Course Syllabus

COURSE: RNSG 1441 (4:4:1) Common Concepts of Adult Health
SEMESTER: FALL 2019
CLASS DAYS: Mondays
CLASS TIMES: See Course Calendar
FACEBOOK: https://www.facebook.com/SPCNursing17/

Faculty Name	Phone Numbers	Email	Office
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OFFICE HOURS: Posted on each instructor's door.

"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

RNSG 1441 builds on the knowledge and skills acquired in RNSG courses 1513, 1105, 1144, 1160, and 1115. It focuses on common health problems requiring physical and emotional support to patients and their families experiencing stressors. A person is viewed as a holistic individual who interacts constantly with the environment. Increased emphasis is placed on critical thinking/problem solving and the effects of stressors on patients and their families. Pharmacology, nutrition, gerontology, growth and development and cultural perspectives are integrated throughout the course. The student will continue to develop skills necessary to make appropriate nursing practice decisions by using clinical data and current literature including evidence-based practice information in conjunction with the nursing process.

RNSG 1441 presents the theory of clinical nursing as applied to the adult patient seeking to "…maintain or regain balance as the individual moves along a continuum towards positive outcomes" (SPC ADNP Philosophy). The course is designed to prepare the student to assess, analyze, plan, intervene and evaluate the nursing care of adult patients and their families emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework.

Through laboratory and selected clinical experiences (offered in the co-requisite course of RNSG 2460) the student will learn to function effectively as a member of the health care team by applying the nursing process and principles of teaching/learning appropriate to nursing care of individual patients and their families. Continuing emphasis is placed on the role of the nurse as **Member of the Profession, Provider of Patient Centered Care, Patient Safety Advocate and Member of the Health Care Team**. The student will access appropriate referral sources in order to utilize resources within the community to meet the various needs of individual patients and their families. Students will evaluate their own strengths and needs related to personal

and professional growth and development. This will enhance their ability to make required behavioral modifications and apply appropriate ethical and legal principles of practice in order to serve as a health care advocate for patients and their families. This course lends itself to a blocked approach.

This course is a "blended" course meaning that we utilize Blackboard a great deal for content and communication. The course is not all classroom, or all online. You are expected to check into your Blackboard course frequently (as in every day) to check for new messages, access content, get assignment postings, take quizzes as posted and, view changes to the calendar, schedule or content should this become necessary. If you are having difficulty accessing or using any components of Blackboard please use the following contact information. For specific help email **Brooke Walker** at bawalker@southplainscollege.edu or call 716-2180. For an email address that reaches everyone in the Instructional Technology department, please use blackboard@southplainscollege.edu.

COURSE OBJECTIVES

Upon satisfactory completion of RNSG 1441, the student will:
1. Meet the Course Student Learning Outcomes (SLO) for Semester II and progress toward meeting the SPC ADN End of Program Student Learning Outcomes (EPSLO).
2. Meet the "Secretary's Commission on Attaining Necessary Skills" (SCANS) Competencies (C) and Foundations (F) Skills: [C-1, C-5, C-6, C-7, C-8, C-9, C-10, C-12, C-13, C-14, C-18, C-20] [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] A detailed listing of SCANS Competencies and Foundation Skills are attached.
3. Meet the Texas BON "Differentiated Essential Competencies" 2010 (DECS) identified in each course content unit of study. Nursing Roles are designated by the following numbers: **1**= Member of the Profession; **2**= Provider of Patient-Centered Care; **3**= Patient Safety Advocate; and **4**= Member of the Health Care Team.
4. Demonstrate workforce skills requiring responsibility and accountability will be enhanced as the student develops increased self-esteem and confidence through successful completion of collaborative projects assigned throughout the course.
5. Demonstrate better utilization of critical thinking skills and a systematic problem-solving process in providing care for adult patients and families with common health needs.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Clinical Decision Making: Provides competent nursing interventions based on application of the nursing process and demonstrates critical thinking, independent judgment and self-direction while caring for patients and families. (2=Provider of Patient-Centered Care)

