

Course Syllabus

COURSE: VNSG 2331 Advanced Nursing Skills
SEMESTER: Fall 2026
CLASS DAYS: Wednesday
CLASS TIMES: 0800-1200

Name	Phone Numbers	Email	Office	Office Hours
Brenda Knight, RN BSN	806-716-2202	bknight@southplainscollege.edu	AH 103E	W-1300-1600, TH-0800-1400 or by appt

Some Friday afternoons may be scheduled for skills checkoffs. These are required as part of this course. Remediation activities and content mastery exams may be required outside of course time.

Please Note: The COVID 19 crisis may change the lecture format / lab demonstration and this syllabus.

GENERAL COURSE INFORMATION

COURSE DESCRIPTION

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

STUDENT LEARNING OUTCOMES

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

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

F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

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

EVALUATION METHODS

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

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

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

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

VERIFICATION OF WORKPLACE COMPETENCIES

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

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

BLACKBOARD

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

SCANS and FOUNDATION SKILLS

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

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
*Fundamentals of Nursing Care, Concepts, Connections & Skills 4 th Edition	F. A. Davis	978-1-7196-4455-6
*Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide 4 th Edition	F. A. Davis	978-0-8036-6907-9
*Blackboard		
*ATI		

ADDITIONAL CLASSROOM ITEMS

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

ATTENDANCE POLICY

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

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

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

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

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

COVID Policy: See VN Student Handbook

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

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

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. SPC will follow the recommended 3-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 3-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to your return date if still symptomatic at the end of the 3-day isolation.

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

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

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

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

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

ASSIGNMENT POLICY

Students may be assigned work that will be completed outside of class time and have a time scheduled to complete it.

Submitting work: Follow assignment instructions.

All assignments must be completed by the assigned due date. Late work will receive a zero. Assignments are tied to course learning objectives and are required to be completed before the Final Exam is taken in order to exit the course, even if the assigned grade is a zero. The grade will not be changed upon submission of late work.

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

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

Skills Lab:

For skills checkoff in the lab, students are expected to abide by the clinical rules for hair, jewelry, etc. The clinical uniform does not need to be worn for these labs. However, the clinical uniform and clinical dress code must be followed when lab days are scheduled in the simulation lab.

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

Skills Check Offs: Each skill must be accurate before the student can perform the skill in the clinical setting. Therefore, the student will be checked off on each skill for a grade. The skills checkoff labs are assigned labs. These are required skill checkoffs. Students must score an 85 or higher on each skill, or remediation will be required. All remediation must be complete before the student can perform the skill in the clinical setting. Grades for skill checkoffs will be recorded as part of the grade average. If a score of 85 or above is not obtained, remediation will occur until a score of 85 or better is reached, with a maximum of 3 attempts. Remediation will be done by appointment with an instructor only and will be outside of normal course hours. If a student fails after 3 attempts, the student will be withdrawn from the course.

Grading Skills Check Offs: Each skill has its own procedural objective, with some steps in the procedure more important than others. Students must pass each skill with at least a score of 85 within 3 attempts. Prior to the end of the semester, students will perform and pass skills of the instructor's choice. This will not be recorded in the gradebook. However, the student must receive a passing score on the skills to advance to the third semester.

Lab Practice

At times, videos may be available for skill practice and review. Other times, only a demonstration will be given by the instructor. It is the responsibility of the student to set aside time to practice skills in the nursing lab, or at home, outside of normal class time.

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

The nursing skills lab is open during the week from 9-4 and you may come and practice your skills at your convenience if the lab is not scheduled for use with another course. It is very important that you take advantage of lab days during the week.

Syllabi Statement:

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 technology 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. iPads may be used for testing. If students does not have SPC issued iPads when needed for an exam, a grade of a zero will be given. 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

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

The computer lab in building may be used by students during scheduled open 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.

The use of TikTok is prohibited on SPC devices and WiFi. TikTok may not be used for online assignments of any kind.

COMPUTER LAB USAGE

The computer lab may be used by students during scheduled open 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. Students may not ask any faculty or staff to make copies for them. 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 Presentation of material includes class lectures, discussion, handouts, videos, and power point. Exams will be administered on computer via ATI.

In addition to course exams, each student will take a content mastery exam on ATI. Each student should score a Level 2 on the content mastery exam. It is scored as follows: Level 3—95, Level 2—85, Level 1—70, less than Level 1—60. Prior to taking the exam, students must submit their score on either Exam A or Exam B practice exams. Students must score 90 or above on at least one of these exams. A hard copy of the exam score will be turned in prior to taking the ATI proctored exam.

