

Course Syllabus

COURSE: VNSG 1227-001 Essentials of Medication Administration (EMA)
SEMESTER: Fall 2026
CLASS TIMES: Wednesday, 1300-1600
LAB TIMES: Included in class times
INSTRUCTOR: Joan Sanders BSN, RN
OFFICE: Levelland Allied Health Building, Room AH103A
OFFICE HOURS: Wednesday: 0830-1200, Friday: 0900-1200, or through one-on-one appointment **verified by email.**
OFFICE PHONE: 806-716-2386
E-MAIL: jsanders@southplainscollege.edu

"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 general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple drug forms. Instruction includes various systems of measurement. Applies the nursing process and critical thinking in the administration of oral, topical, enteral, and parenteral medications by the vocational nursing student.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Be able to demonstrate accurate dosage calculation.
2. Be able to discuss the principles of medication administration safety.
3. Be able to identify the elements of accurate documentation of medication administration.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F-11, F-12)

At the completion of this course the student will:
1. Discuss the steps of the systematic problem-solving process (Nursing Process) that the vocational nurse utilizes when administering medications
2. Describe how the vocational nurse uses critical thinking skills and evidence-based nursing practices and policies as a basis for decision making in the administration of medications
3. Identify effective communication techniques that the vocational nurse uses in regard to medication administration, including documentation
4. Identify biological, psychological, sociological, cultural, and communication factors across the lifespan that impact medication administration and therapy
5. Discuss how the vocational nurse's personal and professional values can influence patient-centered nursing care and medication administration.
6. Explain the role of the vocational nurse in the teaching-learning process in medication administration and therapy.
7. Perform mathematical conversions and calculations for safe medication administration
8. Discuss the vocational nurse's role and responsibilities as a member of the interdisciplinary health care team in regard to medication administration.
9. Explain how the vocational nurse advocates for the patient during medication therapy.
10. Distinguish medication assignments that are appropriate for the vocational nurse.

11. Identify resources that promote continuity of care in regards to medication administration and therapy.
12. Summarize how the vocational nurse uses technology and informatics in medication administration
13. Describe the legal aspects of medication administration
14. Discuss the vocational nurse professional characteristics and values as they apply to medication administration.
15. Recognize the vocational nurse's responsibility to maintain competencies in medication administration
16. Explain the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety in regard to the vocational nurse administering medications. Discuss the federal, state, and local governments and accreditation organizations safety requirements and standards regarding medication administration.
17. Identify measures that promote quality patient-centered care and a safe environment when the vocational nurse is administering medications
18. Discuss the vocational nurse's role and responsibilities with medication administration during a disaster and bioterrorism incident
19. Demonstrates knowledge and competency of medication administration skills in providing patient care to include: orals, topical, and parenteral medications
20. Demonstration/Practice will take place in the nursing skills lab
21. Must complete the course with a 76 "C" average or higher; No more than _1_ absences. Must pass PSCCL successfully within 3 attempts

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 profound 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 presenting all coursework phases. This applies to concept maps, homework, quizzes of whatever length, final examinations, daily reports, and term papers. This also includes sharing answers on homework.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or identical expression of material taken from books, encyclopedias, magazines, websites such as blogs, journals, or articles, other reference 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 1323 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.

Check your Blackboard daily as it is your communication tool for this class. Assignments may be added, deleted, or changed.

FACEBOOK

The Vocational Nursing Program has a Facebook page at

<https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> in addition to the South Plains College website. "Liking" the South Plains College VN Program 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

TEXTBOOK	Publisher	ISBN#
1. Calculating Drug Dosages 3 rd Edition	F.A. Davis	978-1-7196-4978-0
2. Fundamentals of Nursing Care, Concepts, Connections & Skills 4 th Edition	F. A. Davis	978-1-7196-4455-6
3. Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide 4 th Edition	F. A. Davis	978-1-7196-4456-3
4. Basic 4 function Calculator		
5. ATI Access		

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. Follow student conduct guidelines for appropriate use of electronics in the classroom.

