

Levelland Campus

### Course Syllabus

Course: VNSG 1402.001 Applied Nursing Skills

Semester: Fall 2020

Class Times: See Schedule

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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 2020 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 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of

Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

## **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.

## EVALUATION METHODS

Unit exams via Scantron, written exams, written assignments, quizzes, check-off with instructor, other projects as assigned.

## 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.

### **FACEBOOK**

Please see the Facebook page for the nursing program for general information.

### **SCANS and FOUNDATIONS SKILLS**

Refer also to Course Objectives. Scans and Foundation Skills attached

**SPECIFIC COURSE INFORMATION TEXTBOOKS AND MATERIALS**

VNSG 1402 Applied Nursing Skills	
	Fundamental Nursing Care, Burton. FA Davis 3 <sup>rd</sup> edition ISBN: 978 0 8036 6906 2
New this year 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)
	Clayton's Basic Pharmacology for Nurses, Willihnganz. Elsevier 18th edition (2020) ISBN 978 0 323 55061 1
	Curren's Math for Meds, Curren, Cengage, (2015) ISBN 978 1 111 54091 3
	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 for this course. The student is required to have the necessary laboratory supplies and bag. In addition, each student must have his/her own: 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.

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.

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 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.

Course hours: 144

Please see SPC catalogue and Vocational Nursing Student Handbook. Students are expected to attend all classes and to remain for the entire class period. Attendance will be taken at the beginning of class. Students not responding to roll are marked absent in the attendance record. No more than 18 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.

### Dropping a class

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

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

### Withdrawing from all classes

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

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

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](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. Ten (10) points will be deducted for each day the assignment is not submitted.

### 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 STUDENT 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.

### **EXAMS**

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.

### **GARDING POLICY**

A grade of 77% is required to pass this course.

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

Grades are not rounded. A 76.9% is a D



The student must receive a minimum grade of 77% in each course, and meet the specified clinical criteria within a semester in order to qualify for progression to the following semester.

### **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 or texting to communicate ANY patient information. The instructor will not initiate communication using private email accounts.

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 calling or texting. When contacting faculty, please be sure to identify yourself by stating your name clearly or by including your name in the text. Please do not call or text before 0700 or after 2030 (these times may be altered for clinical days).

Faculty numbers should NOT be given out to family members. Should family members need to reach a student, they should call the office at 806.716.2193. The office will notify the faculty who will then contact the student.

### **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 units I through IV 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

<b>Skill</b>	<b>Allotted time to complete check-off</b>
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 in the semester, 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.
- Medication dose calculation policy: The student is expected to score 90% or higher on the medication dose calculation test. If the student does not score 90%, the student will meet with the instructor to discuss learning needs and will retest. If the student does not score 90% or higher on the 2<sup>nd</sup> retest, the student will meet with the instructor to discuss learning needs. A 3<sup>rd</sup> test will be given. If the student does not pass the 3<sup>rd</sup> test, the student will be removed from the nursing program.
- Students will not be allowed to use programmable calculators during testing or checkoffs.
- 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, SUBJECT TO CHANGE BY FACULTY**

TOPIC	READING ASSIGNMENTS Subject to change by faculty In skills text, unless indicated otherwise	TEST GRADE
Introduction	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	



	<p>Chapter 13 Safety with all skills</p> <p>Chapter 14 Medical Asepsis and Infection Control, with all skills</p> <p><b>**STUDY GUIDE: CHAPTERS (ALL OF CHAPTERS 13 AND 14 DUE DATE OF TEST)</b></p>	
Basic Nursing Care	<p>Personal care/patient and environmental hygiene. Chapter 15, with all skills</p> <p>Pain/sleep/rest: Chapter 19</p> <p>Elimination: Chapter 30, except information on ostomy, Skill 30-1, 30-2</p> <p>Chapter 31, except information on catheterization, Skills 31-1, 31-2, 31-4</p> <p>Specimen Collection: Chapter 30 p , Skills 30-3, 30-4</p> <p>Chapter 31, p. 665-668, Skills 31-3, 31-4</p> <p>Documentation of skills as directed by faculty</p> <p><b>**STUDY GUIDE CHAPTERS 15, 19, AND PARTIAL CHAPTERS 30 AND 31 TBA, DUE ON DATE OF TEST</b></p>	
Mobility and heat/cold treatments	<p>Chapter 16 Moving and Positioning Patients</p> <p>Immobility complications</p> <p>Special beds</p> <p>Positioning</p> <p>Safe patient handling</p>	

