill should flow and not intended for specific sterile procedure. The student should follow the procedure checklist for the sterility of the content/skill. It is the responsibility of the student to set aside time to practice skills in the nursing lab, at the CCE or at home, outside of normal class time.

At times, there will be an instructor or instructors who can assist in lab during the students practice times. This is why it is important for the student to come to class prepared for the lecture and part of being prepared is to review the skills for that particular procedure discussed. Students must always come prepared to practice with skills supplies, in case there is time allowed during class for practice.

The nursing skills lab is open during the week from 9-4 and you may come and practice your skills at your convenience if the lab is not scheduled for use with another course. You can check the lab schedule to make sure of the times it will be available. It is very important that you take advantage of lab days during the week.

Advanced Skills Objectives - skills will be checked off on the day assigned and given a grade by an instructor. It is important for the student to follow the objectives that are located under **Nursing Skills Manual** on Blackboard. If an 85 or above is not obtained, remediation will be required. (See Grading Skills Check-Off section above)

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course. All students must have access to computers, web cam, microphones and printers. Some may be available on the South Plains College campus. Students will be expected to utilize computers to access assignments, classroom resources, Zoom Meetings and possibly exams. All registered students are supplied with a working email account from South Plains College. The use of TikTok is prohibited on SPC devices and WiFi. TikTok may not be used for online assignments.

STUDENTS ARE EXPECTED TO KNOW THEIR SPC USERNAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab may be used by students during scheduled open hours. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

EXAMS

- See Lecture/Exam Schedule.
 - Presentation of material includes class lectures, discussion, handouts, videos, and power point. Exams will be administered on computer via ATI.
 - Exams are administered in a campus computer lab using ATI and the lab. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on ATI and have it proctored by ATI Proctorio. **It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**
 - In addition to course exams, each student will take a content mastery exam. Each student should score a Level 2 on each specialty exam. It is scored as follows: Level 3—95, Level 2—85, Level 1—70, less than Level 1—60.
 - The Final Content Mastery exam may substitute the lowest exam grade pending the student has ZERO absences.
 - The Content Mastery exams will be given as:
 - Practice Exam A
 - Practice Exam B
 - Fundamentals Assessment
 - Grades will be recorded on Blackboard for the student to view. The student will also be provided a grade sheet on Blackboard for all grades to be recorded by the student after reviewing their exams. It is up to the student to keep up with their grade sheet and grades.
 - Students will have the opportunity to review each exam taken as scheduled by the instructor. After viewing the exam, if the student has further questions, the student will need to email the

instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours has passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**

- Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
- Assignments/ Quizzes/ may be given as a “Ticket to Class” or to enhance your learning of the course material and will count toward 10% of total course grade.
- Final Exam may also include Abbreviations and Definitions.
- All ASCCL skills must be completed with a grade of 85 or better, or the student must remediate those skills (see section on ASCCL for details).
- Students must earn a “76” or better in this class and meet all criteria as discussed above for progression.

Course Grade is determined by:

Unit Exams	20%
Content Mastery Exams	10%
Quizzes/Assignments/Tickets to class	5%
Skills Check offs	15%
Final Exam	30%
ASCCL	<u>20%</u>
	100%

Please refer to your SVN handbook for additional comments about grades.

MISSED EXAMS/MAKEUP WORK:

Students are expected to take all examinations for each nursing course. There are NO makeup exams for this course. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted **FOR THE MISSED EXAM GRADE ONLY**. If any additional exams are missed, a grade of “0” will be recorded. There is no make-up exam for the Final Exam

NO exams will be given prior to the originally scheduled exam. Please do not ask.

Any action interpreted as cheating by facilitating instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.

REMEDATION

Any exam grade below an 80 will require a meeting with your instructor to be scheduled within 48 hours of the exam. Upon meeting with the instructor, an exam wrapper will need to be completed so the student and instructor can review together. Remediation for course unit exams will be assigned at the discretion of the instructor.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Unit Exams	20%
Content Mastery Exams	10%
Quizzes/Assignments/ Tickets to Class	5%
Skills Check Offs	15%
ASCCL	20%
Final Exam	30%
	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

Grades will not be rounded up or down i.e., 79.4 = 79

The final letter grade will be posted to Blackboard and Campus Connect.

ADDITIONAL INFORMATION:

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS. The following penalties apply to students who choose to sneak in their phones: (1) If a cell phone rings during an exam, that student's exam will end immediately with a "50" recorded for the exam grade, even if the student was answering the last question. There is no makeup for this grade. (2) If a cell phone goes off during lecture, the cell phone will be taken up and left in the Director's office till 4:00 p.m.