In the event of a computer outage, quizzing or testing will be completed via SPC issued iPads. Students are expected to bring their individual **SPC issued** iPad and charger **every day to class**. Failure to do so may result in a missed exam. Personal iPads and laptops are not permitted in the classroom unless such accommodation is approved.

ATTENDANCE POLICY (*READ CAREFULLY)

ATTENDANCE PHILOSOPHY:

Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. To foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not ask why a student is absent because they are an adult learner. **Faculty also do not provide make up classes or repeat lectures for students who miss a class. Students who are absent should obtain missed lecture content and information from a fellow classmate.**

Class Attendance: 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 will meet in designated classroom or computer lab for exams at 8am (unless time change by instructor). Students are expected to be seated and ready to start exam promptly at 8am. Once the door is shut exam has started, and student is considered absent if arriving after this time. Students who do not return to class after an exam are counted as "absent." Students are to return to classroom after exam and work quietly. A break will be given after all students have returned from taking the exam. Attendance will be taken promptly after the last student finishes exam and returns to classroom. 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 **1** 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 1 absence**, the student will be responsible for notifying the instructor. The student must present evidence to the course instructor regarding the reasons for all absences. The course instructor and Program Coordinator 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 arise. 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 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 at 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 SPC Covid Policy. <https://www.southplainscollege.edu/syllabusstatements/>

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)

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.

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.

ASSIGNMENT/QUIZ POLICY

All assignments must be submitted by the posted due date and time. Late work is not accepted and will receive a grade of zero. Assignments tied to course learning objectives must still be completed before taking the Final Exam, even if the assignment grade remains a zero.

Assignments are due by 0759 on the scheduled due date and must be submitted through the designated platform (Blackboard, ATI, etc.) unless otherwise instructed. Email submissions will not be accepted.

Students are responsible for ensuring that submitted files are complete, readable, and compatible with a PC. Blank, corrupted, or incompatible files will not be accepted. If a submission issue occurs, students must notify the instructor at least two hours before the deadline to request a resubmission opportunity.

Quizzes, exams, skills assessments, and “Ticket to Class” assignments may not be made up if missed due to absence. Some quizzes may be unannounced or given as pop quizzes.

“Ticket to Class” assignments must be completed before entering class. Students who arrive without the required assignment may not enter until it is completed and are responsible for any missed class content.

If it is an “AHA” moment, or “Muddiest Point question,” it will not be calculated as a grade, but will be required for the student to attend class.

Additional assignments such as worksheets, workbook activities, or online coursework may be completed outside of class. Unless otherwise stated, these assignments are individual work and limited to one attempt under the honor code policy.

Students are responsible for staying informed about course schedules, assignments, and class expectations, and for coming to class prepared to participate. Completing assigned readings and coursework before class will support understanding and participation in lectures and discussions.

Study Guide Workbooks:

The study guide is designed to give learners of all styles the opportunity to enhance learning this material. The study guide may be used in each class period, so be prepared to have it with you each class time. This study guide may also be assigned as homework or activities assigned in class.

The workbooks that accompany the textbooks offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional help.

SKILLS LAB

When participating in a skills check-off lab, you must adhere to the clinical dress code. See handbook for full clinical dress code; full dress code will be enforced for skills checkoffs.

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.

It is the responsibility of the student to make an appointment to make up a skills check-off. If the skill has not been

checked off within the next week following the original check-off, a grade of zero will be recorded. The student will still be required to make up the skill to meet all course exit requirements.

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.

The skills check off labs are assigned labs and will be during class or on Monday, Tuesday, Wednesday, or Friday mornings per your course schedule. These are required skills checkoffs. Student must demonstrate competency on each skill or a remediation will be required. All remediation must be complete before student can perform the skill in the clinical setting. Grades for skills checkoffs (except for PSCCL check-off) will not be recorded as part of the grade average, but will only be recorded for remediation purposes. *Remediation will be done by appointment with an instructor only and will be outside of normal course hours.*

Grading Skills Check Offs: 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.**

Skills in this course will include all routes of medication administration. Injection check-off will be pass/fail. The student has three attempts to demonstrate competency in injection technique.