	<p>Preventing pressure ulcers</p> <p>Heat and cold applications chapter 18</p> <p>Ambulation assistive devices</p> <p>Skills 16-1 through 16-8</p> <p><b>**STUDY GUIDE CHAPTERS 16 AND 18 DUE DATE OF TEST</b></p>	
Health Assessment	<p>Vital Signs: chapter 17</p> <p>Admission, transfer, discharge chapter 20</p> <p>Physical assessment: chapter 21</p> <p>Skills 17-1 through 17-8</p> <p>Skills 21-1 through 21-8</p> <p><b>**STUDY GUIDE CHAPTERS 17, 20, 21 DUE DATE OF TEST</b></p>	
Asepsis	<p>Surgical asepsis: chapter 22</p> <p>Urinary catheterization: Rest of chapter 31 regarding catheterization</p> <p>Wound care chapter 26</p> <p>Skills 22-1 through 22-4 ; Skills 31-5 through 31-11</p> <p>Skills 26-1 through 26-7</p> <p><b>**STUDY GUIDE CHAPTERS 22, 26, PARTIAL CH 31 DUE ON DATE OF TEST</b></p>	

Communication, documentation, compassionate care	<p>Communication and Relationships: Chapter 6</p> <p>Ethnic, cultural and spiritual aspects of care; Chapter 8</p> <p>Loss, grief and dying: chapter 10</p> <p>Patient teaching: chapter 12</p> <p>Documentation: chapter 5</p> <p>STUDY GUIDE CHAPTERS 5, 6 AND 8 DUE DATE OF TEST</p>	
Medication Administration part 1	<u>Basic Pharmacology for Nurses</u> : chapters 1-3	
Medication Administration part 2	<u>Basic Pharmacology for Nurses</u> : chapters 4-6	
Medication dose calculations	<u>Math for Meds</u> chapters 6-12 plus handouts	
Medication administration techniques	<u>Skills textbook</u> : chapters 35, 36 37 (Testing and checkoff to occur in 2 <sup>nd</sup> semester)	

## APPLIED NURSING SKILLS I

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. See Student Handbook and Clinical Guidelines and syllabi for Applied Nursing Skills I for penalty if not in compliance.

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.

During PO medication administration ONLY, the student may use either handwritten drug cards or Davis Drug Guide textbook to discuss medications.

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.

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, percuss posterior lungs, 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 FIRST)  
Palpation: Tenderness? Organ Enlargement?  
Percussion: Edge of liver? Abnormal findings?

G/U:

THIS WILL NOT BE ASSESSED DURING FILMING  
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 PROTOCOL**

## 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)



### Assessment Check-off

Student's Name: \_\_\_\_\_

Faculty: \_\_\_\_\_

	Pass	Fail	Comment
Introduction of self, wash hands, explain, Identify patient			
General Survey Vital Signs LOC, Mood/Affect/Speech Skin texture/color Signs of distress?			
Neuro/Head & Neck Facial symmetry Eyes, pupils Nose, throat Movement/Sensation/symmetry ROM Neck Vein Distention			
Respiratory Signs of Distress Auscultation Anterior			
Cardiac Heart Valves, locate, name, listen Note normal S1, S2 or abnormal S3, 4 Apical pulse rate for 1 minute			
GI Inspection Bowel Sounds/abd. bruit? Light palpation Deep palpation/liver size			
Posterior Chest Auscultation Percussion, excursion			
Musculoskeletal and Extremities Gait(when weighing pt) Periph. pulses: name, locate, palpate, 1-4+ Sensation, circulation, movement			

Exit Protocol: patient safety, comfort			Hand hygiene!!!!
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### Medication Administration

Student's Name: \_\_\_\_\_

Faculty: \_\_\_\_\_

Skill	Pass	Fail	Comments
Performs: Hand hygiene, Researches medications, performs 1 <sup>st</sup> medication check and calculations, compares MD orders, assesses appropriateness (states as entering med. room on camera or with instructor in med room)			
With instructor, discusses medications, using correct terminology and pronunciation. Defines unfamiliar terms			
Correlates with VS and lab results			
Performs second check, comparing MAR with meds, all 7 rights			
Goes to patient room, check door tag, knocks, enters patient room, greets patient, washes hands, identifies patient with 2 identifiers, identifies self, explains procedure			
Performs 3 <sup>rd</sup> check, comparing MAR with meds, all 7 rights			
Performs necessary bedside assessments (VS, etc.)			
Assists patient into position, obtains water etc.			
Administers medications to patient			
Incorporates patient teaching with administration			
Appropriate patient interaction			
Demonstrates documentation			
Exit protocol: patient safety and comfort			

Skills Objectives: After completion of these units, the student will be able to:  
Also, please see chapter objectives.

