

## Course Syllabus

COURSE:	VNSG 1260 Clinical Level 1
SEMESTER:	Spring 2020
CLINICAL TIMES:	Monday & Friday [late in the semester Tuesday may be added] Times vary depending on clinical assignment
LAB TIMES:	Friday 8-4
INSTRUCTOR:	All instructors under the direction of Korbi Berryhill
OFFICE:	Reese Center, Building 5
OFFICE HOURS:	by appointment only
OFFICE PHONE:	806-716-4719
E-MAIL:	kberryhill@southplainscollege.edu
Facebook:	<a href="https://www.facebook.com/SouthPlainsCollegeVocationalNursing">https://www.facebook.com/SouthPlainsCollegeVocationalNursing</a>

*"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 and student handbook.\* The student should print this syllabus and place it in the FRONT of the student handbook.

**Prerequisite courses: VNSG 1222, VNSG 1420, VNSG 1402**

**CO-requisite courses (concurrent): VNSG 1400, VNSG 1301**

### COURSE DESCRIPTION

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. On-site clinical instruction, supervision, evaluation and placement is the responsibility of college faculty. Clinical experiences are unpaid external learning experiences.

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will: (based on the Differentiated Essential Competencies of Texas Board of Nursing [DECS])
1. Become a Member of the Profession
2. Provider of Patient-Centered Care
3. Be a Patient Safety Advocate
4. Become a Member of the Health Care Team

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

At the completion of this course the student will:
<ul style="list-style-type: none"> <li>Apply the theory, concepts and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economical, environmental, social and legal systems associated with Vocational Nursing</li> <li>Demonstrate legal and ethical behavior</li> <li>Demonstrate the ability to care for a patient in an acute patient-care situation or long-term care</li> <li>Demonstrate safety practices within the health care setting</li> <li>Demonstrate interpersonal teamwork skills</li> <li>Communicates in the applicable language of health care</li> <li>Be prepared to practice within the legal, ethical and professional standards of vocational nursing as a health care team member in a variety of roles</li> <li>Exhibit an awareness of the changing roles of the nurse</li> <li>Utilize the nursing process as a basis for clinical judgment and action</li> <li>Accept responsibility for personal and professional growth</li> <li>Be present and punctual for all clinical assignments and lab with no more than 1 absence.</li> </ul>

## COURSE COMPETENCY

The student will successfully complete 1260 with a “C” or better and follow safe nursing practices. See Level 1 EXPECTATIONS and OBJECTIVES on blackboard. All assignments must be turned in whether or not they meet the grading deadline. **Students who fail turn in assigned paperwork fail the clinical course, REGARDLESS OF OTHER CLINICAL GRADES!**

## EVALUATION METHODS

Weekly clinical performance evaluations and other assignments with a final Summative Evaluation at the end of the semester.

## 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.

## VARIFICATION OF WORKPLACE COMPETENCIES

Successful completion of this course and all required concurrent theory courses entitles the student to receive a Certificate of Proficiency and to apply to write the examination for licensure (NCLEX-PN) to practice as a Licensed Vocational Nurse in the State of Texas.

## 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 as a reporting tool and communication too. Students should be aware that the “total” points noted on this education platform does not reflect the actual grade of the student because it does not take in to consideration the percentages of each grade. Please calculate your grade according to the criteria in this syllabus.

## FACEBOOK

The Vocational Nursing Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> in addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, South Plains College announcements and will help with program recruitment. “Liking” the South Plains College Vocational Nursing Program Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

## SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

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## SPECIFIC COURSE INFORMATION

### LEVEL 1 CLINICAL OBJECTIVES (BASED ON TBON DEC's)

During the clinical course, the beginning vocational nursing student progress to novice nurse through the following:

**I. MEMBER OF THE PROFESSION: The student vocational nurse (SVN) exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and**

**professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.**

**A. Functions within the SVN's legal scope of practice and in accordance with the policies and procedures of South Plains College and the clinical agencies.**

1. Functions within a directed scope of practice of the SVN with appropriate supervision.
2. Assists in determination of predictable health care needs of a patient to provide individualized, goal-directed nursing care.
3. a. Practices according to facility policies and procedures  
b. Questions orders, policies, and procedures that may not be in the patient's best interest.

**B. Assumes responsibility and accountability for the quality of nursing care provided to patients and their families.**

1. Provides nursing care within the parameters of SVN knowledge, scope of practice, education, experience, and ethical/legal standards of care at this level.
2. a. Practices nursing in a caring, nonjudgmental, nondiscriminatory manner.  
b. Provides culturally sensitive health care to patients and their families  
c. Provides holistic care that addresses the needs of diverse individuals across the lifespan.
3. Uses performance and self-evaluation processes to improve individual nursing practice and professional growth
4. Assumes accountability for individual nursing practice
5. a. Follows established policies and procedures  
b. Uses nursing judgment to anticipate and prevent patient harm
6. Uses communication techniques to maintain professional boundaries in the nurse/ patient relationship
7. Complies with professional appearance (dress code) requirements according to SPC policies.

