

Course Syllabus

COURSE: RNSG 2260.001 Clinical Nursing Adaptation (2:0:6)
 SEMESTER: **Fall 2025**
 CLASS DAYS: Days Vary Review Course Calendar (subject to change based on clinical site availability)
 CLASS TIMES: TBD (subject to change based on clinical site availability)

Name	Phone Number	Email	Office	Hours
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“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

Content includes health promotion, expanded assessment, analysis of data, clinical reasoning processes and clinical judgment, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach. This course must be taken concurrently with RNSG 2260, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244. Prerequisite: ENGL 1301, BIOL 2401, BIOL 2420, & PSYC 2314. Semester Hours: 3 Lecture Hours: 0 Lab Hours: 0.

END OF COURSE OUTCOMES

Differentiate between roles of the professional nurse as provider of patient -centered care, patient safety advocate, member of the health care team, and member of the profession and other licensed health care providers in a variety of health care settings; utilize clinical reasoning processes and clinical judgement in planning comprehensive care for patients and their families; demonstrate skills for safe basic professional nursing care.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES WITH EXPECTED LEVELS OF ACHIEVEMENT

The Associate Degree program developed program outcomes to effectively look at the student’s ability to have independent judgment, critical thinking, clinical reasoning, clinical judgment, and self-direction while caring for clients and their families. Expected Levels of Achievement for clinical coursework are measured with a weekly clinical evaluation tool, midterm, and final clinical evaluation tool reviewing the following clinical performance areas for each semester. Individual students must score a minimum of 77 percent in the clinical course to meet clinical course objectives.

- Human Flourishing (Holistic Diversity), Patient-Centered Care, Psychosocial Integrity, Provider of Patient-Centered Care and Patient Safety Advocate.
- Nursing Judgment (Critical Thinking), Safety, Safe and Effective Care Environment, Provider of Patient Centered Care and Patient Safety Advocate.
- Professional Identity (Legal and Ethical/Healthcare Team), Teamwork and Collaboration, Safe and Effective Care Environment, Member of a Healthcare Team and Member of the Profession.

- Spirit of Inquiry (Evidence Based Practice), Evidence Based Practice, Informatics, and Quality Improvement, Physiological Integrity, Safe and Effective Care, Health Promotion and Psychosocial Integrity, Provider of Patient Centered Care and Patient Safety Advocate.

End of Program Learning Outcomes (EPSLO) were implemented based on NLN, QSEN, Texas DECS, and the NCSBN 2023 Test Plan.

- EPSLO #1 Identify cues for optimal health promotion and maintenance
- EPSLO #2 Provide Safety and Infection Control for Self and Others
- EPSLO #3 Promote holistic, client centered care to a diverse population
- EPSLO #4 Advocate for a legal ethical framework within the healthcare team

ADN PROGRAM SYSTEMATIC TOTAL EVALUATION PLAN FOR END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

NLN COMPETENCY	Spirit of Inquiry	Is exhibited by nurses that provide evidenced based clinical nursing practice and use evidence to promote change and excellence.
	Nursing Judgment	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context
	Human Flourishing	Human flourishing is reflected in patient care that demonstrates respect for diversity, approaches patients in a holistic and patient-centered manner, and uses advocacy to enhance their health well-being.
	Professional Identity	Reflects the professional development of the nurse as a member and leader of the healthcare team who promotes relationship-centered care, and whose practice reflects integrity and caring while following ethical and legal guidelines.
PNCB N NCLEX Test Plan 2023	Physiological Integrity	-The nurse promotes physical health and wellness by providing care and comfort, reducing client risk potential and managing health alterations.
	Psychosocial Integrity	The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the client experiencing stressful events as well as clients with acute or chronic mental illness.
	Safe and Effective Care Environment	-The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients and health care personnel. - Management of Care - Nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting to protect the client and health care personnel. Safety and Infection Control - Protecting clients and health care personnel from health and environmental hazards.
	Health Promotion and Maintenance	The nurse provides and directs nursing care of the client that incorporates the knowledge of expected growth and development principles, prevention and/or early detection of health problems, and strategies to achieve optimal health.
QSEN	Quality Improvement	Care-related and organizational processes that involve the development and the implementation of a plan to improve health care services and better meet the needs of clients.
	Patient-Centered Care	- Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

