

Levelland Campus

## Course Syllabus

Course: VNSG 1323.001 Basic Nursing Skills  
Semester: Fall 2022  
Class Times: Thursday 0800-1200  
Instructor: Kelli Blair, LVN  
Office: AH 103 E  
Office Hours: Tuesday & Wednesday 0830-1200  
Thursday 1300-1500 or by appointment  
Office Phone: 806.716.2520  
Email: [kblair@southplainscollege.edu](mailto:kblair@southplainscollege.edu)

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“South Plains College improves each student’s life”

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### GENERAL COURSE INFORMATION

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

### FACE COVERING COURSE SYLLABUS STATEMENT

It is the policy of South Plains College for the Fall 2022 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 and other communicable diseases in the SPC community. It is not mandatory at this time to wear a face covering in SPC buildings or on campus. However, this is subject to change if deemed necessary by SPC administration. If a student would prefer to wear a mask that is acceptable but not required.

**COURSE DESCRIPTION** This course is an introduction and application of primary nursing skills. There is an emphasis on utilization of the nursing process and related scientific principles

## STUDENT LEARNING OUTCOMES

At the completion of this course, the student will: {{(DECS) Differentiated Essential Competency Skills: VN Level . Texas Board of Nursing}}
1. Demonstrate methods for promoting nurse, patient and environmental/workplace safety.
2. Demonstrate satisfactory compliance with patient rights.
3. Demonstrate satisfactory performance of selected nursing skills, utilizing principles of safety and the nursing process.
4. Demonstrate satisfactory data collection and observation skills
5. Demonstrate appropriate written, verbal and non-verbal communication and interpersonal skills, with an emphasis on providing compassionate care throughout all life stages and cultures.
6. Demonstrate principles of infection prevention and asepsis.
7. Discuss principles of medication administration.
8. Demonstrate proficiency in medication dose calculation.
9. Demonstrate proficiency in safe medication administration.
10. Recognize basic evidence of evidence based practice.
11. Recognize ethical and legal issues in nursing and basic knowledge of the Texas nurse practice act.
12. Utilize aspects of critical thinking and the nursing process when providing patient care.

## COURSE OBJECTIVES

(C1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19

F1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17)

At the completion of this course, the student will: (WECM Workforce Education Course Manual)
1. Describe the underlying principles of selected nursing skills and their relationship to health status.
2. Demonstrate satisfactory performance of selected nursing skills utilizing principles of safety.
3. Identify the nursing process used to solve basic client care problems across the life span.

## **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 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 faculty 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 assigned writing assignments.

**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.

(Also see Student Handbook for Vocational Nursing)

## **VERIFICATION OF WORKPLACE COMPETENCIES**

No external learning experiences provided, but learning experiences in lab provide a setting in which student applies workplace competencies. Passing each course and successful completion of the DECS Competency statements at the level specified by the course (Level objectives) will allow the student to continue to advance within the program.

Upon successful completion of the program, students will be eligible to take the state board exam (NCLEX-PN) for vocational nurse licensure.

## **BLACKBOARD**

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology.

**SCANS and FOUNDATIONS SKILLS** Refer also to Course Objectives. Scans and Foundation Skills attached

## **SPECIFIC COURSE INFORMATION TEXTBOOKS AND MATERIALS**

VNSG 1323 Basic Nursing Skills	
	Fundamental Nursing Care, Burton. FA Davis 3 <sup>rd</sup> edition ISBN: 978 0 8036 6906 2
New - Must NOT be written in	Study Guide to accompany above: FA Davis 3 <sup>rd</sup> edition ISBN 978 0 8036 6907 9 (not written in)
	Mandatory films as announced by the instructor; access to video links required
	Nurse Practice Act (may use online version)
	Davis's Drug Guide for Nurses, Vallerand FADavis 16 <sup>th</sup> Edition. ISBN 978 0 8036 6945 1

**The student must have the most current edition of the required textbooks and workbooks. Students will not be allowed to attend class unless the newest edition is brought to class each day. See student handbook for requirements for bringing the textbook to class. The workbook must not have any previously written in sections.**

#### **ADDITIONAL CLASSROOM ITEMS**

Students should come to class prepared with pens, pencils, and writing material for taking notes, quizzes, or assignments in class. Students should be prepared to take notes over lecture material if they choose. See Vocational Nursing Handbook for dress code for the classroom and skills lab. Students will be expected to print off and bring their own checkoff rubric from the FA Davis website or from Blackboard for this course. The student is required to have the necessary laboratory supplies and bag. In addition, each student must have his/her own: traditional watch with a second hand, stethoscope, penlight and supplies for keeping hair out of the face.

