

Course Syllabus

COURSE: RNSG 2260.001 Clinical Nursing Adaptation (2:0:6)
 SEMESTER: Fall 2021
 CLASS DAYS: Thursdays and Fridays (subject to change based on clinical site availability)
 CLASS TIMES: 06:30 A.M. – 15:00 P.M. (subject to change based on clinical site availability)
 FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Name	Phone Number	Email	Office	Hours
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“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

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

COURSE DESCRIPTION

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, practice and work-based experience and direct patient care, generally at a clinical site. Specific detailed learning outcomes are developed for each course by the faculty. On site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. College laboratory and clinical agency experiences offer opportunities for nursing skill practice and application of classroom learning applied to the adult client experiencing bio-psycho-socio-spiritual stressors of illness. Through classroom and laboratory/clinical experiences the student explores basic concepts and skill related to nursing process, communication, teaching/learning, pharmacology, nutrition, safety, problem solving, critical thinking, collaboration, delegating, referrals, cost effectiveness, quality care, ethical/legal practice, self-awareness/self-monitoring and client advocacy. This course must be taken concurrently with RNSG 2307. Prerequisite: ENGL 1301, BIOL 2401, BIOL 2420, & PSYC 2314. Semester Hours: 2 Lecture Hours: 0 Lab Hours: 6.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Demonstrate competency on all skills listed below prior to hospital clinicals.
2. Have satisfactory performance of simulation, clinical, daily clinical evaluation, nursing process packet, clinical math competency exam, and final clinical evaluation
3. Satisfactory achievement of unit and clinical outcomes.
4. Have completed standardized tests as applicable to the curriculum; validation of selected nursing skills and regular classroom/clinical attendance.
5. Demonstrated accomplishment of the level outcomes for the course clinical performance.

COURSE OBJECTIVES

Upon satisfactory completion of RNSG 2307, RNSG 2260, and RNSG 1115, the student will meet the following: SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies foundations skills found within this course are (C1 - C3, C5-7, C9, C11-13, C16-C20, F1-9, F12-13, & F16-F17). SPC ADNP Graduate Outcomes: 1-5. DECs (Differentiated Essential Competencies) are included in the clinical evaluation tool.

EVALUATION METHODS

Students will be evaluated using a variety of methods including but not limited to live or recorded skills demonstration, lab practicum, clinical evaluation tool, and clinical paperwork. Teaching methods will include but not limited to clinical instruction, simulation (low fidelity, high fidelity, and virtual simulation), lab instruction with demonstration, simulation scenarios, case studies, focus learning groups, clinical debriefing, and other assignments as deemed necessary. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning.

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 a student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, including possible suspension.

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

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated RNSG 2260 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 2260 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

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.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/>. In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS (If a newer edition is available, the newer is the book of choice)

Taylor, C., Lynn, P., & Bartlett, J. (2019). *Lippincott Course Point Plus. Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. ISBN: 9781975123901 (this option includes the electronic textbook)

You may purchase the physical text listed below in addition to Course Point Plus listed above if you prefer to have the physical textbook. You must have either the electronic text or physical textbook.

Taylor, C., Lynn, P., & Bartlett, J. (2019). *Fundamentals of Nursing: The art and science of person-centered nursing care* (current ed.). Wolters Kluwer. ISBN: 9781496362179 (only required if you choose to have the physical textbook instead of the electronic textbook)

Other Required Text:

Carpenito, L. (2017). *Nursing diagnosis: Application to clinical practice* (current ed.). Wolters Kluwer. ISBN: 9781496338419

Frandsen, G., & Pennington, S. (2020). *Abrams' Clinical Drug Therapy* (current ed.). Wolters Kluwer. ISBN: 9781975136130

Hinkle, J., & Cheever, K. (2017). *Brunner & Suddarth's textbook of medical-surgical nursing* (current ed.). Wolters Kluwer Health: Lippincott Williams & Wilkins. ISBN: 1496347994

Houghton, P., & Houghton, T. (2009). *APA: The easy way* (current ed.). XanEdu. ISBN: 9780923568962

Kee, J. (2018). *Laboratory and diagnostic testing with nursing implications* (current ed.). Pearson. ISBN: 0134704460

Any Nursing Drug Handbook (except Davis' Drug Guide)

RECOMMENDED TEXTS

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. ISBN: 1433832178

Macklin, D., Chernecky, C., & Infortuna, H. (2011). *Math for clinical practice*. (2nd ed.). Mosby Elsevier. ISBN: 9780323064996.