Communication and Information Management: Communicates effectively utilizing technology, written documentation and verbal expression with members of the health care team, patients and families. (4= Member of the Health Care Team)

Leadership: Demonstrates knowledge of basic delegation, leadership management skills, and coordinates resources to assure optimal levels of health care for patients and families. (4=Member of the Health Care Team)

Safety: Implements appropriate interventions to promote a quality and safe environment for patients and families. (3=Patient Safety Advocate)

Professionalism: Demonstrates knowledge of professional development and incorporates evidenced-based practice in the nursing profession. Utilizes concept of caring, including moral, ethical, and legal standards with astute awareness of the spiritual, cultural and religious influences on patients and families. (1-Member of the Profession)

COURSE STUDENT LEARNING OUTCOMES (SLO): SEMESTER II

CLINICAL DECISION MAKING

1. Applies critical thinking by integrating nursing concepts, principles, and disease processes with application of the nursing process as they apply to clinical situations to meet the basic needs of adult patients in a variety of settings.
2. Analyze evidence-based practice and research supporting clinical reasoning and nursing skills in order to deliver safe nursing care to patients and their families.
3. Demonstrates clinical reasoning regarding the principles of teaching-learning in the implementation of nursing care to patients and their families.

COMMUNICATION AND INFORMATION MANAGEMENT

4. Identify regulatory and ethical guidelines necessary to protect confidentiality while utilizing technological skills necessary to document, access health care databases, and access multiple online resources to provide care.
5. Demonstrate effective communication with adult patients, families, and members of the health care team to achieve positive outcomes.

LEADERSHIP

6. Collaborate/delegate effectively with members of the health care team in planning and decision making to achieve desired outcomes for the adult patient.
7. Identify the role of the nurse as advocate for patients and their families.

SAFETY

8. Demonstrate clinical decision making that result in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that facilitates advancing the patient and their families toward positive outcomes.
9. Demonstrate knowledge of and analyze the process for safe medication administration.
10. Identify and apply current National and State standards and guidelines and local procedures in order to reduce patient risk of unfavorable outcomes.

PROFESSIONALISM

11. Recognize one's own caring/respectful behavior when interacting with patients, families and members of the health care profession.
12. Apply ethical and legal responsibility for one's nursing practice.
13. Assume responsibility for professional and personal growth and development.

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 **which includes an automatic zero "0" grade, and possible suspension**.

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

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.

Examples of student plagiarism[1]
- 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
- Violations of the honesty policy including cheating during testing, plagiarizing another's work, and falsifying records will result in dismissal from the program. See Student Handbook.

1. Smith, L. Conquering plagiarism in nursing education. *Nursing 2016*. 2016; 46(7):17-19.

VERIFICATION OF WORKPLACE COMPETENCIES
Successful completion of this course requires a grade of "C" or better (77.00% and above); satisfactory total grade point average on examinations; satisfactory achievement of unit and clinical objectives (RNSG 2460); satisfactory completion of math competency exam with a grade reflective of no more than 2 incorrect calculations; and regular classroom/clinical attendance. Upon successful completion of this course, each student will have demonstrated accomplishment of the course SLOs, through a variety of modes (prelims, quizzes, group work, presentations, etc). Each student will be able to explain the roles of the professional nurse in caring for adult patients and families. Each student will have demonstrated utilization of critical thinking skills and use of a systematic problem-solving process in providing care for adult patients and families with common health needs.

The current program grading scale is as follows:
    90% – 100%   = A
    80.00% - 89.99% = B
    77.00% - 79.99% = C *
    70% - 76.99% = D (which constitutes a failure for RNSG 1441)

<div style="background-color:yellow; text-align:center;">**SPECIFIC COURSE INFORMATION**</div>

TEXTBOOKS AND MATERIALS: REQUIRED

Ackley, B. (11th Edition). Nursing Diagnosis Handbook. St Louis MO: Elsevier

Frandsen, G and Pennington S. (11th edition). Abram's Clinical Drug Therapy. Lippincott-Raven: Publishers: Lippincott Williams & Wilkins.

Frandsen & Pennington: (11th Edition) COURSE POINT + Access: Abrams' Clinical Drug Therapy Lippincott Williams & Wilkins.