		- Provision of caring and compassion, culturally sensitive care that is based on a patient's physiological, psychological, sociological, spiritual and cultural needs, preferences, and values.
	Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making and safe, scientifically based nursing practice.
	Evidenced-Based Practice (EBP)	- Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. - The use of current knowledge from research and other creditable sources to make clinical judgments and provide client centered care.
	Safety	Minimalization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for clients, self, and others.
	Teamwork and Collaboration	Delivery of client care in partnership with multidisciplinary members of the health care team, to achieve continuity of care and positive client outcomes.
TBON DEC COMPETENCIES	Provider of Patient-Centered Care	A. Use clinical reasoning and knowledge based on the associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice. B. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team. C. Provide safe, compassionate, comprehensive patient care to patients and their families through a broad array of health care services. D. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles. E. Evaluate and submit patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care. F. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration. G. Coordinate human, information, and physical resources in providing care for patients and their families.
	Patient Safety Advocate	A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards. B. Implement measures to promote quality and a safe environment for patients, self, and others. C. Formulate goals and outcomes using evidence-based data to reduce patient risks. D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices. E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

		F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.
	Member of a Health Care Team	<p>A. Coordinate, collaborate, and communicate in a timely manner with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient centered care.</p> <p>B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.</p> <p>C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.</p> <p>D. Communicate and manage information using technology to support decision making to improve patient care.</p> <p>E. Assign and/ or delegate nursing activities to other members of the health care team based upon an analysis of patient or workplace need.</p> <p>F. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.</p> <p>G. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease.</p>

At the completion of the semester students will:

1. Demonstrate competency on all skills listed below prior to hospital clinicals.
2. Have satisfactory performance of simulation, clinical, daily clinical evaluation, nursing process packet, clinical math competency exam, and final clinical evaluation
3. Satisfactory achievement of unit and clinical outcomes.
4. Have completed standardized tests as applicable to the curriculum; validation of selected nursing skills and regular classroom/clinical attendance.
5. Demonstrated accomplishment of the level outcomes for the course clinical performance.

Upon satisfactory completion of RNSG 1307 and RNSG 2360 the student will meet the following: SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies foundations skills found within this course are (C1 - C3, C5-7, C9, C11-13, C16-C20, F1-9, F12-13, & F16-F17).

COURSE OBJECTIVES

STUDENT LEARNING OUTCOMES

Upon satisfactory completion of this level, the student should be able to:

CLINICAL DECISION MAKING

1. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of adult clients in a variety of settings.
2. Analyze evidence-based practice and research supporting clinical reasoning regarding characteristics, concepts, and processes related to clients, including anatomy and physiology; pathophysiology; disease processes; pharmacotherapeutics, and other therapies and treatments.
3. Apply steps of the nursing process, which include comprehensive nursing assessment of clients,

analysis, planning, implementation, and evaluation.

COMMUNICATION AND INFORMATION MANAGEMENT

1. Apply technological skills including word-processing, e-mailing, accessing search engine databases, bibliographic retrieval, and accessing multiple online resources.
2. Identify regulatory and ethical guidelines necessary to protect confidentiality when using technology.
3. Demonstrates effective communication with adult clients, families, and members of the health care team to achieve positive outcomes.

LEADERSHIP

1. Collaborate/delegate effectively with members of the health care team in planning and decision-making to achieve desired outcomes for the adult patient.
2. Identify the role of the nurse as an advocate for clients and their families.

SAFETY

1. Demonstrate clinical decision-making that results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that facilitates advancing the patient and support person(s) toward positive outcomes.
2. Analyze the process for safe medication administration.
3. Identify current National and State standards and guidelines and local procedures to reduce patient risk.
4. Apply current National and State standards and guidelines and carry out procedures in a manner that will reduce the patient's risk of unfavorable outcomes.