PSCCL: This is Pharmacologic Clinical Competency Lab and is performed **BEFORE** a student can administer medications in the clinical setting. PSCCL will count 15% of the total course grade. An initial PSCCL check-off will be passed by each student, who will then be able to administer medications during their clinical medication rotation **with an instructor only**. The original PSCCL grade will be calculated in the gradebook, however, any student that does not score a 76 or better will have to remediate PSCCL with an instructor and will not be able to give medications until the skill has been passed with 76 or greater. Passing PSCCL with a 76 or better is required to pass medications in the clinical setting and to exit this course. The student will have three total attempts to pass PSCCL; if on the third attempt, they have still not scored above a 76, that student will be dismissed from the VN program, regardless of other course grades.

Should the student be absent for the PSCCL check-off with documented extenuating circumstances, as verified by the course instructor and program coordinator, a zero will be recorded for the initial grade and the first remediation attempt will be averaged in to count for the total 15% of the grade; in this case, the first remediation will count as the second overall attempt. In the event that the absence does not have documented extenuating circumstances, the zero will stand for the grade and count for 15 % of the overall course grade

The medications for PSCCL check-off will be PO, Transdermal, Topical and Mucosal. All other medication routes will be learned later in the course and will **NOT** be allowable during the clinical setting until a student has successfully checked off in the lab with an instructor, during a scheduled lab check-off. Each student must be proficient in medication administration before giving in the clinical setting. After a student passes the PSCCL checkoff with a 76 or greater, the student will be placed on a medication rotation for clinical in which that student may pass medications with their instructor in the PO, Transdermal, Mucosal and Topical routes **ONLY**. After the other routes of medication are checked off by an instructor in the skills lab (EXCEPT IV), a student may be given permission by instructor to go with clinical instructor to administer additional routes. **No IV medications will be given** during any time during the LVN program. Instructions for PSCCL and grading for PSCCL will be covered in class and will be posted to Blackboard.

Lab/Dosage Calculations Practice

All skills and dosage calculations will be demonstrated in class. 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.

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.

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and for exams. Although current educational research still confirms that the best learning/notetaking system is paper and pen (Mueller & Oppenheimer, 2014); in keeping with current technological trends, the faculty will allow usage of the **SPC issued iPad** in the classroom setting (cell phones and personal electronic devices remain prohibited). All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password. Students must also have SPC issued iPads with them at all times in the classroom. iPads may be used for testing. If a student does not have their SPC issued iPad when needed for an exam, a grade of a zero will be given. TikTok may not be used for online assignments.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

CLASSROOM COMPUTER POLICY

The following guidelines apply:

- iPads must be fully charged for use in the classroom
- Devices may be charged during lunchtime or before/after class
- Computers may not be in the classroom during exams
- The individual student is solely responsible for the security of each device.
- Current course class materials are the only things that should be pulled up on the computer during class
- Students who are shopping, answering emails, playing games, or engaged in other types of computer activities during the lecture will be barred from computer use in the future.
- Students must follow the SPC guidelines regarding internet access and computer use.
- All notifications should be off and keyboards on silent.
- Each instructor can cancel computer use in the individual course or for a specific session based on the curriculum presented.
- Should computer usage become too distracting for the class or interfere with student learning (success), this policy can be canceled without notice.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled opening hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. 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

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam but studying to intervene on behalf of the patient.

See Lecture/Exam Schedule.