See VN handbook for lab dress code.

#### **ATTENDANCE POLICY**

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

Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Students are expected to attend all classes and to remain for the entire class period. Attendance will be taken at the beginning of class. A student who is not present when roll is taken will be considered "absent." (see out of classroom

policy). No more than 16 hours of class time may be missed, or the student will be administratively withdrawn from the class. Three (3) tardies count as one (1) hours' absence.

The roll may be taken at any time during the class. Anytime the student is not present, the student is counted as absent. Breaks are given during lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is provided. If you leave the classroom for any reason, you may not return until the next break and are counted absent. Students should use break times wisely by going to the bathroom, getting refreshments, etc., rather than spending time on cell phones and then wanting to go to the bathroom when class starts (see out of classroom policy).

### Out of Classroom Policy

Time will accumulate for each class. After 1 hour of missed classroom time, the student will be counseled on time management.

1 - 15 minutes = 15 minutes

16 - 30 minutes = 30 minutes (0.5 hours)

31 - 45 minutes = 45 minutes

46 - 60 minutes = 60 minutes (1 hour)

60 - 75 minutes = 75 minutes

76 - 90 minutes = 90 minutes (1.5 hours)

91 - 105 minutes = 105 minutes

106 - 120 minutes = 120 minutes (2 hours)

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

Students must attend all live classroom presentations and all Zoom meetings. **A student who exceeds more than two absences in this course will be withdrawn from the program with an "F" except in the case of a documented COVID diagnosis.**

**Please see the student handbook for COVID Policy.**

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 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.

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

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

### **Dropping a class**

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

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

### **Withdrawing from all classes**

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

### **Schedule Change (after late registration and before census date)**

To make a schedule change after late registration (August 30) and before the census date (September 9), students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please

email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

## **ASSIGNMENT POLICY**

All assignments must be completed by 0800 on the assigned due date. **No late assignments will be accepted.**

## **COMPUTER USAGE**

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

**\*\*ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC SUTDENT NAME AND PASSWORD**

## **COMPUTER LAB USAGE**

The computer lab(s) on any campus may be used 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.

## **EVALUATION METHODS**

There will be an exam after the completion of each assigned unit, and a comprehensive final examination at the end of the course. Unit exams will not be made up. A grade of 0 (zero) will be given. The lowest test grade will be dropped. Always be prepared for an unannounced pop quiz. Quizzes are not eligible for make-up and a grade of 0 (zero) will be automatically given.

## **EXAMS**

- See Lecture/Exam Schedule. Some exams will be pencil and paper, while others in the computer lab.
- Presentation of material includes information in the Fundamentals book, class lectures,

discussion, handouts, videos, and PowerPoints.

- Exams may be essay, fill-in-the-blank, multiple choice, matching, and/or true- false.
- Grades will be posted to Blackboard; Exams will be reviewed in class as a group. Students should record grades on the grade book sheet provided for you on Blackboard. Grades will not be emailed or given out by phone.
- No exams will be given prior to the originally scheduled exam.
- Students must earn a course average of 76 or better and meet all class criteria for progression to the next course
- Students will have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or test question, the student must discuss this with the instructor within 48 hours of notification of the grade. Once the 48 hours have passed without the student questioning the grade or question, the assigned grade is final and may not be challenged at the end of the course.
- Exams are administered in a campus computer lab using ExamSoft, and the lab must be reserved by the instructor in advance. Students are expected to arrive on time for exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time, and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the-changing COVID conditions, it is possible that you may take exams on Exam Soft and have it proctored or on Blackboard with Proctorio. **You are responsible for ensuring that you have working computers with a web cam, a microphone, and reliable internet.**
- In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take one practice/mock exam, one open check benchmark exam, and two benchmarks proctored exams. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 Exam Soft, and the grade will be calculated accordingly. The highest of the two benchmark exam scores will be recorded as an exam grade
- The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present.
- Following Benchmark 1 Exam, the student will have a remediation plan including CJsims and concepts maps. Then about two weeks later, the student will take Benchmark 2. These two benchmarks give the students analytics to let them know what they are strong in and what they are weak in and compare them on a national level to their peers.