PROFESSIONALISM

1. Analyze one's caring behavior when interacting with clients, families, and members of the health care profession.
2. Apply ethical and legal responsibility for one's nursing practice.
3. Assume responsibility for professional and personal growth and development.

EVALUATION METHODS

Students will be evaluated using a variety of methods including but not limited to live or recorded skills demonstration, lab practicum, clinical evaluation tool, clinical paperwork, simulation experiences, and midterm and final evaluation. Teaching methods will include but not limited to clinical instruction, simulation (low fidelity, high fidelity, and virtual simulation), lab instruction with demonstration, simulation scenarios, case studies, focus learning groups, clinical debriefing, and other assignments as deemed necessary. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning.

ACADEMIC INTEGRITY

Refer to the SPC student handbook. Refer to the “Honesty Policy” located in the student handbook and appendix for examples of plagiarism. Violations of the honesty policy include cheating during testing, plagiarizing another’s work, and falsifying records will result in failure of the course. 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 a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible 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 all phases of coursework, including all quizzes, exams, and all assignments.

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 for any assignment will be considered guilty of plagiarism. If a student does not meet the Turn it in and AI usage percentage, or if they repeat a semester and reuse their assignment work from a previous semester; their work will be investigated. If the student’s work is positive for plagiarism the student may be counseled and placed under contract for the remainder of their time in the program. If the student is found guilty for plagiarism a 2nd time they may be dismissed from the course.

Turn it in Percentage: 25% or less

AI usage Percentage: 15% or less

If a student is found cheating or plagiarizing the instructor will fill out the Student Conduct Reporting Form on the SPC website.

https://cm.maxient.com/reportingform.php?SouthPlains&layout_id=20

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 2360 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 2360 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

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.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/>. In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment.

“Liking” the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION TEXT AND MATERIALS (If a newer edition is available, the newer is the book of choice)

You must have either the electronic text or physical textbook.

Taylor, C., Lynn, P., & Bartlett, J. (2022). *Fundamentals of Nursing: The art and science of person-centered nursing care* (10th ed.). Wolters Kluwer.

ISBN: 9781975168179. May have ebook or hardcopy. (additional Course Point materials are optional) **Optional Physical Book ISBN: 9781975168155**

Carpenito, L. (2023). *Nursing diagnosis: Application to clinical practice*. (16th ed). Jones and Bartlett. **ISBN: 9781284197976. May have ebook or hardcopy.**

Ford, Susan M. (2021) *Introductory Clinical Pharmacology* eBook (12th Ed.) Wolters Kluwer.

ISBN: 9781975186883; May have ebook or hardcopy. Ebook includes online resources.

Optional physical book ISBN: 9781975163730

Ford, Susan M. (2021) *Introductory Clinical Pharmacology Study Guide* (12th Ed.) Wolters Kluwer. **ISBN:**

9781975163761. Need a hard copy to complete assignments or activities.

Hoffman, J. & Sullivan, N. (2023) *Davis Advantage for Medical-Surgical Nursing: Making Connections to Practice*. (3rd Ed.) F. A. Davis. Ebook preferred because it includes 3 years online access **ISBN-13: 9781719647366**

ATTENDANCE POLICY (*READ CAREFULLY)

Clinical/Lab Attendance

Students are expected to attend all labs/clinical to be successful in this course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class/clinical absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined

that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. Punctual and regular clinical attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The course leader has the prerogative of dropping the student from the course for any absences.

Students are expected to attend all scheduled clinical days. **The student cannot miss no more than one (2) clinical days.** If a student is absent with each absence they may have to complete make-up and/or clinical hours for a grade and to meet objective. Clinical make up days are set at the end of the semester to complete, view calendar for dates. Make up work will be assigned by instructor and instructions are in syllabus. If student missing more than two (2) day and/or does not complete make-up clinical days and/or assignments will receive a zero on clinical daily evaluation and paperwork, may be administratively dropped and/or deemed unsuccessful from RNSG 2260 and concurrent courses (RNSG 1327, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244). The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis. Do not be tardy, tardiness is cumulative and will count towards the number of hours that can be missed.