The student is allowed to use the cell phone only during breaks, please keep cell phones in your car.

For Test Security, no hats, caps, backpacks or purses are permitted in the computer room during exams. No drinks or food may be brought into the classroom during an exam.

Bottled drinks with a screw top lid may be brought into the classroom during lecture **only**.

Competencies are defined as effective demonstration of advanced nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.

The student's performance of the competencies will demonstrate and describe the desired outcome of learning at the conclusion of the nursing skills course.

Excessive talking in class will not be allowed; the student may be asked to leave, with an absence given for the day.

The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to keep

the lab clean and tidy at all times. If it is necessary to utilize the lab after hours, arrangements must be made with the faculty.

Classroom rules also apply to the laboratory classes.

Radios will not be allowed in the classroom at any time.

Recording (Voice or Video) is not allowed unless the student receives written permission by the instructor.

COURSE EXIT GOALS:

For the student to exit this course, the student must do the all of the following:

- 1. Pass each skill check off with at least an 85 within 3 attempts.**
- 2. Remediate ASCCL if an 85 or less is made on any skill by assigned date. If ASCCL remediation is not complete by that date, a course grade of “F” will be given regardless of other grades.**
- 3. Have no more than 2 absences**
- 4. Must pass the course with a 76 average**

If ALL course exit goals are not met, student will be given an “F” for the course grade and will be withdrawn from the vocational nursing program.

COURSE SCHEDULE POSTED ON BLACKBOARD

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. Students are encouraged to check SPC email on a daily basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Email Policy:

- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- Instructors make every attempt to respond to student emails *during regular college business hours* when faculty are on campus. Instructors *are not* required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff or others will be placed on probation for the first offense; dismissed from the program for a second offense.

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

Mrs. Koelder will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4406 or (806)716-4408. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

ACCOMMODATIONS

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, or the use of AI-Artificial Intelligence, visit:

<https://www.southplainscollege.edu/syllabusstatements/>

Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

FOUNDATION SKILLS

BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing–communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking–organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking–generates new ideas.

F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving–recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye–organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty–chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 HUMAN RESOURCES - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL–Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer’s expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates–works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.

ADVANCED NURSING SKILLS

Surgical Asepsis

Following completion of this chapter, the student should be able to:

1. Define key terms associated with surgical asepsis.
2. Differentiate between medical asepsis and surgical asepsis.
3. Explain how to tell if supplies are sterile.
4. Explain the necessity of developing a sterile conscience.
5. Identify guidelines for using sterile technique while opening sterile supplies, setting up and adding items to the sterile field, opening sterile packs, and working with a sterile field.
6. Determine when to use sterile technique.
7. Identify safety issues related to surgical asepsis.

Nutritional Care and Support

Following completion of this chapter, the student should be able to:

1. Describe nasogastric and nasointestinal tubes, including size, length, and lumens.
2. Explain when and how nasogastric tubes are used for gastric decompression.
3. Discuss how feeding tubes are placed and used to provide nutrition.
4. Differentiate between intermittent and continuous tube feedings.
5. Describe the process for and importance of checking placement of nasogastric and nasointestinal tubes and checking residual gastric volume.
6. Identify nursing responsibilities for patients with feeding tubes, including the prevention of complications.
7. Discuss the use of partial and total parenteral nutrition to maintain nutritional status.
8. Identify specific safety information.

Diagnostic Tests

Following completion of this chapter, the student should be able to:

1. Correctly use key terms associated with diagnostic tests.
2. Explain the nurse's role and responsibilities in relation to diagnostic tests.
3. Identify the normal findings of a urinalysis.
4. Name at least two tests that evaluate renal function.
5. Name three diagnostic tests that would be useful in evaluating liver function.
6. Differentiate between esophagogastroduodenoscopy, barium enema, and colonoscopy, and between magnetic resonance imaging and computed tomography, including purposes and preparations for each.
7. Explain the purpose of a lumbar puncture and how to position a patient for the procedure.
8. Prioritize the post procedure nursing actions to be performed after a femoral arteriogram.
9. Relate the purposes of a glucose tolerance test, intravenous pyelogram, and bone marrow aspiration.