### Missed Exams:

**There will be No make-up exams.** Since the final exam is comprehensive (meaning that it covers the entire course), the final exam will count **FOR THE FIRST MISSED EXAM ONLY**. Should any additional exams be missed, a grade of "0" will be recorded.

**A make-up Final Exam may only be done under-documented extenuating circumstances (examples: you are admitted to the hospital; death of husband, wife, or child).**

A grade of "I" will be given to the student who cannot take the Final at the scheduled time.

Students who receive an “I” for missing the Final will have to wait to start the next appropriate semester.

**No exams will be given prior to the originally scheduled exam.** [Final Exam:](#)

The Final Exam is a comprehensive exam over the entire course and meets all the course objectives. For review, the student is referred to the Course Objectives. I normally pass out a review sheet as well. A make-up Final Exam may only be done under-documented extenuating circumstances and will follow the same format as all make-up exams.

Should the student be unable to take the Make-up Final Exam before the start of the next semester, then that student will receive a grade of “I (incomplete). Students who receive an “I” for missing the Final Exam will have to wait to start the next appropriate semester.

### **GRADING POLICY**

A grade of 76% is required to pass this course.

Unit Exams	60%
Quizzes & Written Assignments	10%
Final Examination	20%
Study Guide	10%

The student must receive a minimum grade of 76% in each course, and meet the specified clinical criteria within a semester in order to qualify for progression to the following semester.

**To pass, students must earn a “C” (76) or better in this class.**

#### **Grade Scale**

90-100 = A

80-89.9 = B

76-79.9 = C

70-75.9 = D

69.9 & below = F

- **Have a course average of 76 or better**
- **Have no more than two absences in this course**

Grades are not rounded up or down; i.e., 79.5 =79. The final course grade will not be rounded up. The student must earn a “C” in the course to pass.

## **COMMUNICATION POLICY**

Electronic communication between instructor and students in this course will utilize the South Plains College “MySPC” and email systems. The REMIND system will also be used. Do NOT use electronic media, email to communicate ANY patient information.

There may be situations in which the student needs to contact the faculty after hours. If the matter is not urgent, please try to refrain until the following scheduled class or clinical day. Should the student feel the situation is urgent, he or she has permission to contact the faculty member by email or Remind.

Should family members need to reach a student, they should call the office at 806.716.2391 or 806.716.2193. The office will notify the faculty who will then contact the student.

- Students are expected to read and, if needed, respond in a timely manner to college emails. It is suggested that students check college email daily to avoid missing time-sensitive or important college messages. Students may forward college emails to alternate email addresses; however, SPC will not be held responsible for emails forwarded to alternate addresses. A student’s failure to receive or read official communications sent to the student’s assigned email address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. The official college email address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College email must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.
- Your instructor will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday- Friday, the student can expect to receive a response via email the same day. If an email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

## **Additional Information: Expected Student Behavior**

The student is expected to abide by the policies in this syllabus and should conduct themselves in a manner that is not disruptive and allows others to have an environment to learn in.

1. Talking/giggling while the instructor/guest speaker/another student/or video is “talking.”
2. Sleeping during class time
3. For Test Security, no hats, caps, backpacks, or purses are permitted in the classroom during exams.
4. No drinks or food may be brought into the classroom during an exam.
5. Bottled drinks with a screw-top lid only may be brought into the classroom during the lecture only
6. Using cell phones or passing notes during class time

**ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS.**

**The following penalties apply to students who choose to sneak into their phones:**

(1) If a cell phone rings during an exam, that student’s exam will end immediately with a “50” recorded for the exam grade, even if the student was answering the last question. There is no makeup for this grade. (2) If a cell phone goes off during a lecture, the student will be asked to remove the phone from the classroom and marked absent for the time they are out of class (see out of classroom policy).

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

Should the above behavior disrupt the class, the student(s) can expect to be asked to leave the classroom.