Gahart, B. (Newest Edition). Intravenous Medications. A handbook for Nurses and Health Professionals.   St. Louis, MO: Elsevier

Hinkle, J and Cheever, K. (14th edition). Brunner & Suddarth's Textbook of Medical Surgical Nursing. Lippincott-Raven Publishers: Lippincott Williams & Wilkins.

Hinkle & Cheever: COURSE POINT + Access: Brunner & Suddarth's Textbook of Medical-Surgical Nursing, (14th edition). Lippincott Williams & Wilkins

Kee, Joyce LeFever (newest edition). Laboratory and Diagnostic Tests with
Nursing Implications. Upper Saddle River, New Jersey: Pearson Prentice Hall.

Kee, J.L. (8th Edition). Fluids and Electrolytes with Clinical Applications. Clifton Park, NY. Delmar Cengage Learning

**Drug Handbook of Choice: Preferably one that includes interactions with complementary medications such as gingko biloba or vitamin E. The Springhouse book, PDR for Nurses Drug Book and the Mosby Drug Reference books are good choices.

Recommended Texts:
**Houghton, P (newest edition) APA The Easy Way
** Pocket Nurse Guide to Physical Assessment of Choice
** Medical Dictionary of Choice

***Pathophysiology textbook of your choice
***Macklin D., Chernecky C., Infortuna M H. (newest edition).
    Math for Clinical Practice St. Louis, Missouri: Mosby, Inc.

Additional Required Materials:
        ATI books
        TPN Packet / Lab kit

ATTENDANCE POLICY (*READ CAREFULLY)
Classroom Attendance
The **SPC ADNP policy must be followed**. Refer to the SPC ADNP Nursing Student Handbook to review this policy. Also, review the attendance policy found in the South Plains College Catalog. Attendance is expected. In addition to the ADNP policy please note: **You cannot miss more than eight (8) hours of theory and remain in RNSG 1441.** According to SPC Student Handbook, there are no excused absences. The instructor/course team leader has the prerogative of dropping the student from the course for excessive absences. Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor.

After 8 hours an instructor-initiated drop will be completed, and the student will receive an "X" on their transcript. Also, **refer to clinical requirements specific for this course in the clinical syllabus for RNSG 2460**.

ASSIGNMENT POLICY
All required work must be completed and turned in on time. Assigned work is due on the dates/times specified by the instructor or specified in Blackboard. Refer to the course calendar, discussion board, STAT folder or announcements on Blackboard for due dates for required assignments.
**Assignments turned in later than the due date/time will not be accepted, and the student will receive a grade of "0" for that assignment.

ELECTRONICS POLICY
Students will **NOT** be allowed to use a laptop, iPad, Notebook, Galaxy Note, Kindle Fire or Tablet etc. of any kind to class for lecture in RNSG 1441. Leave those electronic devices at home.

*During lecture, phone devices are to be silenced or turned off to prevent interruptions.

*Students must ask permission from the instructor before audio recording a lecture.

*Students, classmates and the instructors maintain the right to refuse to be audio and/or visually recorded.

PRINTING/COMPUTER LAB USAGE
The computer lab(s) on any campus 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.

Students will be allowed to use the Computer Lab C for printing.
You must log in before printing. If you exceed your allotted weekly page count, you will have to pay per page after that. **You may not interrupt a class that is testing to print.**

Cell phones, smart watches, athletic Fitbits, student badges, personal calculators or any electronic learning device of any kind are not allowed in the computer lab at any time. Ball caps and large heavy jackets are to be left in the classroom during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time.

EVALUATION METHODS / GRADING POLICY
 *Refer to SPC ADNP Nursing Student Handbook Grading System.

1. The student will not retain exams. Exams may be reviewed by students if requested, within the confines of the computer lab or classroom, under supervision. **Exams/Quizzes may be completed in the computer lab or online thru Classroom Performance System (CPS), Blackboard or CoursePoint +.** Prelim exams are timed and limited to 2 hours maximum and the midterm and final exams are timed and limited to 3 hours. You must complete a prelim within the time limit of when the exam is started, regardless when you arrive to take the test. This also applies for the midterm and final exams.

