

Course Syllabus

COURSE: VNSG 2331 Advanced Nursing Skills
 SEMESTER: Spring 2023
 CLASS DAYS: Tuesdays **
 CLASS TIMES: 09:00am-12:00pm and 1:00pm-3:00pm

Name	Phone Numbers	Email	Office	Office Hours
Tracy Davis, MSN, RN, CNP	806.716.4408 (o)	tdavis@southplainscollege.edu sgriggs@southplainscollege.edu	104 F	Monday 8-12, 1-4pm Tuesday 3-4pm Wednesday By Appt Thursday By Appt Friday By Appt
Stacey Koelder, LVN				

**** Some Fridays will be scheduled for skills checkoffs and Benchmark exams. These are required as part of this course. Please see course schedule for details.**

***Please Note:* The COVID 19 crisis may change the lecture format / lab demonstration and this syllabus. Please refer to the 2022 Student Handbook for the complete COVID POLICY.**

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

GENERAL COURSE INFORMATION

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

COURSE DESCRIPTION

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

STUDENT LEARNING OUTCOMES

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

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

F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

At the completion of this course the student will:
1. Relate current knowledge into advanced nursing studies
2. Use advanced nursing skills and knowledge to meet individualized patient needs
3. Employ plans for intelligent safe nursing care of the patient through the lifespan within the Holistic Nursing concept
4. Identify the patient through the lifespan as a unique individual who needs assistance during illness regardless of age or degree of infirmity
5. Display good interpersonal relationships and communication skills between nurse and patient; nurse and co-workers, nurse and family nurse and interdisciplinary team in a timely manner, including technology to support decision making to improve patient care
6. Consider the common needs of the patient and the Vocational Nurse's responsibility for the patient's environment, safety and well-being based on the vocational program of study and evidence-based practice
7. Recognize the importance of observation and communication regarding patient and co-worker interactions and charting. Assemble information using the Nursing Process as a nursing assessment of each patient
8. Demonstrate principles of asepsis, communicable disease prevention and health care/community readiness for disrupting events
9. Demonstrate knowledge of advanced interventions to support the patient and family during life stages, including death and dying and potential care needs of vulnerable patient
10. Demonstrate methods for promoting safety in the work environment, including facility policies and procedures
11. Utilize terminology and rationale for performing advanced nursing skills
12. Identify appropriate equipment needed for each nursing skill performed
13. Identify, assess, and evaluate the patient's response to the procedure
14. Discuss the necessity for the patient/family education regarding the specific skill
15. Correctly use abbreviations, definitions, prefixes, suffixes, verbs, adjectives, and words in the nursing profession
16. Break down a list of medical words and identify the meaning of each word in the list through structural analysis

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.

In order to complete this course, the student must have reliable internet and computer connections. If there is an internet problem, please contact your provider. If there is an SPC computer system issue, please contact the Help Desk at 806-716-2600. If there is a system error that is acknowledged by the SPC IT department, adjustments will be made to due dates.

ACADEMIC INTEGRITY

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

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

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

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

VERIFICATION OF WORKPLACE COMPETENCIES

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

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

BLACKBOARD

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

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK

*Fundamentals of Nursing Care, Concepts, Connections & Skills 3rd Edition

With Access code to Davis Edge - REQUIRED

Publisher

F. A. Davis

ISBN#

978-0-8036-6906-2

*Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide 3rd Edition

F. A. Davis

978-0-8036-6907-9

*Blackboard

***CJ SIM-REQUIRED**

*Exam Soft

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, books, and a spiral notebook for taking notes and for completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4406. 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. **Cellular phones, both calls and texts, are NOT permitted during classes or in the clinical setting. If correspondence is expected, please notify the instructor before the beginning of class or clinical day. Students will be dismissed and receive an absence for the class period or clinical day should cell phones be used without permission.**

Phones should be turned to the OFF or SILENT position. Electronics including but not limited to laptops, iPads, ThinkPads, or Chrome books are not allowed to be used or on the desk during class time unless approved by the instructor and not at all during clinical time.

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/admissionaid/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 29) and before the census date (September 14), students should submit a [Schedule Change Form](#).