**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](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.

## **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 Gilster, Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

## **STUDENT CONDUCT**

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

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

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

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

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

## SPECIAL REQUIREMENTS (\*Read Carefully)

- Students are required to read assigned texts and view assigned films PRIOR to lecture and/or demonstration. The student is responsible for learning terminology and abbreviations.
- Students will be responsible for completing the student study guide for the material on the unit exam. The study guide will be turned in at the beginning of the test over the material. It will be graded on accuracy and completeness. 100% complete and accurate will result in a grade of 100% for that unit's section. **The study guide grade is a completion grade.** Which means the grade will be based upon the number of pages that are complete. If more than two answers are left blank, the entire page will be counted wrong; i.e. if there are 25 blanks on a page and the student leaves three question unanswered, the entire page will be counted wrong. Therefore, if there are 33 pages due in the study guide and you fail to answer two questions or leave all the answers blank on 11 pages, those pages will be counted wrong. Thus you would receive a grade of "67" for that specific assignment. All study guide grades will be averaged together to comprise 10% of the total grade for this course.
- **Students must successfully complete and pass the skills check offs in order to attend clinicals.**
- Some check-offs will be mass check-offs, where the student goes from module to module to complete numerous check-offs.
- Students will be required to complete some check-offs 1:1 with the instructor via an appointment or assigned time system. The time allotted for the checkoff will be announced by the faculty. Faculty will determine if these skills checkoffs will be conducted in the nursing lab, recording room or SIM lab. If the student does not pass the skill, the make-up time will be assigned by the faculty.
- Expected times

Skill	Allotted time to complete check-off
Elimination	30 minutes
Vital signs	20 minutes
Health Assessment	40 minutes
Sterile technique	20 minutes
Sterile dressing wet/dry	35 minutes
Catheterization	35 minutes
PO medication administration	45 minutes
Topical medication administration	30 minutes
Each injectable medication administration	20 minutes

- Appointment policy: If student does not notify faculty of absence for 1:1 skills by 0800 for an AM check off or by 1130 for a PM check off, this will be considered a no call/no show. That no call, no show will count as 1 skill failure. If the student does not notify faculty by the previously mentioned times of absence for the second time, that will count as a second no call/no show and will result in course failure and removal from the program.

Students will only be allowed to reschedule an individual skill once and only 3 total reschedules are allowed during the semester. Failure to comply with the 3 reschedule policy could result in course failure.

Students will need to arrive AT LEAST an hour before their appointment time to gather supplies and to be ready. In the event faculty is available earlier than scheduled time. PLEASE BE AWARE DUE DATES MUST BE ADHERED TO, AND THAT MOST SKILLS HAVE ONLY 2 DAYS ALLOTTED FOR CHECKOFFS. DO NOT COUNT ON BEING ABLE TO CHECK OFF THE SKILL ON THE AFTERNOON OF THE LAST DAY!

- Students will be required to print off and bring the rubric developed by the textbook to the checkoff. Faculty will not supply copies of the rubric.
- Documentation may be required on some specific skills. The documentation may be included in the timed portion of the skill. Before the checkoff, students should read the required documentation section in the classroom for ideas on what should be charted. The student will only be allowed 3 cues, prompts and reminders from faculty (CPRs) with documentation. If the student does not pass the documentation section by the 3<sup>rd</sup> opportunity, the student will need to repeat the entire skill.
- Student seating and placement will be at the discretion of the instructor during demo/practice and checkoff, lecture and testing. **Students may not have cell phones or “smart watches” or any other electronic device on their person, in their vicinity or on the desk during testing.**
- **During class, lecture, testing and lab, cell phones must be turned OFF (not just on vibrate).** Smart watches and/or fit bit type watches or any other electronic devices are NOT allowed.
- Recording of lecture, presentation and discussion is not permitted.

## **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.

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## 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.

**COURSE DISCLAIMER**

This course requires the student to use critical thinking, memorization and recall, multi-tasking, time management, and correct sequencing of skills.