2. The student **must communicate with one of the course instructors** if unable to take an exam on a scheduled day. If there is no communication by ONE week from the date of exam, a "0" will be given. Alternate exams may be given in the event a student misses a scheduled exam.

3. A student may be exempt from the final exam only if their **testing average (**including the midterm grade) is **90.00%** or higher. If exempt from taking the final exam, the student's testing average will become the student's final exam score which is worth 20% of the overall grade. Eligible students may take the final if they wish, **but** the grade obtained on the final exam will be recorded as the final exam grade, even if it is a failing grade. Students eligible for exemption will be notified before final exam.

 * Note: Students **MUST** obtain at least a 77.00% (No Rounding) in order to pass
   RNSG 1441.

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

Quizzes:	**15%**
Prelims:	**40%**
Pharm:	**5%**
Midterm:	**20%**
Final:	**20%**

TO FIGURE YOUR OVERALL AVERAGE: DO NOT ROUND
A. Take your **Prelim Average** and multiply it by .40
B. Then take your **Quiz Average** and multiply it by .15
C. Then take your **Pharm grade** and multiply it by .05
D. Then take your **Mid-Term grade** and multiply it by .20
E. Then take your **Final Exam grade** and multiply it by .20
ADD: A + B + C + D + E + together to get your overall course average

COACHING
If you fail a prelim, you will be notified by Blackboard email and **required** to attend coaching with Jan Buxkemper (Office AH107D: Phone 806-716-2387). You must schedule and attend a coaching session **before the next prelim**. If you do not attend a coaching session with Mrs. Buxkemper before the next scheduled prelim, **your next prelim grade will be deducted 10 points.**

COURSE OUTLINE

Unit I   Nursing Roles in the Management of IV Therapy, Pharmacology and Dosage Calculations
Unit II   Nursing Roles in the Management of Eye and Ear Alterations
Unit III   Nursing Roles in the Management of the Perioperative Client
Unit IV   Nursing Roles in the Management of Fluid and Electrolyte & Acid Base Balance
Unit V   Nursing Roles in the Management of Musculoskeletal Alterations
Unit VI   Nursing Roles in the Management of Neurological Alterations
Unit VII   Nursing Roles in the Management of Gastrointestinal Alterations
Unit VIII   Nursing Roles in the Management of Metabolic and Endocrine Alterations
Unit IX   Nursing Roles in the Management of Patients with Cancer

COURSE SCHEDULE
See Course Calendar in Blackboard

CAMPUS CARRY

Campus Concealed Carry - 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, please refer to the SPC policy at:
http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

If you are licensed to concealed carry, your weapon **CANNOT BE VISIBLE** at **ANY** time. If your weapon is seen, campus police will be called immediately. Your weapon must always be within reach as well. However, on testing days, you cannot bring a backpack into the testing lab, therefore your weapon needs to stay in your car until after the test, unless you can completely conceal it on your person.

STUDENT CONDUCT
Rules and regulations regarding student conduct appear in the current Student Handbook.

1. **Clinical Component:** Specific guidelines for the clinical component can be found in the RNSG 2460 Syllabus. These guidelines should be reviewed carefully.

2. **Skills Laboratory Component:** The skills laboratory component serves the following functions:

   a. Provides the opportunity for students to practice their skills prior to clinical practice of those skills. The nursing faculty expects the nursing student to develop safety and a beginning level of proficiency with procedures by utilizing the college laboratory. This will minimize student anxieties in the clinical setting and maximize positive production outcomes for both the patient and the nursing student.

   b. Provides the opportunities for the student to be evaluated according to the criteria of adequacy identified in the clinical evaluation tool (simulation).

   c. Required skills will be available for review in the Videos section in Blackboard.

   d. Students will be expected to practice all demonstrated skills, and complete solo and partner documented practice time, and record skills as assigned.

   e. Students will be expected to wear scrubs or SPC uniform while practicing in the skills lab. Students may wear a SPC ADN program t-shirt with scrub bottoms.