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

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. **The student will be administratively withdrawn from the course when more than 2 absences occur.**

Roll is taken at the beginning of class. A student who is not present when roll is taken is “absent.” A student is not allowed to disrupt the class for tardiness. A student who is late may come into the classroom after a break to hear the lecture, BUT the student will still be marked as “absent.” 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 are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Students who do not have a “76” average at the end of the course, when there are no further assignments or grades, will be administratively withdrawn from the VN program. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment. **Refer to student handbook for detailed policy information.**

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

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order 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 inquire as to why a student is absent because the student is an adult learner. **Faculty will not do make up classes or repeat lectures for students who miss a class.** Students who are absent should contact the instructor/s of the class sessions missed on the day they return in order for a plan of action to be agreed upon for the student to obtain missed information.

4.1-A. CLASSROOM ATTENDANCE: 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.

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent.

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 lead faculty member 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.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the beginning of the semester in which the absence will occur. Forms for this purpose are available in the office of the Director of Special Services along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician's release should be submitted when the student is treated by a physician. **Students who attend class exposing classmates to disease will receive a 10 point deduction on the next (or current) examination!** **Students who exceed the allowable absence no longer meet the course criteria and must withdraw.**

Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. **You will need to have access to a computer and it will need to have a camera and a microphone.** When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event that we must meet in the virtual setting please notify me if you do not have a computer to use. Students are expected to do all classwork at the time scheduled, whether the class is "live," a pre-recorded lecture, or via Zoom—this means the students should be "in class" during this time, not working, driving, shopping or doing some other activity.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. **The student's camera must be on for the entire time of the class/meeting.** The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. **If the student does not follow zoom etiquette as outlined in the VN handbook, the student will be removed from the zoom meeting and given an absence. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.**

Students must attend all live classroom presentations and all Zoom meetings. A student who exceeds the allowable absences in any one class will be withdrawn from the program except in the case of a Covid exposure (see handbook for policy).

LIVE classroom: students must be in their seat ready for class at the scheduled time.

- Roll may be taken at any time during the class. Anytime the student is not present, the student is counted as a full 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. Students should use break times wisely - going to the restroom, getting refreshments, etc. rather than spending time on the cell phone and then wanting to use the restroom when class starts.

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. 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 test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

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

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

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked “absent” for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as “absent” for the day. There are no “half-day” absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence and the subsequent point deduction.

Attendance is most often taken by a sign in sheet. Attendance will be recorded by the instructor for required zoom meetings.

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

ASSIGNMENT POLICY

Assignments/Quizzes may be given as a “Ticket to Class” or to enhance learning of the course material. If it is a gradable assignment, it will count toward 10% of total grade. Students may have worksheets, Workbook assignments or other assignments that will be completed outside of class time and have a time scheduled to complete them. You only have one attempt on these quizzes/assignments and the honor code is in place as this is not a group assignment

DAVIS ADVANTAGE Class ID: 58081101254737N5UVH . The class ID is required to enter the course and complete any assignments. Davis Advantage Quizzes will be **due on the due date.**

If it is a “Ticket to Class”, it will be required to enter the class period. If the “Ticket to class” is not complete, the student will not be allowed to enter class until it is finished. Understand that it is the student’s responsibility to come to class prepared and class activities/lecture, etc. may be missed if the student does not come with the required “ticket to class” while the student completes the requirement outside of the classroom. It is the student’s responsibility to get the information that may have been missed due to this issue.

It is the responsibility of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

All required work must be in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is due on the dates specified by the instructor. No late work is accepted. Work not completed and turned in on time by the due date will result in a grade of zero. Not all quizzes are on the schedule. There may be pop quizzes throughout the course that can be given at any time.

Assignments are not accepted by email. If an assignment is required to be uploaded to Blackboard, it is the responsibility of the student to ensure that the file uploaded correctly prior to the due date/time. Late work is not accepted and work saved to your personal or school computer will not be graded. The only exception will be if there is a documented IT issue with Blackboard as confirmed by the South Plains College IT department.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material and all students should complete the workbook chapters as part of their ongoing study.