**C. Contributes to activities that promote the development and practice of vocational nursing.**

1. Identifies historical evolution of nursing practice and issues affecting the development and practice of vocational nursing.
2. Works collegially with members of the interdisciplinary health care team.
3. Practices within the student vocational nursing role and Scope of Practice.  
a. demonstrates promptness when reporting to clinical agencies for clinical rotations  
b. adheres to school and agency attendance guidelines. Makes up days to meet criteria.

**II. PROVIDER OF PATIENT CENTERED CARE: The SVN who, based on educational preparation and scope of practice, accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families. The nurse incorporates professional values and ethical principles into nursing practice and provides care to individual patients and their families.**

**A. Uses clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.**

1. Uses problem-solving approach to make decisions regarding care of assigned patient.
2. a. Organizes care for assigned patient based upon problem-solving and identified priorities  
b. proactively manages priorities in patient care and follow-up on clinical problems that warrant investigation with consideration of anticipated risks.
3. Identifies and communicates patient physical and mental health care problems encountered in practice.

**B. Assists in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.**

1. Uses structured assessment tool to obtain patient history
2. Performs focused assessment to assist in identifying health status and monitoring change in patient.
3. Reports and documents focused patient assessment data.
4. Identifies predictable and multiple health needs of patient and recognizes signs of decompensation.
5. Shares observations that assist health care team (HCT) members in meeting patient needs.
6. Differentiates abnormal from normal health data of patient.
7. Recognizes healthcare outcomes and reports patient status.

**C. Reports data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary HCT.**

1. Integrates concepts from basic sciences and humanities to deliver safe and compassionate care in delivery of patient care.
2. Identifies short-term goals and outcomes, selects interventions considering cultural aspects, and establishes priorities for care in collaboration with patients, their families, and the interdisciplinary team.
3. Participates in the development and modification of the nursing plan of care across the lifespan, including end-of-life care
4. Contributes to the plan of care (POC) by collaborating with interdisciplinary HCT.
5. Demonstrates basic knowledge of disease prevention and health promotion in delivery of care to patients and their families.

**D. Provides safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.**

1. Assumes accountability and responsibility for nursing care through a directed scope of practice under the supervision of the instructor or licensed nurse, using standards of care and professional values
2.
  - a. identifies priorities and makes judgements concerning basic needs of one patient with predictable health care needs in order to organize care.
  - b. recognizes changes in patient status.
  - c. communicates changes in patient status to other providers

**E. Implements aspects of the plan of care (POC) within legal, ethical, and regulatory parameters and in consideration of patient factors.**

1. implements individualized POC to assist patient to meet basic physical and psychosocial needs
2. Implements nursing interventions to promote health, rehabilitation, and implements nursing care for clients with chronic physical and mental health problems and disabilities.
3. communicates accurately and completely responses of patients to treatment to other health care professionals clearly and in a timely manner
4. Fosters coping mechanisms of patients and their families during alterations in health status and end of life.
5. Seeks clarification as needed
6. Informs patient of Bill of Rights
7. Communicates ethical and legal concerns through established channels of communication
8. Uses basic therapeutic communication skills when interacting with patients, their families, and other professionals.
9. Facilitates maintenance of patient confidentiality
10.
  - a. Demonstrates accountability by providing nursing interventions safely and effectively using a directed scope of practice.
  - b. Provides nursing interventions safely and effectively using established evidence-based practice guidelines
11. Provides direct patient care in disease prevention and health promotion and/or restoration

**F. Identifies and reports alterations in patient responses to therapeutic interventions in comparison to expected outcomes.**

1. Reports changes in assessment data
2. Uses standard references to compare expected and achieved outcomes of nursing care
3. Reports patient's responses to nursing interventions

**G. Implements teaching plans for patients and their families with common health problems in well-defined health learning needs.**

1. Identifies health-related learning needs of patients and their families.

**H. Assists in the coordination of human, information, and material resources in providing care for assigned patients and their families.**

1. Reports unsafe patient care environment and equipment
2. implements established cost containment measures in direct patient care
3. assists with maintenance of standards of care

**III. PATIENT SAFETY ADVOCATE: The SVN who promotes safety in the patient and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm.**

**A. Demonstrates knowledge of the Texas Nursing Practice Act (NPA) and Texas Board of Nursing (BON) rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.**

1. Practices according to the Texas NPA and Texas BON rules, and SPC policies
2. Seeks assistance if practice requires behaviors or judgments outside of individual knowledge and expertise.
3. Uses standards of nursing practice to provide and evaluate patient care
4. Recognizes and reports unsafe practices and contributes to quality improvement processes.