**COURSE SCHEDULE**

**COURSE OUTLINE WITH READING ASSIGNMENTS**

**Must read chapters prior to lecture**

TOPIC	<b>READING ASSIGNMENTS:</b> Subject to change by faculty. In Foundations text, unless indicated otherwise	TEST GRADE
Introduction  Unit 1	Syllabus, Text p 6-11, Characteristics of Nurse, Professionalism, Lifelong Learning, trends in nursing practice, evidence-based practice, QSEN, Impact of nursing  Chapter 3 Ethics, Law and Delegation in Nursing  Safety: Chapter 13      Skills13.2, 13.3  Medical Asepsis and Infection Control: Chapter 14	

	<p>Skills 14.1, 14.2, 14.3</p> <p><b>**STUDY GUIDE: CHAPTERS 13 AND 14 DUE DATE OF TEST</b></p>	
<p>Basic Nursing Care</p> <p>Unit 2</p>	<p>Personal care/patient and environmental hygiene: Chapter 15 Skills 15.1 through 15.11</p> <p>Pain/sleep/rest: Chapter 19</p> <p><b>**STUDY GUIDE CHAPTERS 15, 19 DUE DATE OF TEST</b></p>	
<p>Mobility and heat/cold treatments</p> <p>Unit 3</p>	<p>Chapter 16 Moving and Positioning Patients</p> <p>Immobility complications, Special beds, Positioning</p> <p>Safe patient handling, Preventing pressure ulcers</p> <p>Heat and cold applications Chapter 18</p> <p>Skills 16.1 through 16.8</p> <p><b>**STUDY GUIDE CHAPTERS 16 AND 18 DUE DATE OF TEST</b></p>	
<p>Health Assessment</p> <p>Unit 4</p>	<p>Vital Signs: Chapter 17</p> <p>Physical assessment: Chapter 21</p> <p>Skills 17.1 through 17.8 (except 17.4)</p> <p>Skills 21.1 through 21.8</p> <p><b>**STUDY GUIDE CHAPTERS 17, 21 DUE DATE OF TEST</b></p>	
<p>Nutrition and I's &amp; O's</p> <p>Unit 5</p>	<p>Nutritional Care and Support: Chapter 24</p> <p>Skills 24.1 &amp; 24.2</p> <p><b>**STUDY GUIDE CHAPTER 24 DUE ON DATE OF TEST</b></p>	

<p>Elimination</p> <p>Unit 6</p>	<p>Bowel Elimination and Care: Chapter 30 pages 631-637</p> <p>Urinary Elimination and Care: Chapter 31 pages 662-671 Skill 31.2</p> <p><b>**STUDY GUIDE CHAPTERS 30, 31 (except urinary catheters and enemas) DUE ON DATE OF TEST</b></p>	
<p>Documentation &amp; Communication</p> <p>Unit 7</p>	<p>Documentation: Chapter 5</p> <p>Communication and Relationships: Chapter 6</p> <p><b>**STUDY GUIDE CHAPTERS 5 &amp; 6 DUE ON DATE OF TEST</b></p>	
<p>Musculoskeletal</p> <p>Unit 8</p>	<p>Musculoskeletal Care: Chapter 27</p> <p>Skills 27.1 &amp; 27.3</p> <p><b>**STUDY GUIDE CHAPTER 27 DUE ON DATE OF TEST</b></p>	
<p>Diagnostic Testing</p> <p>Unit 9</p>	<p>Diagnostic Tests: Chapter 25</p> <p>Skills 26.4, 28.1, 28.2, 30.3, 30.4, 31.3, 34.4</p> <p><b>**STUDY GUIDE CHAPTER 25 DUE ON DATE OF TEST</b></p>	

<p>Communication &amp; Compassionate Care  Unit 10 &amp; Final Exam</p>	<p>Ethnic, cultural and spiritual aspects of care: Chapter 8 Loss, grief and dying: chapter 10  Patient teaching: chapter 12  **STUDY GUIDE CHAPTERS 6 AND 8 DUE DATE OF TEST</p> <p>Notes:</p>
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**\*\*SUBJECT TO CHANGE BY FACULTY\*\***

## BASIC NURSING SKILLS

Students must wear the school approved lab coat, have hair properly restrained and conduct self in a professional manner, as if in the hospital setting. See Dress Code information. Students failing to do so will be asked to leave the lab and will be counted absent. It is expected that the student reads the assignments and views assigned videos prior to class, listens attentively during the demonstration/lecture/film and clarifies areas not understood. It is also expected that the student uses practice time wisely. Students must be well prepared prior to the check off. During check offs, the student must discuss indications, contraindications and unexpected outcomes. In addition, the student must perform the skill safely, correctly, independently and within the allotted time frame. For some skills, the student may be required to document the skill correctly and will not pass the skill until the documentation is correct.