Wound Care

Following completion of this chapter, the student should be able to:

1. Define various terms related to wound care.
2. Contrast contusion, abrasion, puncture, penetrating, and laceration wounds, as well as pressure injuries.
3. Differentiate between clean, clean-contaminated, contaminated, infected, colonized, open, and closed wounds.
4. Identify risk factors for pressure injuries.
5. Correctly stage pressure injuries.
6. Outline nursing interventions to prevent pressure injuries.
7. Describe other types of wounds, such as stasis ulcers, sinus tracts, and surgical incisions.
8. Explain the three phases of healing.
9. Compare first-, second-, and third-intention wound closures.
10. Explain how different factors affect wound healing.
11. Describe possible complications of wound healing and appropriate nursing care for each.
12. Discuss wound treatments and the nursing responsibilities for each.
13. Accurately assess a wound and wound drainage.
14. Describe types of dressings and their uses.
15. Identify information to document concerning wounds.
16. Develop a care plan for a patient with an infected pressure injury.
17. Identify safety issues related to wound care.

Respiratory Care

Following completion of this chapter, the student should be able to:

1. Define key terms associated with respiratory care.
2. Explain the changes in physiological regulation of respiration in patients with chronic lung disease.
3. Discuss the significance of selected diagnostic tests when caring for patients with impaired oxygenation.
4. Discuss safety measures to enforce when the patient is receiving supplemental oxygen.
5. Describe various artificial airways and how to suction the patient with the airway in place.
6. List tips for conservation of energy for patients with chronic lung disease.
7. Describe a tracheostomy tube and the nursing care needed to keep it patent.
8. Illustrate chest tube placement and how the chest drainage system works.
9. Discuss nursing care of patients with chest tubes.
10. Plan care for a patient with a respiratory disorder.
11. Identify safety issues related to respiratory care.

Bowel Elimination and Care

Following completion of this chapter, the student should be able to:

1. Explain how different factors affect bowel elimination.
2. List independent nursing interventions to promote bowel elimination.
3. Accurately assess bowel elimination problems.
4. Contrast different types of enemas, their purposes, mechanisms of actions, and nursing considerations, as well as the contraindications and complications of enemas.
5. List signs and symptoms of vagal stimulation.
6. Prioritize nursing actions to perform when vagal stimulation is suspected.

7. Explain how to obtain stool specimens for culture and sensitivity and for ova and parasites, and how to test for occult blood.
8. Discuss diarrhea and factors that contribute to it.
9. Describe nursing interventions to use for diarrhea.
10. Discuss fecal incontinence and nursing interventions for managing it.
11. Discuss ostomy care and patient teaching regarding care.
12. Explain the purposes for colostomy irrigation.
13. Identify specific safety information.

Urinary Elimination and Care

Following completion of this chapter, the student should be able to:

1. Define key terms related to urinary elimination and care.
2. Describe normal and abnormal urine output.
3. Discuss characteristics of normal urine and the significance of abnormal characteristics.
4. Explain the causes and complications of urinary retention.
5. List the types of urinary incontinence.
6. Describe nursing interventions to help manage incontinence.
7. Discuss methods of assessing urine.
8. List the steps for collecting a 24-hour urine sample.
9. Identify purposes, types, and sizes of urinary catheters.
10. Discuss the care of patients with an indwelling urinary catheter.
11. Identify the steps in bladder training.
12. Describe the occurrence, risk factors for, and prevention of urinary tract infections.
13. Plan care for a patient with a urinary tract infection.
14. Identify safety issues related to urinary elimination and care.

Intravenous Therapy

Following completion of this chapter, the student should be able to:

1. Define various terms associated with preparing, initiating, and maintaining peripheral IV therapy.
2. Identify the purposes and benefits of peripheral IV therapy.
3. List the common components of IV fluids, their uses, and special considerations for use.
4. Describe equipment used for peripheral IV therapy.
5. Compare the effects of infusing hypotonic, isotonic, and hypertonic IV solutions.
6. Discuss the importance of asepsis during IV therapy.
7. Relate possible complications of IV therapy, as well as their causes, prevention, and treatment.
8. Contrast IV therapy across the lifespan.
9. Explain how to prepare, initiate, and maintain a peripheral IV infusion.
10. Discuss peripheral IV therapy in nursing care.
11. Discuss the components and uses of various blood products.
12. Summarize how to prepare, initiate, and monitor infusion of blood and blood products.
13. Apply knowledge of IV therapy in specific scenarios.
14. Identify the purpose of each central venous access device.
15. Identify specific safety features.