When performing skills checkoff utilizing video-recording rooms, full SPC clinical dress code is required.

SKILLS CHECKOFF GUIDELINES

Each student is required to view the online skill demonstration videos in Blackboard. You must have documentation of time spent in the computer lab viewing the videos.

You may not record your skills until you have provided your documented viewing times, no exceptions.

Video Recording for Suctioning/Trach Care, IV Therapy, and CVC Care Scenarios:

Each student will be responsible for getting his or her practice time completed in the lab prior to filming. Practice time will be a MINIMUM of 4 hours to be documented by lab staff.

This practice time must be done individually or in pairs only. One hour individual practice time is MANDATORY. The other minimum 3 hours may be with one partner only. Any additional practice time over the minimum required 4 hours must be performed individually or with a partner (one additional person) only.

The filming times will be assigned and MUST be kept. This will enable the instructor to grade the films. There are limited sessions per day. You are REQUIRED to sign up and adhere to your assigned time.

If an assigned time is not kept, this will count as your first video recording failure and there will only be one additional opportunity to record and pass your skills for this semester.

You must have your skills recording completed by the assigned deadline or that recording will be counted as a failure.

If you fail your second attempt at video recording skills, this will signify a failure for RNSG 2460 and you will be withdrawn from the course.

If you do not complete the skills within the allotted time frame, this will also constitute a failure.

The total time allowed for video recording will be one hour. You will receive a scenario 30 minutes prior to your video time so that you may prioritize the care you are going to give and calculate an IV drip rate in gtts/min (this time is not included in the actual 1 hour recording time).

You are required to prioritize the care and demonstrate all skills:
- trach care and tracheal suctioning
- CVC care/dressing change
- IV therapy (spike and prime a primary infusion, spike and prime a secondary infusion, administer IV therapy through a central line, and calculate drip rates in gtts/min for both infusions)
- Flush/heparinize a central line

You are required to demonstrate all skills regardless of what your scenario indicates.

After you finish recording, if there is time <u>within</u> your hour, you may re-demonstrate a skill or two that you feel need to be redone. **REMEMBER**, this must be done within the one hour time limit!!!!!!!!!!!! At the end of your 1 hour time period, you must end recording. You must also turn in the calculations for IV flow rates and priorities and return the scenario to the instructor. You will also be required to document your interventions on the back page of your scenario before turning in your scenario.

You will be allowed one repeat video recording and the time will be assigned in the event your first film is unsatisfactory. **You will only be allowed 1hour total for a new recording**. You will only be required to record the skill(s) that you did not perform satisfactorily. You will be required to remediate before your second attempt.

<u>PERIOPERATIVE SKILLS CHECK-OFF</u>

The surgical scrub, setting up a sterile field in the OR, and closed gowning and gloving are the skills associated with your OR experience.

The skills demonstration is available online via Blackboard. You will be responsible for viewing the videos and practicing prior to the OR Scrub check- off day.

OR Scrub check-off is set on the course calendar.

These skills must be passed in order to attend and participate in the OR experience in the clinical setting.

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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

For more information about SPC Disability Services, please click on the following link: https://myspc.southplainscollege.edu/ICS/Students/FYI/

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 Director of Health and Wellness. 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 Crystal Glister, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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, and evaluates and chooses best alternative.

F-9   Problem Solving--Recognizes problems and 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 preservers 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.

<u>RESOURCES -- Identifies, organizes, plans and allocates resources</u>.

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

C-2   **<u>MONEY</u>-- Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives**

C-3   **<u>MATERIALS & FACILITIES</u>- Acquires, stores, allocates, and uses materials or space efficiently.**

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

<u>INFORMATION -- Acquires and Uses Information</u>

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.**

<u>INTERPERSONAL -- Works With Others</u>

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

C-10   **Teaches others new skills.**

C-11   **Serves patients/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.**

<u>SYSTEMS -- Understands Complex Interrelationships</u>

C-15   **Understands Systems-- Knows how social, organizational, and technological systems work and operates effectively with them**

C-16   **Monitors and Correct 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.**

<u>TECHNOLOGY -- Works with a variety of technologies</u>

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.**