Occurrence	Consequence
Absences	<u>The student can miss no more than one day RNSG 2260.</u> It is the student's responsibility for any missed clinical content and in clinical assignments may not be made up. Hospital clinical starts at 0630 and in clinic settings start at 0730. It is student's responsibility to follow call in protocol via clinical instructions. If the instructor has been properly notified prior to class, exceptions may be made on a case by case basis of emergency and/or school sponsored event. If the student misses clinical for any reason they will have to complete make-up work or/and clinical make-up day for a grade to meet the clinical objective.
Tardies	Clinical starts at 0630 and in clinics start at 0730. If the student enters the floor past 0640, they are considered tardy. If as student enters their clinical site at past 0745 the student is considered late. Every 2 tardies will be considered one absence. It is the student's responsibility to complete make-up work and/or hospital clinicals. If the instructor has been properly notified prior to class, exceptions may be made on a case by case basis of emergency and/or school sponsored event.
Post Conference	It is the student's responsibility to participate in post-conference and post conference assignments or presentations. Post -Conference assignments may be made up on a case by case basis of emergency and/or school sponsored event. Any missed Post- Conference may contribute to points deducted from clinical evaluation.
Failure to follow dress code in class	May result in student being counted as absent for the day or points off on clinical evaluation. Please refer to Student Handbook for clinical uniform standards.

Dropping a Class

Dropping a class may be initiated by the instructor or can be the student's choice. If a student is not successful in one or more of the following courses: RNSG 1327, RNSG 2260, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244. The

instructor will meet with the student to discuss which class(es) will be dropped and which class(es) will be assigned a grade or withdrawn.

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 and before the census date (view dates on SPC website) 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. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ASSIGNMENT POLICY

All assignments in the course are related to course/lesson plan objectives. Students must complete and submit all assignments to be successful in the course. Failure to submit an assignment may result in failure of the course. Students with missing assignments will be ineligible to take the final exam. All assignments must be completed, and submission uploaded by the assigned due date/time (CST) as listed in Blackboard and course calendar. In an emergency, students should contact faculty prior to the due date/time if they expect submission will be late. Please note that contacting faculty does not guarantee the receipt of an extension for the submission. **Late submissions are considered any time after the due date. If a student has a late submission may only receive 50% of credit on graded assignment and assignments turned in after 24 hours past due date will receive a 0 (zero).**

If at there are issues it is the student responsibility to email or notify the instructor before due date and time. Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of assignments. Please allow enough time for preparation and submission of each assignment before the due date. Make sure you have an alternate plan for Wi-Fi issues, we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading into Blackboard, scans should be cropped, clear and the correct orientation for grading. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). **Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%.** A digital upload is considered your digital signature.

STUDENT REQUIREMENTS

Students must arrive in **full SPC uniform for skills check offs, recording of skills, Reese Simulation, clinical sites, and Reese Advanced Simulation.** Failure to comply will the SPC Uniform Policy may result in the student being sent home, resulting in a zero for any assignments due that day (skills check offs, clinical daily attendance, and/or evaluations).

1. Classroom uniform will be any regular medical scrubs and tennis shoes. Certain days students can wear a SPC nursing t-shirt with scrub bottoms.

2. Uniform Specifics:

- a) Students must arrive in **full SPC uniform for skills check off, recording of skills, Reese simulation, and clinical sites.**

- b) **Classroom/Lab time** - Any color of scrub top and bottom, Nursing SPC organization t-shirt and scrub bottom, SPC t-shirt and scrub bottom. If you are cold natured and wear a sweatshirt, it must be a SPC sweatshirt. If you need a zip up jacket for warmth, it is not required to be SPC brand. Any color tennis shoe is acceptable for the classroom/lab time.
- c) **Clinical full uniform** - Clinical, Sim Lab, and Lab taping time – Uniform and white/gray tennis shoes. If you are cool natured remember you can only wear a clinical uniform jacket.

3. **Students must complete the syllabus acknowledgement for each course.** This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

4. Students are required to follow all clinical outcomes and instructions for each clinical rotation.

5. The clinical instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADN. Examples of unsafe clinical performance include, but are not limited to the following:

- a) Failure to complete assigned clinical paperwork
- b) Placing a patient in physical or emotional danger
- c) Assuming inappropriate independence
- d) Failure to accept moral and legal responsibility for his/her own actions
- e) Violation of professional integrity as expressed in the ANA Code of Ethics
- f) Having a cellphone in a clinical or simulation area.