**B. Implements measures to promote quality and a safe environment for patients, self, and others.**

1. Promotes a safe, effective care environment conducive to the optimal health and dignity of the patients and their families.
2. Accurately identifies patients
3. Safely performs preventative and therapeutic procedures and nursing measures including safe patient handling.
4. Clarifies any order or treatment regimen believed to be inaccurate, non-efficacious, contraindicated, or otherwise harmful to the patient.
5. Reports reactions and untoward effects to medications, treatments, and procedures, and clearly and accurately communicates the same to other health care professionals.
6. reports environmental and systems incidents and issues that affect safety.
7. Implements measures to prevent risk of patient harm resulting from errors and preventable occurrences.

**C. Assists in the formulation of goals and outcomes to reduce patient risks.**

1. a. Implements measures to prevent exposure to infectious pathogens and communicable conditions.  
b. anticipates risk for the patient
2. Implements established policies related to disease prevention and control
- D. Obtains instruction, supervision, or training as needed when implementing nursing procedures or practices.**
  1. Evaluates individual scope of practice and competency related to assigned task
  2. Seeks orientation/training for competency when encountering unfamiliar patient care situations
- E. Complies with mandatory reporting requirements of the Texas NPA.**
  1. Reports unsafe practices of healthcare providers using appropriate channels of communication
  2. Reports safety incidents and issues through the appropriate channels
- F. Accepts and takes assignments that take into consideration patient safety and organizational policy.**
  1. Accepts only those assignments that fall within individual scope of practice based on experience and educational preparation.

**IV. MEMBER OF THE HEALTH CARE TEAM (HCT): *The student vocational nurse who provides patient-centered care by collaborating, coordinating, and/or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the patient and their families.***

- A. Communicates and collaborates with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.**
  1. cooperates and communicates to assist in planning and delivering interdisciplinary health care.
- B. Participates as an advocate in activities that focus on improving the health care of patients and their families.**
  1. Respects the privacy and dignity of the patient
  2. Identifies unmet health needs of patients.
  3. Acts as an advocate for patient's basic needs, including following established procedures for reporting and solving institutional care problems and chain of command
- C. Participates in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.**
  1. Identifies support systems of patients and their families
  2. a. Communicates patient needs to the family and members of the HCT.  
b. Maintains confidentiality according to HIPAA guidelines
- D. Communicates and collaborates in a timely manner with members of the interdisciplinary health care team to promotes and maintain optimal health status of patients and their families.**
  1. Communicates changes in patient status and/or negative outcomes in patient responses to care with members of the interdisciplinary HCT.
  2. Follows legal guidelines in communicating changes in patient status, including chain of command and Texas NPA.
  3. Contributes to positive professional working relationships
  4. Recognizes and manages conflict through the chain of command
  5. Identifies and reports need for nursing or interdisciplinary team meetings
- E. Communicates patient data using technology to support decision making to improve patient care.**
  1. Identifies, collects, processes, and manages data in the delivery of patient care and in support of nursing practice and education
  2. Applies knowledge of facility regulations when accessing patient records.

## SPECIFIC UNIT OBJECTIVES

### MEDICAL-SURGICAL ROTATIONS

#### University Medical Center: Medical-Surgical Floor Objectives

Unit	Location	Phone	Speciality
3 West	3 <sup>rd</sup> floor west of patio	775-8909	Orthopedics: pre/post op care for joint replacements, amputations, arthroscopy or trauma. May also have overflow medical patients.
3 East	3 <sup>rd</sup> floor east of patio	775-8903	Medical and Surgical patients such as pneumonia, GI bleeds, skin issues, pain
3 West Tower	3 <sup>rd</sup> floor West Tower	775-9770	Geriatic trauma and supportive care. Supportive care manages pain, nausea, loss of appetites or other s/s caused by illness or medical treatments. Floor includes end-of-life care
5 West	5 <sup>th</sup> floor west of patio	775-9790	Medical or surgical patients and patients for "observation". Admissions & discharges are frequent
5 East	5 <sup>th</sup> floor east of patio	775-9780	Medical/Surgical/Telemetry patients; includes pre/post op, cardiac procedures and medical problems.

#### Grace Medical Center: Medical-Surgical Floor Objectives

Unit	Location	Time Sheet	Speciality
Med-Surg	3 <sup>rd</sup> floor	Yes (turn in on Tuesday)	Pre/post op care of patients; medical conditions

### General Guidelines for ALL Medical Surgical Rotations in Level 1

Criteria	Level 1
Number of patients	1
Medication administration with instructor supervision	No
EMR documentation on student pages	Yes
Chart Pack	Yes
VS and brief assessment by 0730	Yes
Full assessment documented by 0930	Yes
Staple removal with instructor supervision	Yes
Foley Catheter insertion (preferred with instructor) TPCN	Yes
Sterile Dressing change (preferred with instructor) TPCN	Yes
Follow Do and Don't List in handbook	Yes

### Long-Term Care Facilities

#### Crown Point Health Suites 6640 Iola

Unit	Location	Phone	Speciality
Diamond	West house front	687-6640	Respiratory care and acute care
Ruby	West house back	687-6640	Long-term residential
Sapphire	East house front	687-6640	Rehabilitation and short stay
Emerald	East house back	687-6640	Rehabilitation and short stay