#### Unit I

1. Demonstrate ability to perform procedures using standard protocols for all nursing Interventions.
2. Recognize patient rights and responsibilities.
3. Demonstrate appropriate use of confidentiality requirements.
4. Identify exceptions to confidentiality requirements.
5. Demonstrate personal safety in nursing practice.
6. Demonstrate appropriate fire, electrical and oxygen safety.
7. Demonstrate appropriate environmental safety, fall prevention, and ability to promote a restraint-free environment.
8. Demonstrate ability to apply restraints safely.
9. Recognize importance of medical asepsis.
10. Perform medical asepsis correctly.
11. Demonstrate correct isolation technique.
12. Describe "hand-off communication."
13. Recognize various consent issues.
14. Discuss ethical and legal aspects of nursing care.
15. Describe critical thinking, the nursing process, evidence-based practices.
16. Utilize state practice act to determine legal boundaries.

#### Unit II

1. Safely provide patient hygiene.
2. Assist patients with elimination needs, including safe enema administration.
3. Assist patients with comfort measures and promote sleep.
4. Demonstrate ability to perform appropriate patient education, and obtain common specimens.
5. Correctly document above.

#### Unit III

1. Identify immobility complications.
2. Identify patients at high risk of immobility complications.
3. Describe nursing interventions to prevent immobility complications.
4. Demonstrate patient positioning methods to prevent immobility complications.
5. Describe safe use of special beds and devices to prevent immobility complications.
6. Describe safe use of heat and cold applications.
7. Demonstrate safe use of ambulation devices.
8. Demonstrate safe transfer and patient positioning
9. Correctly document above.

#### Unit IV

1. Describe when vital signs should be measured.
2. Demonstrate accurate vital sign measurement.
3. Differentiate between normal and abnormal vital signs.
4. Describe when patient assessment should be performed.
5. Demonstrate accurate patient assessment.
6. Differentiate between normal and abnormal patient assessment.
7. Correctly document above.

#### Unit V

1. Discuss principles of sterile technique.
2. Demonstrate ability to utilize sterile technique.
3. Demonstrate ability to provide wound care.
4. Demonstrate ability to provide urinary catheterization.
5. Correctly document above.

#### Unit VI

1. Discuss confidentiality of patient records.
2. Describe necessity to document essential information accurately, using legal and ethical guidelines.
3. Describe effective communication techniques with patient/family, using

knowledge of professional relationships, and ethnic, cultural and spiritual aspects of care.

4. Describe effective communicate techniques with co-workers.
5. Discuss ways to support patients and families during the death and dying process.
6. Discuss effective techniques for patient/family education.
7. Correctly document above.

#### Unit VII

1. Discuss principles of safe medication administration.
2. Correctly document above.

#### Unit VIII

1. Demonstrate proficiency in dose calculation and measurement.
2. Pass medication dose calculation examination with 90% or higher.
3. Correctly document above.

#### Unit IX

1. Demonstrate appropriate medication administration techniques in all routes, including 7 rights.
2. Correctly document above.



### 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.

Plagiarism Declaration  
Department of Nursing  
South Plains College

Examples of student plagiarism

- Copying material without quotes, in-text citations, and/or referencing
  - Paraphrasing content without in-text citation and/or referencing
  - Copying ideas, words, answers, exams, or shared work from others when individual work is required
  - Using another's paper in whole or in part
  - Allowing another student to use one's work
  - Claiming someone else's work is one's own
  - Resubmitting one's own coursework, when original work is required (self-plagiarism)
  - Falsifying references or bibliographies
  - Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement

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Printed Name

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Signature

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South Plains College  
VNSG 1402 Skills  
Fall 2020

I, \_\_\_\_\_ (student name), have read and understand the requirements and expectations set forth in the VNSG 1402 Fall 2020 Syllabus.

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**EMERGENCY MESSAGES**

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

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