6. Students are **NEVER** allowed to prepare and/or administer medications without supervision. Prior to administration of medication in the clinical area, students must have passed the math competency test and the medication administration skills. Prior to administration of medication in the clinical area, students must complete check physician orders, 5 rights and 3 checks, and discuss the medications with the instructor. All medication preparation and administration must be observed by licensed personnel.

7. All invasive procedures must be observed by the instructor. Student must review hospital policy and procedure, and orders before completing procedure.

8. No cellphones, smart watches, or smart glasses are allowed in the clinical setting. These devices must be left in your backpack in the appropriate area.

9. Failure to comply will result in the student being sent home, resulting in a zero for the daily clinical evaluation.

10. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical setting. HIPAA violations are subject to the student's removal from the SPC nursing program.

REQUIRED HOSPITAL SKILLS

Failure to successfully pass the skill in RNSG 1205 and RNSG 1244 by the assigned date will result in failure to be successful in RNSG 2260 course and clinical settings. The following skills will need to be checked off and passed before demonstrating in hospital or clinic setting.:

- a) Health Assessment
- b) Bed Making
- c) Bed Bath and Hygiene care
- d) Basic mobility skills
- e) Suture and staple removal
- f) Wound care
- g) Nasogastric tube insertion, removal, and care
- h) Tracheostomy care
- i) PEG care

- j) Sterile urinary catheterization
- k) Ostomy care
- l) IV insertion and discontinuation of an IV catheter on a classmate
- m) Live intravenous (IV)
- n) Medication administration will be evaluated where students will be required to give medications for a variety of all routes including intramuscular (IM), intradermal (ID), subcutaneous (subcut), oral (PO), PEG and NGT medication administration, all topical, and intravenous (IV) including both intravenous piggyback (IVPB) and/or slow intravenous push (SIVP).

The skills must be passed RNSG 1205 and RNSG 1244 by due date on course calendar or student will be dismissed from RNSG 2260, RNSG 1301, RNSG 2213, RNSG 1205, and RNSG 1244. If skills are not passed then the students will not be able to complete skill in clinical setting and lose points on Clinical Evaluation.

Once skills are passed students will be able to demonstrate skills in simulation, labs, and clinicals. If student does not pass skills in check off the student will not be able to demonstrate skill in hospital setting until passed and signed off by instructor. Student will need to print out an ADN Program skills chart and document date of skills checked-off and demonstrated and have instructor or nurse sign off skills chart, as well as complete appropriate documentation in hospital chart. The ADN Program Skills chart will be a part of Clinical Uniform for each clinical week. At the end of the semester the chart will be uploaded for a grade.

REESE SIMULATION ORIENTATION PAPERWORK

The Reese simulation orientation paperwork is part of the 60% averaged in course clinical paperwork assignments. Students will be required to attend and complete the simulation orientation forms. Students must complete the orientation prior to performing the physical assessment portion of this course. The simulation orientation will be at the Center for Clinical Excellence on the Reese Campus as designated on the calendar. The orientation will consist of a presentation of simulation policy and to mannequins used in simulation lab. Simulation Orientation information can be found under Simulation Orientation Blackboard Module. Simulation Orientation paperwork will be submitted under the assignment link in blackboard by the due date specified on the class schedule. Student is responsible for being on time and completing all aspects of orientation or student will not be successful in RNSG 2260.

REESE SIMULATION CLINICAL AND EVALUATION

The Reese Simulation Clinical Performance Evaluation is part of the 20% evaluation average and Clinical Paperwork Packet is part of the 60% clinical paperwork average.

Students will be completed in the Center for Clinical Excellence simulation lab on the Reese campus. The student will be evaluated on the four roles of nursing, which include: member of the profession, provider of patient centered care, patient safety advocate, and member of the healthcare team. The student will be given a patient scenario in which they will complete the following: medication cards, discussion of medications to be given to the patient, safely administer ordered medications, perform a head-to-toe assessment, laboratory and diagnostic studies, nursing process, pathophysiology, and debriefing.

