

**ODESSA COLLEGE  
VOCATIONAL NURSING PROGRAM  
SYLLABUS**

**COURSE TITLE:** VNSG 1502: Applied Nursing Skills

**CREDIT:** 5 credit hours/128 contact hours (64 lecture / 64 lab)

**PLACEMENT:** 1<sup>st</sup> year/1<sup>st</sup> semester

**PREREQUISITES:** Program admission

**COREQUISITES:** VNSG 1260, VNSG, 1327, VNSG 1500, VNSG 1505

**LICENSING/CERTIFICATION BOARD:** TEXAS BOARD OF NURSING (BON)

**FACULTY INFORMATION:** TBA

**Name:** Julia (Ann) McCalister

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**Office:** 432-335-6393

**Campus Office Hours:** M-W 8:00am-5:00pm Th 8:00am-12:00pm

**Study Group Hours:** NA

**COURSE DESCRIPTION:**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. The student will demonstrate accurate dosage calculation; discuss the principles of safe medication administration; and identify the elements of accurate documentation of medication administration. Math proficiency is determined by examination. Introduction to the concepts of Member of a Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

**LEARNING OUTCOMES:**

1. Perform calculations needed for medication administration
2. Reinforce education to client regarding medications
3. Evaluate client response to medication (e.g., adverse reactions, interactions, therapeutic effects)
4. Follow the rights of medication administration
5. Maintain medication safety practices (e.g., storage, checking for expiration dates or compatibility)

6. Reconcile and maintain medication list or medication administration record (e.g., prescribed medications, herbal supplements, over-the-counter medications)
7. Collect required data prior to medication administration
8. Administer medication by oral route
9. Administer intravenous piggyback (secondary) medications
10. Administer medication by gastrointestinal tube (e.g., g-tube, nasogastric (NG) tube, g-button or j-tube)
11. Administer a subcutaneous, intradermal or intramuscular medication
12. Administer medication by ear, eye, nose, inhalation, rectum, vagina or skin route
13. Count narcotics/controlled substances
14. Calculate and monitor intravenous (IV) flow rate
15. Monitor transfusion of blood product
16. Administer pharmacological pain medication
17. Maintain pain control devices (e.g., epidural, patient control analgesia, peripheral nerve catheter)

#### REQUIRED TEXTBOOKS:

1. Clinical Calculations Made, 5<sup>th</sup> Edition – Gloria P. Craig
2. Fundamentals of Nursing Care – Marti A. Burton and Linda J. May Ludwig
3. Introductory Medical –Surgical Nursing, 11<sup>th</sup> Edition – Barbara K. Timby and Nancy E. Smith
4. Introduction to Clinical Pharmacology, 7<sup>th</sup> Edition – Marilyn Winterton Edmunds
5. Davis’ Drug Guide for Nurse’s 12<sup>th</sup> Edition

#### TOPICS:

#### EVALUATION AND GRADING:

All course work is required. All aspect of course work must be submitted in order to successfully pass this course. Course grades are based on **successfully** meeting all clinical objectives and obtaining a 75 or better average on written and simulated work.

Letter Grade	Percentage
A	90-100
B	80-89
C	75-80
D	60-74
F	0-59

Content	Percent of Total Grade
Daily and Homework Assignments	5
Unit Exams	65
Comprehensive Final Exam	30
<b>Total</b>	<b>100</b>

**Students must score an average of 75% on unit exams and comprehensive final exam to successfully complete the course.**

## **COURSE POLICIES**

### **Tobacco Free Policy**

In accordance with Tobacco-Free Policies of area health care facilities, students are **NOT** allowed to consume tobacco during clinical experiences. Students are not allowed to leave the grounds of the health care facility to consume tobacco (or for any other reason).

### **Digital Protocols**

### **Attendance Policies**

Repeated tardiness and absence has a negative effect on your ability to successfully complete all of the course requirements and could result in progressive discipline beginning with warning status and potentially ending in dismissal from the VNSG program. Please refer to Student Handbook regarding absenteeism and grade reduction.

### **AVID**

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID (Advancement Via Individual Determination) will be implemented. *(Describe AVID Strategies used in your course)*

### **Grade/Progress Inquiries**

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

### **Incomplete Policy**

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

### **Odessa College's Core Objectives (COs):**

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

### **VNSG Core Objectives:**

By the end of the program, the new graduate vocational nurse will demonstrate the ESSENTIAL COMPETENCIES OF GRADUATES OF TEXAS VOCATIONAL NURSING EDUCATIONAL PROGRAMS.

#### **I. Member of the Profession:**

- A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Contribute to activities that promote the development and practice of vocational nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

#### **II. Provider of Patient-Centered Care:**

- A. Use clinical reasoning and established evidence-based policies as the basis for decision making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.
- C. Report data to assist in the identification of problems and formulation of goals/ outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health-care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- G. Implement teaching plans for patients and their families with common health problems and well defined health learning needs.
- H. Assist in the coordination of human, information, and materiel resources in providing care for assigned patients and their families.

#### **III. Patient Safety Advocate:**

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

A. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.

B. Participate as an advocate in activities that focus on improving the health care of patients and their families.

C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

E. Communicate patient data using technology to support decision making to improve patient care.

F. Assign nursing care to LVNs or unlicensed personnel based upon an analysis of patient or unit need.

G. Supervise nursing care provided by others for whom the nurse is responsible.

## **INSTITUTIONAL POLICIES**

*(more information on these topics are available in your Blackboard Shell)*

### **Expectations for Engagement for Instructor:**

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### **Student Course Participation**

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

### **Academic Policies**

Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

### **Special Populations/Disability Services/Learning Assistance**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office.

### **Learning Resource Center (LRC; Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

### **Student Success Center (SSC)**

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Appointments are preferred, but walk-ins will be served as soon as possible. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit [www.odessa.edu/dept/ssc/](http://www.odessa.edu/dept/ssc/) (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

### **Student E-mail**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with**

**information regarding this course. Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

*This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.*