- Presentation of material includes class lectures, textbooks, ATI resources, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer or iPad by ATI.
- Exams are administered in a campus computer lab using ATI and the lab must be reserved by the instructor in advance. 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 Exam Monitor. **It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**

- Grades will be recorded on Blackboard for the student to view.
- Students will have the opportunity to review each exam taken as scheduled by the instructor. Exam review will focus on major content areas missed and not individual test questions. 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.**
- Students who make below 76 on a unit exam will need to complete an Exam Wrapper and schedule a time to meet with the course instructor. The student must meet with the instructor prior to the next exam. The instructor will send one email notification, but it is the student's responsibility to set up the appointment and show up for the appointment prepared with the exam wrapper completed if instructor indicates. If the student fails to make an appointment or show up for their scheduled appointment, the instructor will notate that and place it in the student file.
- Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
- Students must earn a "76" or better in this class and meet all criteria as discussed above for progression.

*On exam days, the test will start at designated time. There are no tardies. If you are late the door will be locked and you will not be allowed into the computer lab/classroom. You will receive a zero for the exam. You may enter after exam is complete to participate in class activity but will still be considered absent.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.

First Exam Alert

If the student fails the first exam in the course, the student is required to meet with Student Success Coach at least 3 days prior to the next exam. A *First Exam Alert* form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill) and she will contact the student via email to set up an appointment to meet. This is MANDATORY.

Remediation

Purpose

The purpose of remediation is to promote student success by providing opportunities for students to identify knowledge deficits, strengthen clinical reasoning, and improve academic and clinical performance. Nursing education builds upon previously learned concepts, and continued mastery and integration of course content are essential for the delivery of safe, competent, and evidence-based patient care.

As students progress through the nursing program, they are expected to demonstrate increasing independence, self-awareness, and professional accountability for their learning. Advanced nursing students should be able to evaluate their academic performance, recognize areas requiring additional development, and seek appropriate assistance when needed.

Remediation for advanced students is therefore primarily a **student-initiated process** designed to provide individualized faculty support while encouraging students to assume greater responsibility for identifying and addressing their own learning needs.

When to Request Remediation:

Students are encouraged to request remediation after an exam, skill check-off, clinical experience, or other assessment when they:

- Score below 76% on an exam
- Score below 76% or are unsuccessful on a skill check-off

- Have difficulty understanding or applying concepts
- Struggle with exams, clinical judgment, or decision-making
- Notice a decline in academic or clinical performance
- Need help with study, test-taking, or clinical reasoning skills

Students are responsible for contacting faculty via email and requesting remediation within 48 hours of the grades being posted. Once the next exam is taken, the opportunity to review the previous exam with the instructor has passed (*unless prior arrangements were made with the instructor). Student may not come in and review multiple exams prior to the final exam.

Faculty-Directed Remediation

Although remediation is primarily student initiated for advanced nursing students, faculty retain the authority to require remediation when student performance raises concerns related to patient safety, clinical competence, professional judgment, or the student's ability to meet established course or program outcomes.

When remediation is required by faculty, completion becomes a course requirement. If remediation is not completed by the assigned deadline, the student will not be allowed to take the next exam. The missed exam policy will apply.

Student Responsibilities

Advanced nursing students are expected to assume increasing responsibility for monitoring and managing their academic progress. Students are responsible for:

- Regularly evaluating their academic and clinical performance.
- Recognizing areas in which additional assistance is needed.
- Requesting remediation in a timely manner.
- Arriving prepared for scheduled remediation sessions.
- Actively participating in the remediation process.
- Completing agreed-upon remediation activities.
- Applying recommended strategies to future academic and clinical experiences.
- Seeking additional assistance when learning deficits persist.

Failure to request voluntary remediation does not excuse the student from meeting established course, clinical, or program requirements.

Remediation **does not change or replace the original grade** on an exam, assignment, skill, or clinical evaluation. Students must continue to meet all required course progression and minimum grade standards.

Professional Responsibility

As students advance through the nursing program, greater emphasis is placed on self-directed learning, professional accountability, and recognition of personal limitations. Students are expected to recognize when their knowledge, skills, or clinical reasoning require improvement and to take appropriate action before those deficits affect patient care. These behaviors reflect expectations of professional nursing practice, in which nurses must continually evaluate their knowledge and competence and seek additional education or assistance when needed.