**PARKING:** on the street, not in the house lots

**LUNCH:** may eat in Private Dining Room in your house

**Carillon House**

**1717 Norfolk**

**Main Phone Number 281-6000**

**You must sign in and out at the main desk when you enter the building**

Unit	Location	Phone	Speciality
1 North	North first floor	281-6120	Alzheimer's Unit; must have a pass to enter and leave
1 South	South first floor	281-6126	Alzheimer's Unit; must have a pass to enter and leave
2 North	North second floor	281-6212	Rehab and short term care; will be getting therapy
2 South	South second floor	281-6179	Rehab and short term care; will be getting therapy
3 North	North third floor	281-6199	Rehab, short term care and residency
3 South	North second floor	281-6208	Rehab, short term care and residency

**PARKING:** west lot or on the street

**LUNCH:** eat in student rooms where you keep your books. You may purchase lunch at the HOB NOB and eat there but you may not bring your lunch and eat there. The Bistro and Fireside Lounge are off limits to students entirely.

**Preparation RESEARCH:** Prior to rotations at Carillon House, please prepare diagnosis sheets on the following: Alzheimer's, dementia, diabetes, hypertension, hypothyroid, CAD, COPD, CVA, hip fracture, ORIF and bring these sheets with you.

### **General Guidelines for Long-term care**

Criteria	Level 1
Number of patients	1
Medication administration with instructor supervision	No
EMR documentation on student pages	Yes
Chart Pack	Yes
VS and brief assessment by 0730	Yes
Full assessment documented by 0930	Yes
Staple removal with instructor supervision	Yes
Foley Catheter insertion (preferred with instructor) TPCN	Yes
Sterile Dressing change (preferred with instructor) TPCN	Yes
Wound care with TPCN or wound care nurse	Yes
Attend unit education activities	Yes
Attend patient therapy sessions	Yes
Follow Do and Don't List in handbook	Yes
Time sheet (turn in Tuesday a.m.)	Yes
Lunch	30 minutes; may eat in Private Dining Room in your house

### **TEXT AND MATERIALS**

Students should use current resources from theory textbooks such as the Williams & Hopper, Davis Drug Guide, etc. as tools to equip them for patient care. Websites that the student may use should end in ".org" ".gov" or ".edu". Wiki websites are not acceptable; neither are WebMD or Mayo Clinic [these websites are designed for laypeople—not professionals!]

Students **are required** to have the following items with them for the clinical experience:

- Student Vocational Nurse Handbook
- This syllabus with Level 1 Clinical Objectives and specific unit objectives
- Level 1 EXPECTATIONS and OBJECTIVES
- Davis Drug Guide
- Skills Checklist

## ADDITIONAL CLINICAL ITEMS

Students should come to clinicals prepared to care for patients. The ISBAR and Chart Pack are required for each patient. The student must be in full clinical uniform which includes the student badge, stethoscope, blood pressure cuff, penlight, bandage scissors, black ink pen and analog watch. Refer to the Student Handbook for the full dress code

## ATTENDANCE POLICY (\*READ CAREFULLY)

### Clinical Attendance

Clinical experiences offer the student the opportunity to apply theory of nursing to actual nursing practice. Students are expected to attend all assigned clinical experiences, including Simulation and Friday Lab. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Recognizing that sometimes students are ill or have ill children or have some other real reason to be absent, students may have two absences this semester—this includes any day the student is sent home for clinicals for a rules violation (see Student Handbook) or Friday absences. Because students cannot be evaluated if they are absent, points are deducted from the weekly clinical grade. **Exceeding allowable clinical absences (2) is failure in the clinical course. The student will be administratively withdrawn.** FOR MORE INFORMATION, please refer to the student handbook.

**Clinical Times:** (must be clocked in BEFORE the “Absent at” time; students are absent on the given time.

Facility	Clinical Time	Lunch	Absent at:	Call In Time	May leave floor at
University Medical Center; Grace Medical Center	0630-1530	30 minutes	0640	0600	1515
Crown Point Medical Suites	0530-1430	30 minutes	0540	0500	1415
Carillon House	0530-1430	30 minutes	0540	0500	1415
Simulation	0755-1600	Approx. 60 minutes	0800	0700	1600
EVENING SHIFTs if indicated at UMC	1400-2200	30 minutes	1340	1300	2200
Friday LAB	0755-1600	Approx. 60 minutes	0800	0700	1600

Clinical time is “on the job” learning. Students are expected to be up and working throughout the entire shift. Students MAY NOT leave the assigned unit at the hospitals until 3:15 at the hospitals. This means that the student gives report, checks on the patients and participates in patient care until 3:15 and then gathers belongings, leaves the floor and clocks out. Students who leave the floor before 3:15 or students who clock out right at 3:15 (which means they had to leave early in order to get to the time clock by then) are given an absence for the entire day. The clock out time should be no earlier than 3:20!