ATTENDANCE POLICY (*READ CAREFULLY)

Clinical/Lab Attendance

Students are expected to attend all labs/clinical to be successful in this course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class/clinical absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. 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)

The SPC ADNPN policy must be followed. Refer to the SPC ADNPN Nursing Student Handbook to review this policy. Punctual and regular clinical attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The course leader has the prerogative of dropping the student from the course for any absences.

Students are expected to attend all scheduled clinical days. **The student can miss no more than four (4) clinical hours.** A student missing more than four (4) clinical hours will be dropped from RNSG 2260. The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis. Do not be tardy, tardiness is cumulative and will count towards the number of hours that can be missed. Cellphones must be turned off while in the NLRL (nursing learning resource lab).

Dropping a Class

Dropping a class will be initiated by the instructor. If a student is not successful in one or more of the following courses: RNSG 1115, RNSG 2307, or RNSG 2260. The instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 1115, RNSG 2307, and/or RNSG 2260).

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 (September 3rd) and before the census date (September 20th), students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ASSIGNMENT POLICY

Assignments and skills missed due to an unexcused absence may not be made up. Assignments are due by the assigned dates and times in Central Standard Time (CST) on the class schedule. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please note, contacting faculty will not guarantee the receipt of an extension for the assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Failure to complete any assignment by the due date will result in a **5-point deduction** each day late up to 5 days, at which time the student will receive a zero for the assignment. Students may be asked to scan, and upload required documents before into Blackboard. Scanners are in several locations on campus. Students may also choose to use their cellphone using the notes section (Apple App Store) or an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF. A digital upload is considered a digital signature.

CLINICAL MATH COMPETENCY EXAM

Students must pass a clinical math competency exam by the scheduled due date and prior to the student's first hospital clinical. Students are only allowed to miss 2 questions to receive a passing score of 90%. Students unsuccessful on the first math exam will be required to remediate. Students will be given up to three attempts to receive a passing score. If a scheduled clinical math exam is missed it cannot be made up. The missed attempt will count as a failure. **Failure to successfully pass the math test on the third attempt will result in failure of the course.** Review Clinical Math Competency Exam and additional instructions under Clinical Math Competency Exam learning module located under course content in Blackboard. See Calendar for dates.

ADDITIONAL INFORMATION (*READ CAREFULLY)

Students must arrive in **full SPC uniform for skills check offs, recording of skills, Reese Simulation, clinical sites, and Reese Advanced Simulation.** Failure to comply with the SPC Uniform Policy may result in the student being sent home, resulting in a zero for any assignments due that day (skills check offs, clinical daily attendance, and/or evaluations). The clinical instructor will remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Unsafe clinical performance may result in clinical failure and/or dismissal from the ADN. Examples of unsafe clinical performance include, but are not limited to the following:

- a. Failure to complete assigned clinical paperwork
- b. Placing a patient in physical or emotional danger
- c. Assuming inappropriate independence
- d. Failure to accept moral and legal responsibility for his/her own actions
- e. Violation of professional integrity as expressed in the ANA Code of Ethics
- f. Having a cellphone in a clinical or simulation area.

Prior to administration of medication in the clinical area, students must have passed the math competency test and the medication administration skills. Prior to administration of medication in the clinical area, students must

discuss the medications with the instructor, check physician orders, and perform all rights. All medication preparation and administration must be observed by licensed personnel. Students are **NEVER** allowed to prepare and/or administer medications without supervision. No cellphones or smart watches are allowed in the clinical setting. These devices must be left in your vehicle. Failure to comply will result in the student being sent home, resulting in a zero for the daily clinical evaluation. All clinical procedures must be performed and evaluated in the skills laboratory prior to performing the skill in the clinical setting. All invasive procedures must be observed by the instructor. Students will comply with Health Insurance Portability and Accountability Act (HIPAA) in and out of the clinical setting. HIPAA violations are subject to the student's removal from the SPC nursing program.

SKILLS CHECK-OFF

The following skills be evaluated in this course nasogastric tube insertion and care, sterile urinary catheter, sterile CVL dressing change, and tracheostomy care & suctioning. IV insertion will be evaluated with a live skills checkoff where students will initiate and discontinue an IV catheter on a classmate, see below for live intravenous (IV) skills checkoff. Medication administration will be evaluated during Reese Simulation where students will be required to give medications for a variety of routes including intramuscular (IM), intradermal (ID), subcutaneous (subcut), oral (PO), topical, and intravenous (IV) including both intravenous piggyback (IVPB) and/or slow intravenous push (SIVP).