The handbooks that accompany the text books 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 helps.

Skills Lab:

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

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

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

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

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

For example:

First asterisk missed = 95

Second asterisk missed = 85

Third asterisk missed = 75

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

The student will complete the skill for a grade that counts for a total of **20%** of the final course grade. Should the student have to remediate the skill, the **remediation will not alter the original grade**, however, the student

will have to score at least an 85 on remediation to move on and attend clinical rotations. For remediation, the student must obtain a remediation form from the director and schedule an appointment ahead of time with an available instructor. All remediation for ASCCL skills must be complete by **the final course day**, or the student will receive and “Incomplete” for their grade and will not be allowed to attend their assigned clinical rotation until all remediation is complete. All remediation must be complete by the following week after the final exam unless a different date is stated by instructor. If not complete, the student will not have met the course exit goals and will be given a course grade of “F”, regardless of other course grades, and withdrawn from the vocational nursing program.

Lab Practice

At times, videos may be available for skill practice and review. Other times, only a demonstration will be given by the instructor. 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 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.

It is very important that you take advantage of lab days during the week.

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

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and for exams. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

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

COMPUTER LAB USAGE

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

EXAMS

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 the behalf of the patient.

Exams will be given in written format with the student answering on scantrons or paper; or exams will be given via Exam Soft on the computer. Exams may cover information given during lecture, handouts, and assigned reading of the texts. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of multiple choice, matching, select all that apply, ordering, case study, essay, hot spot, and completion.

- See Lecture/Exam Schedule.
- Exams are administered in a campus computer lab using ExamSoft and the lab. Students are expected to arrive on time to exams and complete the exams within the time frame allowed. Due to the ever changing COVID conditions it is possible that you may take exams on Exam Soft 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.**
- In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take 1 practice/mock exam, 1 open check benchmark exam and 2 benchmark proctored exams. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 Exam Soft and the grade will be calculated accordingly. The highest of the two benchmark exam scores will be recorded as an exam grade
- The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present.
- Following Benchmark 1 Exam, the student will have a remediation plan including CJsims and concepts maps. Then about 2 weeks later the student will take Benchmark 2. These two benchmarks give the student analytics to let them know what they are strong in and what they are weak in and compares them on a national level to their peers.
- Medical Terminology: Abbreviations & Definitions will be included in the unit exams.
- Abbreviations & Definition Exam (100 questions) **fill-in-the-blanks with correct spelling.** (This is located on Blackboard). This exam counts toward 10% of the student's total grade.
- Assignments/ Quizzes/ Davis Edge Quizzes may be given as a "Ticket to Class" or to enhance your learning of the course material and will count toward 10% of total course grade.
- Final Exam also includes Abbreviations and Definitions.
- All ASCCL skills must be completed with a grade of 85 or better, or the student must remediate those skills (see section on ASCCL for details).

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD, DRINKS AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS. STUDENTS ARE EXPECTED TO WEAR THE ROYAL BLUE SCRUB PANTS AND NURSING APPROVED T-SHIRT TO ALL SCHEDULED CLASSES AND CCE. THE STUDENT IS TO FOLLOW OTHER CLNICAL REQUIREMENTS FOR CLASSROOM AND CCE. SEE STUDENT HANDBOOK FOR DETAILED POLICY INFORMATION.

1. Grades will be posted within 48 hours. Other assignments will post within 7 days.
2. Each student should know current course averages for all classes.
3. **Students must earn a "C" (76) or better in this class for progression.**
4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. 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. The final exam may not be reviewed.**
5. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if not possible, a student may email me for an appointment to come by the office and review the exam. The final exam may not be reviewed.

Grades will not be given or discussed by email or phone.

MISSED EXAMS/MAKEUP WORK:

1. **There will be NO make-up exams given for a missed unit exam. Since the final exam is comprehensive (meaning it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exams be missed, a grade of “0” will be recorded.**
2. **NO exams will be given prior to the to the originally scheduled exam**
3. **Missed Exams due to COVID: See VN Student Handbook**
- 4.