**PLEASE NOTE:** The Time Clock located at UMC (or Covenant) is the OFFICIAL clinical time. It is usually set to the Universal Time as found on digital media. Please set your analog watch to the time clock.

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. 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.

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



Student MAY NOT attend clinicals when running a fever, experiencing vomiting or diarrhea, having pink eye or any other infectious process. The student should anticipate that such illnesses or other emergencies may occur and should judiciously take an absence. Please refer to the Student Vocational Nurse Handbook for more information on attendance, infectious processes for which the student should stay home, NO SHOW policy and call in procedures.

**LUNCH**—the lunch break in the hospital setting is 30 minutes; this begins when the student reports off care of the patient until the time the student returns and resumes care. If the student spends 10 minutes waiting on the elevator, the student has 20 minutes remaining on the lunch break.

In some outpatient settings, the student may be given an hour for lunch IF there are no meetings during the noon hour which would give the student an additional learning experience (see each clinic objective). A student who takes excessive lunches or who leaves the site when there was a meeting during the noon hour will receive full disciplinary action and possible dismissal for unprofessional conduct.

**BREAKS**—please refer to the Student Handbook for information about breaks

**TARDIES**—tardiness is considered unprofessional. **There are NO tardies in the Vocational Nursing Program.**

**CLOCKING IN/OUT:** Clocking in/out for other student is PROHIBITED and is considered unprofessional conduct as dishonest behavior. All students involved are dismissed from the Vocational Nursing Program (please refer to the Student Handbook).

Time sheets are required at off-hospital rotations. Students who misrepresent themselves on the time sheet or forge a time sheet are deemed “unprofessional” and are dismissed from the program for unprofessional conduct (please refer to the Student Handbook).

Please refer to the Student Handbook for more information about the clinical experience and policies and about the NO SHOW policy.

**FRIDAY LAB:** This lab day is the second clinical day of the week and this day applies to the weekly clinical grade. The weekly clinical grade will be adjusted as needed depending on the outcome of the Friday Lab Experience. (Points deducted)

**Attendance:**

1. This is a clinical day that begins at 0800. At 0800, the student is absent with a full clinical deduction taken from the weekly clinical grade.
2. Students who are ill must call in by 0700 at 716-4719 to report the absence. Failure to call in appropriately results in the student classified as “NO Show” following clinical guidelines regarding No Show.
3. Absences on Friday does count against the allowable semester absences.
4. Students are expected to be in the classroom or the lab at all times. The student must sign in/out each time they leave the classroom (except at lunch and dismissal). Failure to do so results in a clinical deduction.

**Dress Code:**

1. Full clinical dress code rules apply, including hair, make-up, etc.
2. Students violating dress code will have deductions taken from the weekly clinical grade IF the dress code violation can be immediately corrected. If the violation cannot be immediately corrected, the student is sent home “absent.”
3. PLEASE NOTE: Cell phones are PROHIBITED at all times during Friday lab—this is a clinical day. Phones should be left in the student vehicle (like on other clinical days) and not accessed at any time during the lab hours.

***Students who are found with their cell phone even at the lockers during the lab hours are sent home “absent.”***

**Assignment:**

1. Each student will obtain the Friday Lab Clinical Evaluation and Self-Reflection sheet from BlackBoard. The sheet is to be completed and turned in at the end of the day for credit. Failure to turn in the completed evaluation sheet or failure to complete the evaluation sheet will result in the student marked as “absent” with full deductions taken. All papers should be placed in a pocket folder and submitted to the designated Blue File Folder.