It will be necessary for the student to spend time outside the scheduled lab and lecture hours to practice skills, film skills and to view required instructional videos. The lab will be open hours as scheduled by the lab director.

As requested by the faculty, the student must submit a successfully completed film or performance at the Nursing Sim Lab for several skills on or before the assigned due date. During ALL skills checkoff performance it will be the student's responsibility to identify self, to speak coherently and in an appropriate volume, have all equipment organized, perform the skill properly, and to complete the assignment (as instructed) to the instructor on or before the deadline.

NO NOTES OR PROMPTING MAY BE USED DURING THE FILMING or during performance at the Sim Lab. The video submitted must NOT be edited by the student or others. The video must be submitted in the appropriate manner. Failure to do so will result in the video not graded by the instructor. Students who do not meet the deadline requirements will be considered failing that component. This may result in course failure.

Failure to complete skills in a timely manner may result in course failure.

Students are expected to display excellent time-management skills. Most check-offs allow only 20 minutes per attempt. Other skills have longer times, as announced by faculty.

## Documentation I & O

(this will be discussed in class during intake and output with Ch. 24)

Determine the 24-hour intake and output from Mrs. King, who had major chest surgery this morning, beginning at 0700.

0705: During surgery, she received 800 ml IV fluid and 250 ml of transfused blood in surgery. She had 400 ml from her chest tube and 700 ml in her bladder catheter bag. At 0900 she returned to her room, with the following orders:

NPO.

IV D5RL at 125 mL/hr.

Rocephin 1 GM q 12 hours mixed in 100 mL NS, beginning at 0900.

1015: Vomited 250 ml. 1200: vomited 200 ml. The MD was notified of the vomiting and medication was given. She had 400 ml from her chest tube and MD ordered another blood transfusion of 250 ml. By 1500 had 700 ml more urine. She also had 500 ml from her chest tube. At 1500 MD ordered sips of water as tolerated. 1700: 1/2-oz water. 1830: 1/2-oz water. Had 400 ml chest tube drainage noted and MD notified. 250 ml blood transfusion given.

2000: 1/2 oz water 2120: 1/2 oz water. 2230: 1/2-oz water, had another 50 ml chest tube drainage and there was 950 ml urine in the catheter bag

0115: 1/2 oz water 0230: 1/2 oz water. At 0500 the MD made early rounds and left several orders. The catheter was removed per MD order with 775 ml remaining in the bag. 0615 the patient voided 150 ml. The patient was allowed to increase fluids and drank half of the 12 ounce Coca Cola. She had 100 ml chest tube drainage.

Use the hand out sheet to INDEPENDENTLY calculate the 24 hour intake and output from 0700 TO 0645 for this day.

Guidelines:

Double check for accuracy.

Do NOT leave blank spaces. If the patient had no intake or output, place a "0" in the space.

If the patient is supposed to be NPO, write NPO in the space.

Use mL, not ounces or cups etc.

**Do NOT write mL after each entry. All the I and O is supposed to be in mL.**

Total **all** intake and output columns.

Write neatly, do not scratch out, write over, or use white out. Treat this sheet as you would a legal document, to be a permanent part of the patient's medical record.

Make sure to count the prescribed IV fluids and IV antibiotic fluids.

## ASSESSMENT GUIDELINES

### **INTRO PROTOCOL FIRST!!**

NEED TO VISUALLY INSPECT ALL AREAS WHILE PROVIDING PATIENT PRIVACY. OBSERVE FOR PATIENT DISTRESS/DISCOMFORT, ABNORMALITIES, JOINT RANGE OF MOTION, SKIN BREAKDOWN, WOUNDS, INVASIVE LINES ETC.