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

GRADING POLICY

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

Unit Exams/ Highest Benchmark Exam	30%
Quizzes/Assignments	10%
ASCCL	20%
Final Exam	40%
	100%

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

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.

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 email on a regular 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 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 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.

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 **

ADDITIONAL INFORMATION:

- The student is allowed to use the cell phone only during breaks, please keep cell phones in your car.
- No drinks or food may be brought into the computer lab at any time.
- Bottled drinks with a screw top lid may be brought into the classroom during lecture **only**.
- Competencies are defined as effective demonstration of basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.
- 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. The student must sign in each time they utilize the lab.
- Classroom rules also apply to the laboratory classes.
- Radios will not be allowed in the classroom at any time.
- ALL work should be done in APA format: cover page, page numbers, references, citations, AND your name WITH credentials (SVN)

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of this syllabus.

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 flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

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 at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't 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 have to know the body parts and how they work as long as 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! Don't wait until it's almost the final—it's too late then!

Stacey Koelder, LVN
Vocational Nursing Instructor
SPC Vocational Nursing Program – Plainview Center
Course Schedule is located on Blackboard

Revised 12/2022

Revised 01/2023

COURSE EXIT GOALS:

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

- 1. Remediate ASCCL if an 85 or less is made on any skill by assigned date. If ASCCL remediation is not complete by that date, a course grade of “F” will be given regardless of other grades.**
- 2. Have no more than 2 absences**
- 3. 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.

ACCOMMODATIONS

4.0 INSTRUCTIONAL POLICIES AND RESPONSIBILITIES

4.1 Course Syllabi

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

4.1.1 Syllabus Statements

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

4.1.1.1. Diversity Statement

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

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

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

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness

Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

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

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.

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.

Fluids, Electrolytes, and Introduction to Acid-Base Balance

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

1. Define various terms associated with fluids, electrolytes, and acid-base balance.
2. Describe the function and movement of body fluids.
3. Identify body fluid compartments.
4. Explain how fluids are regulated in the body.
5. Describe fluid volume imbalances: fluid volume deficit and fluid volume excess.
6. Explain the function of electrolytes in the body.
7. Identify normal ranges, functions, and dietary sources for selected electrolytes.
8. Discuss imbalances of electrolytes, including signs, symptoms, and causative factors.
9. Identify nursing actions to take for patients with electrolyte imbalances.
10. Describe the pH scale and where selected body fluids fall on it.
11. Briefly describe how the buffer system, respiratory system, and renal system regulate acid-base balance.
12. Identify four types of acid-base imbalances and nursing actions to take for them.
13. Identify specific safety information.

Intravenous Therapy

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

1. Define various terms associated with preparing, initiating, and maintaining peripheral IV therapy.
2. Identify the purposes and benefits of peripheral IV therapy.
3. List the common components of IV fluids, their uses, and special considerations for use.
4. Describe equipment used for peripheral IV therapy.
5. Compare the effects of infusing hypotonic, isotonic, and hypertonic IV solutions.
6. Discuss the importance of asepsis during IV therapy.
7. Relate possible complications of IV therapy, as well as their causes, prevention, and treatment.

8. Contrast IV therapy across the lifespan.
9. Explain how to prepare, initiate, and maintain a peripheral IV infusion.
10. Discuss peripheral IV therapy in nursing care.
11. Discuss the components and uses of various blood products.
12. Summarize how to prepare, initiate, and monitor infusion of blood and blood products.
13. Apply knowledge of IV therapy in specific scenarios.
14. Identify the purpose of each central venous access device.
15. Identify specific safety features.

VNSG 2331 Advanced Nursing Skills Syllabus Contract

Print Name: _____

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

COURSE EXIT GOALS:

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

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

Signed: _____ Date: _____

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

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

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

Examples of student plagiarism:

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

Printed Name: _____

Signature: _____

Date: _____

VOCATIONAL NURSING CONTRACT

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

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

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

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

Printed Name: _____

Signature: _____

Date: _____

STUDENT PROFESSIONAL CONDUCT CONTRACT

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

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

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

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

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

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

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

Printed Name: _____

Signature: _____

Date: _____