- a. The Student will attach a summary about the clinical week—what the student learned from taking care of his/her patients that week.
  - b. In the afternoon, the FMD may request that the student present his/her summary to the rest of the class.
2. After signing in, students should remain in the classroom until the Faculty Member of the Day (FMD) [or the FMD designate] releases the student to independent lab and study activities.
3. If a clinical test or NCLEX test is assigned, students should remain at the desk until the test is administered.
4. Each student will complete a Calendar for the week to come as a method of time management. The calendar should include
  - a. Student's clinical schedule for the week to come. The student should have the unit objectives printed and placed with the schedule as a method for getting ready for the next week.
  - b. Student's clinical assignments due the following week
  - c. Student's classroom assignments for the week to come.
  - d. Student's planned "skill of choice" for the next Friday.
  - e. Once the student completes the calendar, the student should take the calendar to the assigned faculty for Calendar Check. **Optimal time is by 1130 each Friday**; however, if the student has not had the opportunity to complete the calendar, **the student may take the calendar to the FMD by 1530 and have the Calendar Check done.** After 1530, **the student fails the clinical Friday experience.** If the assigned faculty is unavailable for Calendar Check, the student should defer to the FMD. [Please remember that faculty may have student appointments on Friday mornings or may be teaching and therefore may be unavailable].
5. Each week there will be a Weekly Assigned Skill (WAS) for each student to practice.
  - a. Students should sign up for lab time. Students are asked to sign up for a 1-hour block of time in order to give all students access; however, if no one signs up the following hour(s), the student may continue to work in the lab the next hour. [Please note: there may be some Friday mornings when the lab is unavailable until the afternoon due to lab check-offs].
  - b. The student may also opt to reserve time at the Sim Lab for skill practice via the Sim Lab website. There may be times the Sim Lab is also unavailable. **PLEASE NOTE: TO WORK IN THE SIM LAB, YOU MUST HAVE MAKE A RESERVATION ON THE SIM WEBSITE!**
  - c. The Weekly Assigned Skill (WAS) will be posted on the bulletin board outside the skills lab.
  - d. From Black Board, the student should print off the Skill Review sheet for the Weekly Assigned Skill to use in the lab practice.
  - e. The Weekly Assigned Skill (WAS) **MUST BE PERFORMED** three times and each time must be observed (checked-off) by three different students. [three students **CANNOT** observe the student all at one time!]
    - i. The observer role is very important. The student does not receive a "grade" for the skill, so the student observer should help the student learn/perform better by being honest and truthful in the check-off. It does not help a student to just check "yes" at every step of a skill if indeed the student did not do it correctly.
    - ii. Each student should observe other students during lab time; in addition to signing that Skill sheet, the student should note on his/her own reflection the students they observed.
    - iii. After the WAS has been done and it is discovered that the student could not perform the skill, the reflection tool and its attachments may be pulled to see which students observed this student. Additional conferencing/remediation for these students may also be required.
    - iv. Most skills should be performed within 20 minutes; the observer should stop the student after 20 minutes if the skill is not completed and note that on the Skill sheet. This tells the student performer that they need to increase their time. [please use the analog clinical watch to time the skill, noting the start/stop time on the Skill Sheet—do not attempt to bring in a cell phone to "time."]

- v. At the end of the day, students may be tested over the WAS.
  - f. The WAS practice sheet should be attached to the evaluation.
- 6. After completing the WAS, the student should work on a Skill of Choice (SoC), using the skill review sheet from blackboard for practice/check-off.
  - a. The same guidelines from WAS apply to the SoC—performed three times with three different observers, etc.
  - b. The SoC must be different each week (reason for planning on the calendar).
- 7. When not in the lab working on skills, the student may do the following:
  - a. Work on case studies
  - b. Work on class assignments
  - c. Study for tests
- 8. Students may choose to bring their personal lap top computers/tablets to use during Independent Study. The student is responsible for the security of their own equipment. Please refer to the Technology Policy about use of the computer.
- 9. Independent study is **QUIET study** in the classroom; students who are not engaged in learning (talking, visiting, laughing loudly, found out in the hallway excessively) will have deductions taken from the clinical grade. Students sleeping or found with their cell phone will be dismissed as “absent” with the full deduction taken—no matter what time the infraction is discovered.
- 10. Students may also make appointments with individual course instructors during this time for extra assistance in coursework (tutoring, study suggestions), reviewing exams, etc. An appointment is required to assure instructor availability; some faculty may be working with students in small groups and may not always be available.
- 11. Some specialty labs or other activities may be planned for Fridays. These should be written in the “other” area on the form.
- 12. Students who leave the classroom must sign out/sign back in when they go to other areas of campus.
- 13. All students should be in the classroom at 1145 for roll, additional announcements/instructions
- 14. The FMD will dismiss the students for lunch.
- 15. Students should return to the classroom at 1300. Students should remain in the classroom at 1300 until dismissed to activities by the FMD. Students should return to the classroom at least 5 minutes prior to the dismissal time.
  - a. Lab will close at 2:45 in the summer
  - b. Lab will close at 3:45 during the fall and spring semesters
- 16. All evaluation forms should be turned in to the designated file by 1555 (fall and spring) or 1455 (summer).
- 17. The FMD will release students at the appropriate time.

Library: For some course work, case studies or NCLEX review, the student may need to go to the library for research and assistance. The student must have the librarians validate the attendance form and submit that form by 1600 each Friday.

Computer Work: A number of activities require the use of a computer (Davis Edge, NCLEX Prep Exams, other course work). Because of the limited number of computers in building 5, students should

- (1) Work no more than 1 hour in the computer lab per sitting, allowing other students the same opportunity
- (2) May go to the computer lab at the Sim Lab or one of the student computer labs in Building 8
- (3) Maintain the responsibility for returning to the classroom in a timely manner
- (4) Students who bring their own computers for home are solely responsible for the security of those devices.

Lab Rules: Because there can only be a small number of students, students must share the lab time with other students:

- 1. Students must sign up for lab times; on occasion, lab times may be assigned.
- 2. Only 3 students per bed = 24 students in the lab at one time
- 3. Lab hours are limited to 1 hour per slot and then students should sign up for a different time frame
- 4. Students in Level 3 may go to the Computer Lab at the Sim Center and work on Virtual IV. Time is limited there to one hour per student. Three Virtual IVs are available and only one student per Virtual IV per hour. The Virtual

IV sheet should be turned in with the lab hours. [Virtual IV does NOT count in the lab hours for Level 2 students since they are currently enrolled in the course and are working for that course]

5. Students may schedule themselves to work in the basic labs at the Sim Lab rather than work in the basic lab in building 5. **Students must register on the website at [simspc.org](http://simspc.org) for this time; please note: these may not always be available.** The student must have the Sim Staff validate attendance on the Attendance form and submit that by 1550 each Friday.

