

Course Syllabus

COURSE: VNSG 1227 Medication Administration
 SEMESTER: Spring 2023
 CLASS DAYS: Wednesday
 CLASS TIMES: 8:00 am – 10:00 am

Name	Phone Numbers	Email	Office	Office Hours
Audrey Trull, RN	806.716.4680 (o)	atrull@southplainscollege.edu	826 B	Tues. 8-12 Thurs. 1-3 Fri. 9-11

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

**** Some Fridays 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 2023 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 general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple drug forms. Instruction includes various systems of measurement. Applies the nursing process and critical thinking in the administration of oral, topical, enteral, and parenteral medications by the vocational nursing student

STUDENT LEARNING OUTCOMES

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

COURSE OBJECTIVES - Outline form (C-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. Discuss the steps of the systematic problem-solving process (Nursing Process) that the vocational nurse utilizes when administering medications
2. Describe how the vocational nurse uses the critical thinking skills and evidence based nursing practices and policies as a basis for decision making in the administration of medications
3. Identify effective communication techniques that the vocational nurse uses in regard to medication administration, including documentation
4. Identify biological, psychological, sociological, cultural, and communication factors across the lifespan that impact medication administration and therapy
5. Discuss how the vocational nurse's personal and professional values can influence patient-centered nursing care and medication administration.
6. Explain the role of the vocational nurse in the teaching-learning process in medication administration and therapy.
7. Perform mathematical conversions and calculations for safe medication administration
8. Discuss the vocational nurse's role and responsibilities as a member of the interdisciplinary health care team in regard to medication administration.
9. Explain how the vocational nurse advocates for the patient during medication therapy.
10. Distinguish medication assignments that are appropriate for the vocational nurse.
11. Identify resources that promote continuity of care in regards to medication administration and therapy.
12. Summarize how the vocational nurse uses technology and informatics in medication administration
13. Describe the legal aspects of medication administration
14. Discuss the vocational nurse professional characteristics and values as they apply to medication administration.
15. Recognize the vocational nurse's responsibility to maintain competencies in medication administration
16. Explain the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasizes safety in regard to the vocational nurse administering medications. Discuss the federal, state, and local governments and accreditation organizations safety requirements and standards regarding medication administration.
17. Identify measures that promote quality patient-centered care and a safe environment when the vocational nurse is administering medications
18. Discuss the vocational nurse's role and responsibilities with medication administration during a disaster and bioterrorism incident
19. Demonstrates knowledge and competency of medication administration skills in providing patient care to include: orals, topical, and parenteral medications
20. Demonstration/Practice will take place in the nursing skills lab
21. Must complete the course with a 76 "C" average or higher; No more than _2_ absences. Must pass PSCCL successfully within 3 attempts

EVALUATION METHODS

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

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to 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; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

There will be external clinical and simulation learning experiences provided in this course, as well as learning experiences in the lab which provides the setting in which the student applies workplace competencies.

Successful completion of the designated course outcomes will allow the student to continue to advance within the program. Successful completion of VNSG 1323 meets the requirements as stated in the Differentiated Essential Competencies (DECS) of Graduates of Texas Nursing Program as:

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

BLACKBOARD

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

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK

Calculating Drug Dosages: A Patient-Safe Approach to Nursing and Math 2nd Edition

Publisher

F. A. Davis

ISBN#

978-1-7196-4122-7

*Basic 4 function Calculator

*Blackboard

*Exam Soft

CJ SIM

ADDITIONAL CLASSROOM ITEMS

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

may also be online, so a working computer with an internet connection is required. The computer lab in building 8 is also available for your use if needed, as long as there is not active testing going on.

ATTENDANCE POLICY (*READ CAREFULLY)

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Roll is taken for each class by signature page. 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 expected to do all classwork at the time scheduled, whether the class is “live,” per 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.

A student who exceeds more than 2 absences in this course will be withdrawn from the program with an “F”.

LIVE classroom: students must be in their seat ready for class at the scheduled time. Classes will be held on scheduled exam days with lectures to immediately follow the exam. Students who leave after the exam are counted as “absent.” Students who are late for the exam, will not be allowed to take the exam.

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. If you leave the classroom for any reason, you may not return and are counted absent. Students should use break times wisely—going to the bathroom, getting refreshment, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts.

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).

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. 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.

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. 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. 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. Students who "forget" to sign in are counted as absent.

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.

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 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.

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.

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

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.

All assignments will be due on their scheduled due date before 8 am. NO late work will be accepted.

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.

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.

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.

Skills Lab:

When participating in a skills 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. If the check-off is on a Friday Clinical day, a clinical absence will be accrued.

Skills Check Offs: Each skill must be accurate before the student can perform the skill in the clinical setting. Therefore, the student will be checked off on each skill **The skills check off labs are assigned labs and will be during class or on 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 PSCCL 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.**

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.

Skills in this course will include all routes of medication administration.