Grades will be recorded on Blackboard for the student to view. It is the responsibility of the students to keep up with their individual grades.

Students will have the opportunity to review each exam taken as scheduled by the instructor within 1 week of the date of the exam. 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 have passed without the student questioning the grade or question, the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.

- Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
- The final exam may also include Abbreviations and Definitions.
- Students must earn a “76” or better in this class and meet all criteria for progression.

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, the final exam grade will be substituted FOR THE FIRST 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.

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:

In addition, anyone that fails an exam will have REQUIRED remediation. This will be in-person on specific designated dates and specific times. The session date and time will be communicated via Blackboard. The remediation session is also open to any student who passed the exam and would like further detail on material that was missed on the exam. The student must turn in a completed Exam Wrapper upon entrance to the remediation session.

Should a student fail to meet with the Student Success Coach and/or fail to attend and complete the required remediation the student will be placed on probation. On the second occurrence, the student will be required to meet with Program Coordinator (Mrs. Steffey) and may be dismissed from the Vocational Nursing Program.

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

<u>Assignment/Exam/Lab</u>	Percent
5 Unit Exams	50%
ATI Proctored Exam	10%
Skills Check Offs	20%
Final Exam	20%
ASCCL	Pass/Fail
TOTAL	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

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

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

Skills that are recorded in the grade book are: Inserting Indwelling Catheter, Soap Suds Enema, Wound Care, Trach Care, and Endotracheal Tube Suctioning. All other skills are graded on a pass/fail basis

ADDITIONAL INFORMATION:

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS. Cell phones are to be placed in the assigned spaces during class, and placed in the "off" or "silent" position.

The student is allowed to use the cell phone only during breaks.

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 may be brought into the classroom during lecture only.

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

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

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

The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to maintain the cleanliness of the lab at all times. If it is necessary to utilize the lab after hours, arrangements must be made with the faculty.

Classroom rules also apply to the laboratory classes.

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

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

COURSE EXIT GOALS:

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

1. Pass each skill check off with at least an 85 within 3 attempts.
2. Have no more than 2 absences
3. Receive a passing score on ASCCL
4. Must complete all remediation
5. Must pass the course with a 76 average

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

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.

COMMUNICATION POLICY

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

Email Policy:

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

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

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

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

EMERGENCY MESSAGES

Students should notify their family that in case of an emergency during normal class times, they should call the Nursing Office at South Plains College in Levelland. 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.

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

ACCOMMODATIONS

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

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

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

FOUNDATION SKILLS

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

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

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

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

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

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

F-6 Speaking—organizes ideas and communicates orally.

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

F-7 Creative Thinking—generates new ideas.

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

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

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

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

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

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

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

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

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

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

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

SCANS COMPETENCIES

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

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

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

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

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

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

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

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

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

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

SYSTEMS—Understands Complex Interrelationships

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

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

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

TECHNOLOGY—Works with a Variety of Technologies

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

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

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

ADVANCED NURSING SKILLS

Surgical Asepsis

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

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

Nutritional Care and Support

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

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

Diagnostic Tests

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

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

Wound Care

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

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

Respiratory Care

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

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

Bowel Elimination and Care

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

1. Explain how different factors affect bowel elimination.
2. List independent nursing interventions to promote bowel elimination.
3. Accurately assess bowel elimination problems.
4. Contrast different types of enemas, their purposes, mechanisms of actions, and nursing considerations, as well as the contraindications and complications of enemas.
5. List signs and symptoms of vagal stimulation.
6. Prioritize nursing actions to perform when vagal stimulation is suspected.
7. Explain how to obtain stool specimens for culture and sensitivity and for ova and parasites, and how to test for occult blood.
8. Discuss diarrhea and factors that contribute to it.
9. Describe nursing interventions to use for diarrhea.
10. Discuss fecal incontinence and nursing interventions for managing it.
11. Discuss ostomy care and patient teaching regarding care.
12. Explain the purposes for colostomy irrigation.
13. Identify specific safety information.

Urinary Elimination and Care

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

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

Intravenous Therapy

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

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

VNSG 2331 Advanced Nursing Skills Syllabus Contract

Print Name: _____

I have read and understand the ADVANCED SKILLS syllabus and schedule.

I have had the opportunity to ask questions.

I also understand to exit this course I must meet All objectives listed in the course syllabus as stated below:

COURSE EXIT GOALS:

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

1. Pass each skill check off with at least an 85 within 3 attempts.
2. Have no more than 2 absences
3. Receive a passing score on the ASCCL skills checkoffs at the end of the semester
4. Must pass the course with a 76 average
5. Must complete all remediation

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

Signed: _____ Date: _____

signature must be legible