Faculty Appointments: Faculty will be available to offer extra assistance to students on Fridays **by appointment**. In order to allow students the best opportunity for assistance, students **MUST** make appointments with the faculty either by (1) signing up on the instructor's appointment sheet outside the office or by (2) emailing the instructor for an available appointment time.

Appointments are scheduled throughout the day and students must take the first available appointment. It is not professional behavior to just "drop in" during these times.

If students are merely wanting to review a test and not seeking tutoring, then more than one student may be given the same time.

Student Reporting: Just as the Texas Board of Nursing requires that nurses report unethical behavior, so does the nursing program. Unethical behavior regarding Friday lab includes (but not limited to) falsifying records, deliberately passing or failing a student in lab, attempting to sabotage another student or the program itself, etc. Students who are aware that students are violating Friday Lab rules have a duty to report the behavior with facts and evidence.

#### **ASSIGNMENT POLICY—CLINICAL PREPARATION**

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded.

It is the responsibility of the student to be informed of class progress and assignments and to come to clinical prepared to participate in patient care, to turn in any assignments due, and/or take the quiz or test scheduled for that day in Friday lab. Students will be required to write Care Plans and Case Studies as part of the clinical experience.

#### **Clinical Preparation**

Preparing for clinical practice is a DUTY of the student vocational nurse and leads to SAFE NURSING PRACTICE. The student is required to prepare for clinical in such a way as to understand the medical diagnoses and medications, the implications of labs and diagnostics, the potential complications and how to prevent the, and the required nursing care. Adequate preparation is a must. The student should plan on a minimum of two hours of prep time per day for each clinical experience.

To prepare for hospital experiences; Please also refer to the Clinical Expectations placed on Blackboard

Chart Pack: In all medical-surgical rotations, the student must complete individual research and the chart pack. The Chart Pack is the student's practice documentation and is considered a legal document (it may be subpoenaed for evidence); therefore, the Chart Pack should be treated with respect and completed up to the point the student relinquishes care of the patient. The completed Chart Packs should be turned in for a check on Tuesday by 0800 to each clinical instructor's box outside the instructor's office. After each is checked, the Chart Pack is returned to the student for safe-keeping. For more information on the Chart Pack and clinical research, please go to that area on Black Board.

#### **COMPUTER USAGE**

Clinical Computer Usage: Computer systems at the clinical sites are for the purposes of clinical work. Students may only use the agency computer systems for accessing important patient data the student needs for safe and effective patient care. Students **MAY NOT** use the agency computer for personal usages such as checking emails (even SPC or instructor-sent emails are prohibited on agency computers), Black Board, websites (including drug or diagnoses websites) or other personal usage. No "research" is to be done during the clinical period. **Students who engage in inappropriate computer**

usage will be placed on probation for the first offense and dismissed from the VNP for a subsequent offense. Refer to the Student Vocational Nurse Handbook.

As computer technology in the field of health occupations continues to become more popular, computers may be used in this course for Case Studies and Care Plans if the student chooses to use them. All students have access to computers and printers on the South Plains College campus. All registered students are supplied with a working email account from South Plains College.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.**

### 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 completing assignments

### CLINICAL PAPERWORK

Students will be required to turn in written paperwork as assigned on the Expectations and Objectives page. All assignments are due at 0800 on the scheduled date. Late work is not accepted for grading; HOWEVER, all assignments must be turned in and turned in complete in order to exit the course. Students who do not turn in all work will fail the course, regardless of other grades.

### GRADING POLICY

Students must earn an overall grade of 75 or better in this course to pass this course, but have some specific grading criteria:

**Final semester grades will be based on the following:**

- A. Departmental Math Exam**—this grade was determined at the beginning of the semester.
- B. Weekly clinical evaluation**—students will receive a weekly clinical evaluation based on the student's individual clinical performance and preparedness to practice nursing. The weekly ratings are averaged together for the length of the course. The student must have a 75 performance average in order to complete the course, and if not, fails the clinical course, regardless of other clinical grades. The weekly grade also includes the Friday Lab Evaluation and Self-Reflection (refer to Black Board for more information on Friday lab)
- C. Written Work: Assessments, reflections, interviews, Case Studies and Care Plans**—students should strive for a 75 average on the written work
- D. Completion of Skills Checklist**—students should perform skills and document those skills on the Student Skills Checklist. Students that do not have at least 85% of the skills completed by the deadline are placed on probation for the next clinical course and given a short time to bring their skills up to completion. If, after the probationary period, the student is unsuccessful, the student is withdrawn from the program.
- E. CPR and Immunizations**—CPR and immunizations must be kept current. If CPR expires or if an immunization booster/update is required, the student may not attend clinicals, accruing absences. Should this put the student over the allowable absences, the student will fail the clinical course, regardless of other grades. If the student misses one day due to an expired CPR or immunization, that student will have to make up that day in the clinical setting. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN CPR AND IMMUNIZATIONS.
- F. Summative Evaluation**—at the end of the semester, the student will have a summative evaluation that states if the student met all expectations of the clinical experience. The student must have completed all assignments, remediation, clinical experiences and make up days in order to have a successful summary.