The student may work in teams (2-3) or by themselves to complete the advanced simulation. They will need to meet objectives of the simulation. The Simulation Clinical Performance Evaluation will be used to grade student's performance. If the student does not meet objectives or complete skills safely they may be assigned remediation. Prep work may be given prior to simulation activity. Student will need to complete all prep work and have it ready by 0800 or time simulation clinical starts. Prep work may be reviewed before simulation starts and will need to be uploaded on Blackboard link provided. Delta sheets will be used for students to provide constructive criticism and pros and cons during for all peers' during simulation. All paperwork must be upload to receive grade. Review grading rubric and additional instructions under Reese Advanced Simulation learning module located under course content in Blackboard. Completed grading rubric should be submitted on Blackboard under assignments by scheduled due date. Paperwork and

rubric will be on blackboard. All rubric and evaluation expectations must be followed to receive credit and all evaluations must have student signatures prior to uploading to Blackboard to receive credit or student may receive a zero

Review additional instructions under Reese Simulation learning module located under course content in Blackboard. All rubric expectations must be followed to receive credit and all evaluations must have student signatures prior to uploading to Blackboard to receive credit or student may receive a zero. See Calendar for dates.

MENTAL HEALTH CLINICAL PAPERWORK AND EVALUATION

The Mental Health Clinical Evaluation is part of the 20% evaluation average and Mental Health Clinical Paperwork Packet is part of the 60% clinical paperwork average.

Students will be completing rotations in different clinical sites involving mental health patients. You will have One 12-hour rotation and three 8-hour rotations. Review course calendar and clinical calendar for those dates. Students will need to follow the rubrics provided as well as the outcomes and expectations. Students may be expected to participate in Mental Health guest speaker. ATI Mental Health Modules will need to be completed, review assignments due for module assignments. Students may be expected to complete three mental health clinical rotations, paperwork, and evaluations.

MENTAL HEALTH ATI MODULES MAKE-UP

Mental Health ATI Modules will be completed if at any time a student is absent or misses more than 1 hour of clinical time. Students will complete 6 modules via link provided on Blackboard or student may have to complete make up clinical days at the end of the semester.

HOSPITAL CLINICAL PAPERWORK AND EVALUATION

The Hospital Clinical Performance Evaluation is part of the 20% evaluation average and Hospital Clinical Paperwork Packet is part of the 60% clinical paperwork average.

Students will complete Hospital Clinical 12-hour shift days in which they will be evaluated on clinical decision making, communication with the client/family and other health care professionals, information management, leadership, safety, professionalism, and work ethic. Identifying the four roles of nursing, which include: member of the profession, provider of patient centered care, patient safety advocate, and member of the healthcare team. The student may have an orientation to the hospital policies with PowerPoint provided in class, as well as, paperwork that needs to be completed, immunizations, and skills that required for hospital orientation. Upon arrival to the hospital, students will be assigned to licensed personnel (RN or LVN) and along with his/her nurse will assume care of one patient. The student will perform all skills that the student has passed and demonstrated competency. The student will perform a head to toe assessment and complete total patient care, in addition to, documenting all care on their patient. Students will follow their Total Patient Care Nurse (TPCN) throughout their shift and assist in skills that have been checked off and do not require an instructor to be present. Students **must** have an instructor present to perform any invasive procedure such as but not limited to ALL routes of medication administration, catheter insertion, IV insertion, and etc. Once student has shown competency of skills in the classroom and during hospital rotation with instructor only then the student may be able to perform skills with TPCN. Other duties in hospital may require answering call lights, checking and helping other patients that may not be assigned to them, feeding, dressing, grooming, all basic care, etc. Students are also highly encouraged to seek other learning opportunities with other patients as time permits. Student must present ADN Program Skills chart at each clinical site and have to be checked off during clinical or simulation.