PSCCL: This is Pharmacologic Clinical Competency Lab and is performed **BEFORE** a student can administer medications in the clinical setting. PSCCL will count 20% of the total course grade. An initial PSCCL check-off will be passed by each student, who will then be able to administer medications during their clinical medication rotation with an instructor only. The original PSCCL grade will be calculated in the gradebook, however, any student that does not score an 85 or better will have to remediate PSCCL with an instructor and will not be able to give medications until the skill has been passed with an 85 or greater. Remediation will not alter the original grade, but is required to pass medications in the clinical setting and to exit this course. The student will have three total attempts to pass PSCCL; if on the third attempt, they have still not scored above an 85, that student will be dismissed from the VN program.

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

Lab/Dosage Calculations Practice

All skills and dosage calculations will be demonstrated in class. It is the responsibility of the student to set aside time to practice skills in the nursing lab, at the CCE or at home, outside of normal class time.

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

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

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and for exams. 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.

The computer lab in building 8 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.

EXAMS

- See Lecture/Exam Schedule.
 - Presentation of material includes class lectures, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer by ExamSoft.
 - Some Exams are administered in a campus computer lab using ExamSoft and the lab must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on 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.**
 - Other exams will be given on paper. You will need a pencil and a basic 4 function calculator
 - In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take 1 practice/mock exam to learn the system. Students will take 1 open check benchmark exam in Medication Administration Course and will take 2 benchmark proctored exams in Pharmacology Course in Level 3. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing.
 - 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 the Open Benchmark Exam, the student may have a remediation plan including CJsims and concepts maps. The 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.
 - Grades will be recorded on Blackboard for the student to view. The student will also be provided a grade sheet on Blackboard for all grades to be recorded by the student after reviewing their exams. It is up to the student to keep up with their grade sheet and grades.
 - Students will have the opportunity to review each exam taken as scheduled by the instructor. After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours has passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**
 - Final Exam will have two parts: A Dosage Calculations Competency exam and a Comprehensive Final Exam. These two grades will average 40% of your total grade.
 - The dosage Calculations Competency Exam MUST have a grade of 90 or higher to exit the course. The student will have 3 attempts to pass a calculations competency exam with a score of 90 or higher. If a grade greater than a 90 is not obtained, the student will be dismissed from the vocational nursing

program. Medications and dosage calculations are necessary to save lives!

- The first Dosage Calculations Competency Exam grade will count and will average with the comprehensive final exam for 40% of your grade. Additional dosage competency exams will not alter the original grade, however, the student must score a 90 or higher withing 3 attempts to meet the course exit requirements.
- All PSCCL skills must be completed with a grade of 85 or better, or the student must remediate those skills (see section on BSCCL for details).
- Students must earn a "76" or better in this class and meet all criteria as discussed above for progression.

Course Grade is determined by:

Unit Exams	30%
Quizzes/Assignments	10%
Final Exam (Comprehensive Final and Dosage Competency Exam)	40%
PSCCL	<u>20%</u>
	100%

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

MISSED EXAMS/MAKEUP WORK:

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

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

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

GRADING POLICY

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

Unit Exams	30%
Quizzes/Assignments	10%
PSCCL	20%
Final Exam (Comprehensive and Dosage Competency Exam)	40%
	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

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

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

ADDITIONAL INFORMATION:

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

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

For Test Security, no hats, caps, backpacks or purses are permitted in the 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 basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.

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

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

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

Classroom rules also apply to the laboratory classes.

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

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

COURSE EXIT GOALS:

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

- 1. Remediate PSCCL if an 85 or less is made on any skill by assigned date. If PSCCL remediation is not complete with a grade of 85 or better, after 3 attempts by that date, a course grade of "F" will be given regardless of other grades.**
- 2. Must pass the Math Competency Exam with a 90 or greater within 3 attempts regardless of other grades**
- 3. Have no more than 2 absences**
- 4. Must pass the course with a 76 average**

5. Complete Open Benchmark Exam

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

COURSE SCHEDULE POSTED ON BLACKBOARD

DROPPING A CLASS

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

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

WITHDRAWING FROM ALL CLASSES

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

SCHEDULE CHANGE (after late registration and before census date)

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

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

COMMUNICATION POLICY

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

Email Policy:

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

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside

the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

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

STUDENT CONDUCT

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

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

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

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

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

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4626 or (806)716-4623. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

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

ACCOMMODATIONS

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.

VNSG 1227 Medication Administration Syllabus Contract

Print Name: _____

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

COURSE EXIT GOALS:

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

- 1. Remediate PSCCL if an 85 or less is made on any skill by assigned date. If PSCCL remediation is not complete after 3 attempts with a grade of 85 or better, by that date, a course grade of “F” will be given regardless of other grades.**
- 2. Must pass the Math Competency Exam with a grade of 90 or greater within 3 attempts regardless of other grades**
- 3. Have no more than 2 absences**
- 4. Must pass the course with a 76 average**
- 5. Complete Open Benchmark Exam**

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

Signed: _____ Date: _____