Obtain VS, O2 Sats, Assess pain level

General Assessment,

#### Neuro:

Apparent distress?, level of consciousness, mood, behavior,  
speech, facial expression and symmetry  
VS, pain assessment, O2 saturation

#### Head and neck:

Pupil response & eye movement  
Visual Acuity  
Hearing, ears  
Nasal, drainage?, breathing thru nose or mouth?  
Mouth, hydration, dentition, infections?  
Gait and balance (may assess gait and balance while  
assisting with ADL's or while obtaining height and weight)  
Hydration status  
Neck vein distention

#### Respirations:

Observe resp. rate, rhythm, effort  
Auscultate anterior breath sounds  
(after assessing GI system, ask patient to turn, assess posterior  
breath sounds, assess excursion)

#### Cardiac:

Auscultation S1 S2, determine presence of murmurs/extra sounds, heart  
rate, rhythm (regular or irregular) Determine point of maximal impulse

#### G/I:

Inspection: Abd. shape, stool appearance?  
Auscultation: Bowel Sounds/Bruit (ALWAYS AUSCULTATE before palpate)  
Palpation: Tenderness? Organ Enlargement?  
Edge of liver? Abnormal findings?

G/U:

Appearance of external genitalia? Catheter? Urine appearance.  
discharge/skin lesions, uncircumcised, testicles descended,  
abnormalities? (This is usually performed during hygiene)

CHANGE POSITION TO ASSESS POSTERIOR CHEST SEE ABOVE, add chest wall excursion

Upper extremities:

Assess: Inspect, IV's?, Movement, sensation, ROM, peripheral pulses

Lower extremities

deformities, contractures, fractures/casts/splints, pain, movement, ROM

Musculoskeletal

neurovascular function, edema

**EXIT PROTOCO**

## TERMINOLOGY FOR PHYSICAL ASSESSMENT

### Normal Terms Underlined

- Neuro: Alert/lethargic/comatose (or use Glasgow Coma Scale)  
Oriented X 3 or: Unable to state time, place, etc.  
Pupils, Pupils Equally Reactive to Light (PERL),  
or eyes able to move in all directions  
Visual Acuity-20/20 or "able to read a clock at \_\_\_\_\_ feet or newsprint at \_\_\_\_\_ inches"  
Hearing-Able to hear whispers or able to hear tuning fork at 4-6 inches  
Movement-Moves all extremities well, gait normal (or limping, etc.)
- Cardiac- No neck vein distention with HOB @ 45 degrees  
PMI-Palpated 5th intercostal space;  
Auscultation-Normal S1 + S2, no murmurs or extra sounds, rate \_\_\_\_\_  
Rhythm Regular
- Respiratory Symmetrical chest wall movement; no cyanosis (or list cyanosis in lips, etc.) no apparent resp. distress, resp. deep, even and regular  
Auscultation - clear breath sounds throughout or describe rales/rhonchi/wheezes  
Percussion-Resonant sounds, Palpation-no areas of tenderness over chest wall
- GI Inspection: Abd. shape flat (or distended, etc.) stool appearance  
Ausc. Bowel sounds active X4 quadrants (or absent RU O) No bruits heard  
Palp. No abd. wall tenderness, no masses palpated, edge of liver palpated under R. rib cage (or liver palpated 2 finger breadths below rib cage, etc.)  
Percussion-Normal tympanic sounds - Edge of liver percussed at R. rib cage
- G/U (will not assess or discuss on filmed assessment) Male: Penis circumcised or uncircumcised, testicles descended, urine clear yellow, voiding or catheter, no skin lesions, no discharge noted
- Female: External genitalia normal in appearance, No bleeding/discharge or skin lesions noted, urine clear yellow, voiding (or catheter)

## Terminology for PHYSICAL ASSESSMENT cont'd

Musculo-skeletal      No obvious deformities or contractures, full ROM, able to carry out full ADL's or ("unable to lift Rt. shoulder above shoulder level" or give explanation such as "needs assistance with dressing-able to put clothes on, but not button/zipper")

Skin                    Color normal for race, no cyanosis or jaundice noted; skin turgor elastic, no skin breakdown or lesions noted  
(If skin lesion/breakdown noted must include an accurate description of lesion: Location, area, size, drainage, etc.) Note: surgical incisions, areas of trauma, etc.