VNSG 2331 Advanced Nursing Skills Syllabus Contract

Print Name: _____

I have read and understand the SKILLS Syllabus and schedule. I have had the opportunity to ask questions. I also understand to exit this course I must meet All Objectives Listed in the course Syllabus as stated below:

COURSE EXIT GOALS:

For the student to exit this course, the student must do the ALL of the following:

- 1. Pass each skill check off with at least an 85 within 3 attempts.**
- 2. Remediate ASCCL if an 85 or less is made on any skill by assigned date. If ASCCL remediation is not complete by that date, a course grade of “F” will be given regardless of other grades.**
- 3. Have no more than 2 absences**
- 4. Must pass the course with a 76 average**

If ALL course exit goals are not met, student will be given an “F” for the course grade and will be withdrawn from the vocational nursing program.

Signed: _____ Date: _____

**Plagiarism Declaration
Department of Nursing
South Plains College**

By signing this plagiarism declaration, I acknowledge that I have received a copy of the honesty policy and been made aware that the penalty for plagiarism is dismissal from the program.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Examples of student plagiarism:

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another's paper in whole or in part
- Allowing another student to use one's work
- Claiming someone else's work is one's own
- Resubmitting one's own coursework, when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Printed Name: _____

Signature: _____

Date: _____

VOCATIONAL NURSING CONTRACT

In compliance with the policies of South Plains College and the Vocational Nursing Program of the Plainview Center campus, the Vocational Nursing Student will:

1. Be in attendance and be punctual for lecture and clinical experiences.
2. Satisfactorily pass nursing courses with a 76-grade average in all nursing subjects and meet all other graduation criteria as found in this handbook. **I understand that if I do not earn a "C" in any course, I must repeat that course and cannot progress in the VNP. I understand that if I do not meet all graduation criteria, I will not graduate from the VNP.**
3. Demonstrate satisfactory nursing skills in both lab and clinical experience as evaluated by instructors. **I understand that should I fail in the lab experiences, I must withdraw from the program.**
4. Complete assignments by the designated deadlines. **I understand that penalties occur for any incomplete assignment.**
5. Comply with the dress code. **I understand that to violate the dress code is unprofessional conduct and that continued violations may be grounds for dismissal.**
6. Adhere to the confidentiality statement. **I understand that to violate confidentiality/HIPAA may be grounds for immediate dismissal.**
7. Satisfactorily meet all clinical objectives. **I understand that if I do not meet clinical objectives, I will fail the VNP.**
8. Understand and will comply with all policies regarding professional conduct and **understand the disciplinary actions that may be taken should I fail to follow these policies.**
9. Understand that should I have a criminal incident, **I must report the incident to the VNP and withdraw from the program until I am cleared by the BON.**

I have read and understand the statements regarding State Board Regulations for Licensure as outlined in the Student Handbook, including the statements with regards to a criminal background. I understand that graduating from this program does not guarantee me a license to practice nursing and that I must meet all Board requirements to be licensed.

I have read and understand fully my individual responsibility to comply with the rules and regulations as outlined in the Student Handbook. I accept responsibility for my learning. I understand that patient safety is the primary focus of my nursing care.

Printed Name: _____

Signature: _____

Date: _____

STUDENT PROFESSIONAL CONDUCT CONTRACT

Part of the nursing education program that we have adopted at the Vocational Nursing Program, SPC Plainview Campus includes a significant emphasis on the issue of professionalism. While this topic has been briefly discussed in orientation, it will be discussed frequently throughout the year and is also discussed in the Student Vocational Nurse Handbook. Additionally, an even greater and more specific focus will be placed on the area of respect. A list of unacceptable behaviors are listed below but are not limited to only these:

1. Students sighing loudly or rolling of the eyes
2. Students talking and interrupting while a faculty member or guest speaker is talking/lecturing.
3. Students arguing or yelling, stomping of the feet

Consequently, this contract has been designed to inform the student that these behaviors will be specifically targeted and will not be acceptable. Students who engage in these behaviors will be classified as exhibiting “unprofessional conduct” with the following disciplinary action(s) to ensue:

1. Immediate removal from the classroom or clinical setting, accruing an absence for that class or clinical day, a verbal conference will occur and documentation will be done with both the student and instructor will sign the documentation
2. Written conference between the lead instructor and/or program director and the student with a learning contract and/or probation initiated
3. Dismissal from the program.

Continued behaviors as outlined above will be reviewed by the VESC and appropriate disciplinary action will be determined by the committee which could include dismissal from the VNP.

It is our desire to teach professionalism through acceptable professional behavior so that you, as the student, may be a successful nurse throughout the year.

I have received a copy of the Vocational Nursing Program, SPC Plainview, Student Professional Conduct Contract and understand the consequences that will follow if I display the behaviors addressed in this contract.

Printed Name: _____

Signature: _____

Date: _____