Recognizing a learning need and seeking help is a professional responsibility—not a punishment. Developing this habit prepares students for lifelong learning and safe, competent nursing practice.

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.

GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass.

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

Unit Exams	40%
Quizzes/Assignments	5%
Dosage Calculations Competency Exam	10%
PSCCL	15%
Final Exam (Comprehensive)	30%
	100%

Grading Scale: 90-100	A
80-89	B
76-79	C
70-75	D
69 or Below	F

The Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

Please calculate your grade according to the criteria in this syllabus.

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.

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

Bottled drinks with a screw top lid or cups with lids may be brought into the classroom during lecture **only**. No food allowed in the classroom.

Competencies are defined as effective demonstrations of basic 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.

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

Assigned seating may be utilized or changed upon instructor discretion.

COURSE EXIT GOALS

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

1. Must pass PSCCL with a 76 or better within 3 attempts.
2. Remediate PSCCL if a 76 or less is made by assigned date. If PSCCL remediation is not complete with a grade of 76 or better, within 2 attempts after the first recorded grade, by the assigned date, a course grade of "D" will be given regardless of other grades.
3. Must pass the Math Competency Exam with a 90 or greater within 3 attempts regardless of other grades
4. Have no more than 1 absence
5. Must pass the course with a 76 average

If ALL course exit goals are not met, student will be withdrawn from the Vocational Nursing Program and will not be eligible to progress further in the program.

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 Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC (SOUTH PLAINS COLLEGE) email regularly. 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 Blackboard or their email should immediately contact the help desk.

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 their assigned e-mail address in a timely manner does not prevent them from knowing and complying with the official communication's content.
- 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 try 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, office phone, or personal notes. **The faculty cell phone is for contact during 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.

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, and 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 reasonable disciplinary action as the college administration 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.

This course is designed to prepare students for the realities of clinical nursing practice. As such, course materials (including images, videos, and case studies) may depict **graphic content** related to injuries, diseases, medical procedures, and the human condition, including end-of-life scenarios. Students are expected to approach this material with **professionalism, sensitivity, and critical analysis**, as encountering such content is an inherent and essential part of the healthcare profession

IN CASE OF EMERGENCY

Please contact Jennifer Steffey at 806-716-4623 or 806-716-2193

The student should notify his/her family that in case of an emergency during normal class schedule. 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.

SPECIAL REQUIREMENTS (*Read Carefully)

Students must complete the Syllabus Acknowledgment on Blackboard. This verifies that the student has read, understands, and agrees with the content of this syllabus. This is a contract between you and the instructor. **This is due not later than the start of the second day of class.**

COURSE DISCLAIMER

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flashcards of these key terms and carry them around for quick study and review. Davis Advantage has self-quizzing to help study.

RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study for at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—do not let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you must know the body parts and how they work if you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Do not wait until it is almost the final—it is too late then!

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 visit: [https://www.southplainscollege.edu/syllabusstatements/.](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 innovative ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses the 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 adjusts to meet goals.

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

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work, evaluates performance, 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 operate 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.

Course Schedule

Located on Blackboard

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

VNSG 1227-001 Medication Administration Syllabus Contract

Print Name: _____

I have read and understand the Medication Administration 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:

6. Must pass PSCCL with a 76 or better within 3 attempts.
7. Remediate PSCCL if a 76 or less is made by assigned date. If PSCCL remediation is not complete with a grade of 76 or better, within 2 attempts after the first recorded grade, by the assigned date, a course grade of "D" will be given regardless of other grades.

8. Must pass the Math Competency Exam with a 90 or greater within 3 attempts regardless of other grades
9. Have no more than 1 absence
10. Must pass the course with a 76 average

If ALL course exit goals are not met, student will be withdrawn from the Vocational Nursing Program and will not be eligible to progress further in the program.

Signed: _____ Date: _____