### Assessment Check-off

Student Name: \_\_\_\_\_

Pass \_\_\_\_\_ Repeat \_\_\_\_\_

	Yes	No	Comments
<b>Implementation steps:</b> Intro, wash hands, explain, Identify patient			
<b>General Survey:</b> Vital Signs LOC, Mood/Affect/Speech Skin texture/color Signs of distress?			
<b>Neuro/Head &amp; Neck:</b> Facial symmetry Eyes, pupils, Ears Mouth (gums, dentures) Nose, throat Movement/Sensation/symmetry Neck Vein Distention			
<b>Upper Extremities:</b> Inspection (any IV's), Cap refill (__secs), radial pulses 1-4+, hand grasp, Movement			
<b>Respiratory:</b> Signs of Distress Auscultation Anterior lung sounds			
<b>Cardiac:</b> Heart Valves, locate, name, auscultate Note normal S1, S2 or abnormal S3, S4 Apical pulse rate for 1 minute			
<b>GI:</b> Inspection Bowel Sounds/abd. bruit? Light palpation			
<b>Posterior Chest:</b> Auscultation Excursion Posterior skin assessment			
<b>Lower Extremities:</b> Inspection legs and feet, skin breakdown, redness, Cap refill (__secs) Periph. pulses: name, locate, palpate 1-4+ Sensation, movement, pain Gait (when weighing pt or assist to br)			
Exit Protocol: patient safety, comfort			Hand hygiene!!!!

## Implementation Steps For Each Nursing Procedure

1. Check the chart to be certain of the health care provider's orders.
2. Think critically about the order. Has the patient's condition changed in such a way that the order is no longer appropriate? Are there contraindications (reasons for which a procedure should NOT be done)?
3. Gather needed supplies and equipment prior to entering patient's room. Bring instructor!
4. Stop at the patient's door to verify correct room/patient. KNOCK before entering.
5. Smile genuinely and make contact with the patient as you enter the room.
6. Introduce yourself to the patient if you have not already done so, and include your name and student status.
7. Wash your hands, explaining, "I'm washing my hands for your safety"
8. **Identify your patient, using two identifiers, name and DOB, while looking at patient's name-band.** If child, ask parents and use name-band. If patient unresponsive, use name-band.
9. Determine if it is appropriate to have visitors in the room prior to explaining procedure. "I need to tell you about a procedure, is it OK to do so with the visitors, or should they step out?"
10. Explain the procedure in terms patient can understand, including why procedure is being done, amount of time and discomfort involved. Avoid abbreviations and medical lingo. Ask if patient has questions before you continue.
11. Verify patient allergies BEFORE you continue.
12. Assess AGAIN for contraindications.
13. If patient refuses, or reluctant to allow you to proceed, stop and notify nurse immediately.

14. Provide privacy, ask visitors to leave when appropriate, shut door and curtains, assure appropriate room temperature and lighting.
15. Wash hands again, apply personal protective equipment as needed.
16. **Raise bed to comfortable working height to reduce bending and back strain.** If appropriate, lower side rails on side of bed you will be standing. Raise side rails if you need to step away.
17. During procedure, maintain necessary sterile skills, monitor patient tolerance, or for any adverse effects.
18. After procedure, return patient to comfortable position, lower bed, re-adjust side rails. Remove dirty or used equipment. Return call light, TV remote, water pitcher, Kleenex, table etc. Re-adjust lighting and room temperature, visitors back in if appropriate.
19. Ask if there's anything else patient needs. Remove gloves, wash hands, leave room.
20. Document procedure, patient tolerance, equipment used, any assessment findings.

Evaluate the patient's response and the effectiveness of the procedure, if applicable. In addition, there are things you must do to restore the patient to a comfortable situation and tidy the room. The ending steps of most nursing interventions include the following:

1. Evaluating the patient's response to the procedure
2. Ensuring that the patient is safe and comfortable, in proper body alignment, and with clean linens and a call light within reach
3. **Safety: Lower the bed to its lowest height to reduce risk of falls. Raise the bed rails as appropriate and according to facility policies.**
4. Performing hand hygiene
5. Asking the patient if he or she needs anything and informing him or her when you plan to return
6. Leaving the room door open or closed according to the patient's preference
7. Documenting your interventions and their effectiveness according to facility policies
8. Properly disposing of used supplies, personal protective equipment, and trash, as well as returning equipment to the proper location

South Plains College  
Vocational Nursing Program  
VNSG 1323.001  
Basic Nursing Skills