Required Paperwork per rubric provided on blackboard: A nursing diagnosis can only be used one (1) time on a nursing process during the semester. You cannot repeat a nursing diagnosis previously submitted for a nursing process in any clinical setting (including Reese Simulation). Nursing diagnosis with other paperwork will need to be written and the final nursing diagnosis will need to be typed for final grade. A pathophysiology can only be used one (1) time per clinical rotation during the semester. You cannot repeat a pathophysiology previously submitted in any clinical setting (including

Reese Simulation). Repeating a nursing diagnosis in a nursing process or pathophysiology will result in a zero for that portion of the paperwork, thus may result failure in RNSG 2260. Review additional instructions under Hospital Clinical Instructions and Hospital Clinical Evaluation located under course content in Blackboard. All rubric and evaluation expectations must be followed to receive credit and all evaluations must have student signatures prior to uploading to Blackboard to receive credit or student may receive a zero. Review clinical outcomes for all expectations. See Calendar for dates.

NGN PROGRESSIVE PATIENT PROJECT

NGN Progressive Simulation Project is worth 10% for RNSG 2260 course grade. With this project the student may demonstrate knowledge of developing a patient care plan pertaining to the criteria provide on their care map. The student will review and assess the patient scenario chart provided and complete nursing process criteria on Care Map. A grading rubric and additional instructions will be provided under NGN Progressive Project located in Blackboard. The care map will need to be hand written and uploaded for grading by scheduled due date.

LCU GUEST SPEAKER ATTENDANCE

LCU guest speaker attendance clinical rotation assignment is part of 60% clinical paperwork average for RNSG 2260 course grade.

LCU will have a guest speaker speak at their college. Students are required to attend session of guest speaker for the entire required time. Student will attend in full uniform or in professional work attire. Student will follow rubric and will need to upload a picture of themselves within the audience and a pamphlet from the session. As well as complete Blackboard assignment and answer questions according to assignment. If student does not attend they will get a zero and an absence, and will have to complete clinical make-up hours provided by instructor to get credit.

STUDENT CLINICAL MIDTERM AND FINAL EVALUATION TOOL

Midterm and Final Evaluation Tool is worth 5% of RNSG 2260 course grade. Students will be evaluated on their clinical/simulation performances using a Mid-term and Final Clinical Evaluation Tool. Students must score satisfactory on each criterion on the Final Clinical Evaluation tool to successfully pass the course. The course leader and/or clinical instructor will complete the Final Clinical Evaluation tool based on the student's clinical/simulation performances and submit to the student electronically. A Final Clinical Evaluation tool will be completed at midterm (after the second hospital rotation) as well as a final clinical evaluation (completed after Reese Advanced Simulation) in efforts to give the student feedback and allow opportunities for improvement. **Failure to score satisfactory on each criterion or upload Final Clinical Evaluation Tool will result in a failure for RNSG 2260.** Student are required to sign and upload Final Clinical Evaluation Review evaluations and additional instructions under the Final Clinical Evaluation tool and learning module located under course content in Blackboard.

CLINICAL MAKE UP

Students are expected to attend clinical rotations. In the event of serious sickness or unexpected events approved by the instructor the student will be required to make up the absence in the hospital clinical setting, or at the SIM lab at Reese. Paperwork and rubric will be on blackboard. All rubric expectations must be followed to receive credit. There are 2 days at the end of the semester where students will be scheduled for make up clinical hours. Student will have to make up the same hours that they missed within the semester.

SKILLS REMEDIATION

Student must continue to show competency on all skills successfully passed. At any time, a faculty member can require a student to complete additional remediation in the Nursing Learning Resource Laboratory and/or the Center for Clinical Excellence to ensure student and patient safety in clinical. If a student does not complete the remediation by specified date and/or does not demonstrate competency based on grading criteria will be reflected on the Student Clinical Evaluation Tool.

COMPUTER USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College, the student should check this email regularly. To take exams, students must have their username and password. All students are expected to know their SPC student username and password. It is the student's responsibility to practice integrity and honesty during computer exams, quizzes, and graded assignments. No pictures or screen shots are allowed during exams, quizzes, graded assignments, and in the hospital for any reason. If integrity has been breached the student will be reported to the Director of Nursing and Dean of Health Occupations.