### GRADING SCALE:

90-100 = A  
80-89.99 = B  
75-79.99 = C  
<75 = F (There is no "D" in clinicals)

Please note: clinical grades are reported as whole numbers; decimals are dropped and are not rounded up.

#### GRADE BREAKDOWN

Weekly Evaluations: 60%

Written Work: 40%

#### 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

##### Email Policy:

- A. 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.
- B. 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.
- C. 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
- D. 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.
- E. Students who use email inappropriately to faculty, students, staff or others will be placed on probation for the first offense; dismissed from the program for a second offense.

**Texting Faculty:** Students should not text faculty via the faculty cell phone. Written communication should be by email, office phone, or personal notes. The faculty cell phone is for contact during 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.

**Cell Phones:** cell phones are PROHIBITED at any clinical setting, including Friday lab and Simulation. Students should not have cell phones on their person, in their back packs, pockets or other personal areas during clinicals. Cell phones should be left in the student vehicle so that there is no temptation to use. Students who violate this policy and have their cell phone out during the clinical day for any reason will be sent home as absent—no matter when the infraction is discovered. If this absent causes the student to exceed the allowable absences, the student fails the clinical course, regardless of other clinical grades. This is considered a professional violation. Please refer to the Student Handbook for more information.

#### PROFESSIONAL CONDUCT AND SAFE/UNSAFE/UNSATISFACTORY CLINICAL PERFORMANCE

Students are expected to follow the ethics and rules of professional conduct as outlined in the student handbook. Unprofessional conduct on the part of a student as outlined in the student handbook is UNSAFE nursing practice and results in dismissal from the program.

Students are expected

- (1) to demonstrate growth in clinical practice through application of knowledge and skills from previous and concurrent courses
- (2) to demonstrate growth in clinical practice as they progress through courses and to meet clinical expectations as outlined in the clinical objectives
- (3) to prepare for clinical practice in order to provide SAFE, COMPETENT care
- (4) to continuously practice skills to achieve 100% proficiency

UNSAFE clinical practice is any behavior that places the patient or staff in either physical or emotional jeopardy. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the patient, family, or staff at risk for emotional or psychological harm.

Physically unsafe practices include (but are not limited to):

- (a) violations of previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical functions
  - (b) assuming inappropriate independence in actions or decisions
  - (c) failing to recognize own limitations, incompetence and/or legal responsibilities
  - (d) failing to accept moral and legal responsibility for his/her own actions
  - (e) noncompliance with all aspects in the VN Student Handbook and Clinical guidelines
  - (f) violating confidentiality or HIPAA violations in ANY VNP situation
  - (g) being unprepared to answer instructor or staff questions regarding patient's medications, doctor's orders, progress notes, H&P, and current status of patient.
  - (h) Exhibiting unprofessional conduct as outlined in the student handbook
- UNSAFE clinical practice is an occurrence (one event) or a pattern of behavior involving unacceptable risk!**

#### **CLINICAL EXPECTATIONS OF PREPARATION:**

The student is expected to be prepared for clinical experience on a daily basis. The student will

1. Attend report & get information from report
2. Check patient, obtain VS, perform comfort measures
3. Complete chart review: physician's orders, progress notes, history & physical, lab, diagnostics, MAR, nurse's notes
4. Assess patient
5. Meet with instructor to discuss patient care
6. Answer call lights
7. Assist TPC nurses
8. Perform procedures
9. Report off any time leaving the unit, including lunch and end of shift
10. Maintain documentation

#### **STUDENT CONDUCT—Please refer to the Student Vocational Nursing Handbook for all Program Rules & Policies**

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 and in the Vocational Nursing Student Handbook.



## COURSE DISCLAIMER

### ACCOMMODATIONS

**4.1.1.1. Diversity Statement** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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, Reese Center (Building 8) 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 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 the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@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.

**Clinical Course Schedule—refer to Black Board**

**Korbi Berryhill, MSN, RN, CRRN**  
**Vocational Nursing Program Director**  
**South Plains College Reese Center**

PRINT NAME: \_\_\_\_\_

### VNSG 1260 Syllabus Contract

(Please print, read, sign and return this syllabus contract during clinical orientation; the student may not attend clinicals if this contract is not submitted).

*I have read the VNSG 1260 syllabus and understand the course requirements. I have had the opportunity to ask questions. I can comply with all requirements found in this syllabus and the Student Vocational Nurse Handbook.*

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_