The skills must be passed by the due date listed on the course calendar. Failure to successfully pass the skill by the assigned date will result in course failure. All required skills will be demonstrated during class time. Students will be scheduled for a live skills checkoff. If the student is unsuccessful on any skill(s) during the live checkoff, a second opportunity will be allowed following documented lab practice as determined by the instructor and remediation plan. A remediation plan will be made and completed before the student can schedule a second appointment. If a second or third attempt is needed the student will need to arrange with the instructor a time that a live checkoff can be arranged. If the skill is failed on the second attempt, a third opportunity will be allowed following completion of a second remediation plan given by instructor. If the skill is not passed on the third attempt, this will result in a failure of the course.

SKILLS REMEDIATION POLICY

Students who fail skills will result in the following remediation plan: 1) additional lab practice hours for each failed rubric/skill, 2) additional assignment(s) including research report on failed skill(s). Students must complete assigned remediation plan prior to future attempt/recording. Failure to complete remediation or pass the skill before the must pass date per calendar will result in failure of skill and student will fail RNSG 2260.

LIVE INTRAVENOUS (IV) SKILLS CHECKOFF

Students will initiate and discontinue an intravenous (IV) catheter **on another student**. This skills checkoff will be completed after the student has completed the IV demo and practice. This will be done in instructor led groups. Students must review, agree, and sign a consent form before the IV can be initiated and discontinued. The student may opt out of participation; however, the student must still demonstrate competency to pass the IV therapy portion of the skills.

REESE SIMULATION

Students will complete 2 hours in the Center for Clinical Excellence simulation lab on the Reese campus. The student will be evaluated on the four roles of nursing, which include: member of the profession, provider of

patient centered care, patient safety advocate, and member of the healthcare team. The student will be given a patient scenario in which they will complete the following: medication cards, discussion of medications to be given to the patient, safely administer ordered medications, perform a head-to-toe assessment, laboratory and diagnostic studies, nursing process, pathophysiology, and debriefing. The Simulation Clinical Performance Evaluation must be passed with 77% or above. In addition, the student will complete the Reese Simulation Clinical Packet. Review additional instructions under Reese Simulation learning module located under course content in Blackboard. See Calendar for dates.

HOSPITAL CLINICAL

Students will complete 6 Hospital Clinical days in which they will be evaluated on clinical decision making, communication with the client/family and other health care professionals, information management, leadership, safety, professionalism, and work ethic. Identifying the four roles of nursing, which include: member of the profession, provider of patient centered care, patient safety advocate, and member of the healthcare team. Students will be assigned to licensed personnel (RN or LVN) and along with his/her nurse will assume care of one patient. The student will perform all skills that the student has passed and demonstrated competency. The student will perform total patient care, in addition, documenting all care on their patient. Students **must** have an instructor present to perform any invasive procedure such as but not limited to medication administration, catheter insertion, etc. Students are also highly encouraged to seek other learning opportunities with other patients as time permits. The student must pass each Hospital Daily Performance Evaluation with a minimal of a 77% average for each scheduled clinical rotation. Students must pass 2 of the 3 nursing processes with a minimum of a 77% based on the patients in the hospital setting. A nursing diagnosis can only be used one (1) time on a nursing process during the semester. You cannot repeat a nursing diagnosis previously submitted for a nursing process in any clinical setting (including Reese Simulation). A pathophysiology can only be used one (1) time per clinical rotation during the semester. You cannot repeat a pathophysiology previously submitted in any clinical setting (including Reese Simulation). Repeating a nursing diagnosis in a nursing process or pathophysiology will result in a zero for the clinical rotation, thus resulting failure in RNSG 2260. Review additional instructions under Hospital Clinical module located under course content in Blackboard. See Calendar for dates.

CLINICAL MAKE UP

Students are highly encouraged to attend clinical rotations. In the event of serious sickness or unexpected events approved by the instructor, the student may be given additional assignments and/or a makeup clinical day to account for the clinical absence.

REESE ADVANCED SIMULATION

Students will complete 10 hours in the Center for Clinical Excellence simulation lab on the Reese campus. The student will be evaluated on the four roles of nursing, which include: member of the profession, provider of patient centered care, patient safety advocate, and member of the healthcare team. The student will work in teams (2-3) to complete the advanced simulation. The Simulation Clinical Performance Evaluation must be passed with 77% or above. Review grading rubric and additional instructions under Reese Advanced Simulation learning module located under course content in Blackboard. Completed grading rubric should be submitted on Blackboard under assignments by scheduled due date.