Failure of didactic or clinical in Transition semester may require only one repeat of RNSG 1327, 2213, 1205, 1244, 1301, & 2360 courses and ALL corresponding RNSG courses within the semester. When repeating any course, the student is required to retake all aspects of the semester including the required written work.

GRADING POLICY

This course is graded using the traditional letter grade system. The grade for this course will be determined upon completion of the following components:

GRADING SCALE

Course Work:	Grade Percentage:
All Evaluations: <ul style="list-style-type: none">- Reese Simulation- Progressive Simulation- Hospital Daily Evaluations- IV Therapy Evaluation- Wound care Evaluation- Dialysis Evaluation- Advance Simulation- Mental Health Clinical X3	20%
All Clinical Paperwork: <ul style="list-style-type: none">- Reese Orientation paperwork- Hospital clinical Packet Paperwork- IV Therapy Paperwork- Wound Care Paperwork	60%

<ul style="list-style-type: none"> - Dialysis Center Paperwork - Progressive Simulation - Advance Simulation (Escape room) - Mental Health Guest Speaker - Mental Health Clinical paperwork - Mental Health Modules and Certificate - LCU Guest Speaker 	
NGN Progressive Concept Map	10%
Midterm and Final Clinical Evaluations Upload	5%
Clinical Skills List	5%
Course Total	100% Grade will not be rounded.

TO CALCULATE YOUR OVERALL AVERAGE: DO NOT ROUND

A. Add all unit **Evaluations** and take your **average** and multiply it by 0.2.

Example: $81 \times 0.2 = 16.2$

B. Then take your **All Clinical Paperwork** and multiply it by 0.6.

Example: $88 \times 0.6 = 52.8$

C. Then take your **NGN Progressive Concept Map** and multiply it by 0.1.

Example: $88 \times 0.1 = 8.8$

D. Then take your **ATI**: and multiply it by 0.1. **Example: $88 \times 0.1 = 8.8$**

E. Then take your **Midterm and Final Clinical Evaluations Upload** and multiply it by 0.05.

Example: $88 \times 0.05 = 4.4$

F. Then take your **Skills Check List** and multiply it by 0.05. **Example: $88 \times 0.05 = 4.4$**

G. ADD everything together to get your overall course average: **This average would equal 95.2= A for the course. Grades will not be rounded up or down.**

COURSE SCHEDULE

See course calendar for date, time, and location. Students will be responsible for all assignments and dates listed in the course calendar.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. 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 the classroom website 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.

The course leader may also use the “Remind” app to electronically communicate with students. Communication is imperative to your success in this course and is highly encouraged.

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.

GENERAL ATTITUDE AND INSUBORDINATION

The conduct of the student reflects upon the individual, agency, school and the nursing profession as a whole. Students are required to conduct themselves in a professional, mature manner at all times. Students are required to adhere to the policies of the school and institution they are attending. Failure to comply with policies will result in disciplinary action up to and including dismissal from the program.

Students are expected to follow all directions closely and immediately, as given by instructors, preceptors, medical staff, and clinical site management. Failure to communicate, respond to or follow directions from such individuals can result in disciplinary action up to and including dismissal from the program. Any behavior viewed as unprofessional or detrimental to the reputation of the program and/or program faculty, may result disciplinary action up to and including dismissal from the program. Any concerns about the program or program faculty may be addressed with program faculty or administration through the proper chain of command. Discussion of any such concerns with clinical staff or other faculty not involved in the class will not be tolerated.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. To better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested 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

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of 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.
 - c. A student is clear to return to class without further assessment if they have completed:
 - The 5-day isolation period, symptoms have improved and
 - they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. 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 or work and be tested

Artificial Intelligence Statement

• Purpose of Artificial Intelligence (AI) Applications:

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

• Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

· **Collaboration and Consultation:**

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

· **Critical Thinking and Originality:**

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

· **Ethical Use and Bias Awareness:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

· **Responsible Engagement:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

· **Compliance with South Plains College Policies:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

· Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

ACCOMMODATIONS

Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

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 selfcontrol.

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 adjusts 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.