STUDENT CLINICAL EVALUATION TOOL

Students will be evaluated on their clinical/simulation performances using the Final Clinical Evaluation Tool. Students must score **satisfactory** on each criterion on the Final Clinical Evaluation tool to successfully pass the

course. The course leader and/or clinical instructor will complete the Final Clinical Evaluation tool based on the student's clinical/simulation performances and submit to the student electronically. A Final Clinical Evaluation tool will be completed at midterm (after the second hospital rotation) as well as a final clinical evaluation (completed after Reese Advanced Simulation) in efforts to give the student feedback and allow opportunities for improvement. Failure to score **satisfactory** on each criterion on the Final Clinical Evaluation tool will result in a failure for RNSG 2260. Review evaluations and additional instructions under the Final Clinical Evaluation tool and learning module located under course content in Blackboard.

LAB REMEDIATION

Student must continue to show competency on all skills successfully passed. At any time, a faculty member can require a student to complete additional remediation in the Nursing Learning Resource Laboratory and/or the Center for Clinical Excellence to ensure student and patient safety in clinical. If a student does not complete the remediation by specified date and/or does not demonstrate competency based on grading criteria will be reflected on the Student Clinical Evaluation Tool.

COMPUTER USAGE

As computer technology in the field of health occupations continues to be a necessity, computers will be used in this course almost exclusively, except for a few 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, the student should check this email regularly. To take exams, students must have their username and password. All students are expected to know their SPC student username and password.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

GRADING POLICY

This course is not graded using the traditional letter grade system, instead the Pass/Fail grading system is used. The grade for this course will be determined upon completion of the following components:

Item:	Evaluation Method:
Clinical Math Competency Exam	Must achieve at least a 90% on the exam (Pass/Fail)
Skills: 1) Nasogastric Tube Insertion and Care 2) Sterile urinary catheter 3) Sterile CVL dressing change 4) Tracheostomy care & suctioning	Show competency (Pass/Fail) for all 4 skills via live checkoff
IV Insertion/Discontinuation	Live IV Skills Checkoff
Medication administration	Reese Simulation

Reese Simulation Clinical Packet	Pass/Fail
Simulation Clinical Performance Evaluation (2)	Minimum of 77% on the SIMS Clinical Performance Evaluation (1)
Daily Clinical Evaluation (6)	Hospital Daily Performance Evaluation with a minimal of a 77% average for each scheduled clinical rotation (6)
Nursing Process (3)	Pass 2 of the 3 clinical packets with a minimum of a 77% based on the patients in the hospital setting. (3)
Student Clinical Evaluation Tool	Scoring satisfactory on each criterion on the Student Clinical Evaluation tool (1)
Course Total	Pass/Fail

Course Grade are based on the following scale:

Pass = 77 - 100

Fail = 76.9 and below

The student must pass RNSG 1115, pass the clinical math competency exam, demonstrate competency in all required skills, receive a minimum of a 77% on 2 of the 3 hospital clinical packets, receive a 77% or above on the simulation and daily clinical evaluations, complete the Reese Simulation clinical packet, and receive a satisfactory on the final evaluation tool to pass this course.

Failure of didactic or clinical will require repeating RNSG 2307 & 2260 courses. When repeating any course, the student is required to retake all aspects of the course including the required written work. If a student has previously passed RNSG 1115 they must demonstrate competency & safety of the health assessment prior to any clinical experiences.

COURSE SCHEDULE

See course calendar for date, time, and location. Students will be responsible for all assignments and dates listed in the course calendar.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. 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 classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website. The course leader may also use the "Remind" app to electronically communicate with students. Communication is imperative to your success in this course and is highly encouraged.

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 must complete the syllabus quiz for each course. This indicates that the student acknowledges they have read and understand the content of syllabus, program and clinical handbook, grievance policy, and appeals process.

Cell Phones – Cell phones are to be turned OFF or silenced during scheduled class periods. Text messaging is not allowed during scheduled class/lab times. Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. To better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same guidelines that are found in the ADN student handbook.

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 based on 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 for assistance.

4.1.1.5 Campus Concealed Carry Statement

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2). 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. Individuals 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: <https://www.southplainscollege.edu/campuscarry.php>. Concealed Carry (Also Known as Campus Carry) FAQs. What is Senate Bill 11, sometimes known as Campus Carry? Texas Senate Bill 11 allows for the carrying of concealed handguns on Texas public institution campuses by individuals holding a valid Texas License to Carry (LTC) or Concealed Handgun License (CHL). 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 adjusts 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.