



**PNSG 2415 NURSING LEADERSHIP CLINICAL
COURSE SYLLABUS
Fall Semester 2017**

COURSE INFORMATION

Credit: 2/4500

Class: Various Clinical Sites

Class: TBA

CRN: 20317

INSTRUCTOR CONTACT INFORMATION

Instructor: Kathy Holt RN

Office: 8105

Office Hours: Please Schedule an appointment

Email Address: kholt@southeasterntech.edu

Phone: 478-289-2335

Fax Number: 478-289-2336

Tutoring Hours: Please schedule an appointment:

REQUIRED TEXT

1. Fundamental Nursing Skills and Concepts Text, 11th edition, Lippincott
2. Nursing Leadership and Management, 6th edition, ATI Nursing Education
3. All previous texts for reference
4. ATI testing web service

OPTIONAL TEXT:

1. Study Guide for Timby's Fundamental Nursing Skills and Concepts, 11th edition, Lippincott
2. Comprehensive Review for the NCLEX-PN Examination, 6th edition, Saunders by Silverstri

REQUIRED SUPPLIES & SOFTWARE

Ear phones for any ATI assignments, Pens, Highlighters, 2 Three Ring Binders, Stethoscope, Pen Light, and Watch with seconds displayed, Basic Calculator, Scissors

COURSE DESCRIPTION

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

MAJOR COURSE COMPETENCIES

1. Application of the Nursing Process
2. Supervisory Skills
3. Client Education Methods
4. Group Dynamics

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Application of the Nursing Process

Order	Description	Learning Domain	Level of Learning
1	Integrate the nursing process when supervising the work of allied health care team members.	Psychomotor	Complex Response
2	Demonstrate evaluation of documentation by team members.	Psychomotor	Guided Response
3	Demonstrate an understanding of the connections between planning, implementing, and evaluating client care.	Psychomotor	Guided Response
4	Demonstrate differentiation between thinking and critical thinking.	Psychomotor	Guided Response
5	Demonstrate ability to collect data.	Psychomotor	Guided Response
6	Establish a nursing diagnosis appropriate for client problems.	Psychomotor	Guided Response
7	Integrate priorities for care in a complex client situation.	Psychomotor	Complex Response
8	Establish why effective interpersonal and communication skills are essential to critical thinking.	Psychomotor	Guided Response
9	Demonstrate competence in relation to writing the NCLEX examination.	Psychomotor	Guided Response

Supervisory Skills

Order	Description	Learning Domain	Level of Learning
1	Demonstrate planning care for a designated group of clients during a given shift.	Psychomotor	Guided Response
2	Implement care for a designated group of clients during a given shift.	Psychomotor	Mechanism
3	Perform delegation of a balance of duties and tasks to team members according to their skill levels.	Psychomotor	Guided Response
4	Demonstrate maintaining open lines of communication with clients, co-workers, physicians, and other health team members.	Psychomotor	Guided Response
5	Demonstrate positive relationships with co-workers.	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
6	Demonstrate constructive, private communication with team members on areas of concern.	Psychomotor	Guided Response
7	Demonstrate principles of work ethics.	Psychomotor	Guided Response
8	Demonstrate a positive working relationship with other team members.	Psychomotor	Guided Response
9	Demonstrate preparation of a resume utilizing professional format.	Psychomotor	Guided Response
10	Demonstrate writing a letter of application.	Psychomotor	Guided Response
11	Demonstrate completing an employment application package.	Psychomotor	Guided Response
12	Demonstrate preparation for an employment interview.	Psychomotor	Guided Response
13	Demonstrate writing a thank you letter.	Psychomotor	Guided Response
14	Demonstrate writing a letter of termination using correct procedures.	Psychomotor	Guided Response
15	Collaborate in comprehensive review processes to meet external regulatory standards.	Psychomotor	Origination

Client Education Methods

Order	Description	Learning Domain	Level of Learning
1	Establish client learning needs.	Psychomotor	Guided Response
2	Use learning styles appropriate for each client.	Psychomotor	Mechanism
3	Integrate family members and significant others in client teaching.	Psychomotor	Complex Response
4	Demonstrate beginning discharge planning on admission.	Psychomotor	Guided Response
5	Demonstrate documenting all client teaching.	Psychomotor	Guided Response
6	Integrate a multidisciplinary approach for implementing discharge planning and client teaching.	Psychomotor	Complex Response

Group Dynamics

Order	Description	Learning Domain	Level of Learning
1	Establish the members of the nursing team including a description of their major responsibilities related to client care.	Psychomotor	Guided Response
2	Establish appropriate standards for measuring quality.	Psychomotor	Guided Response
3	Establish appropriate quantitative and qualitative tools to measure quality in a given situation.	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
4	Construct an evaluation of the effectiveness of the nursing team.	Psychomotor	Complex Response
5	Establish methods to monitor continuous quality improvement.	Psychomotor	Guided Response
6	Apply various methods to resolve conflict.	Psychomotor	Mechanism

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

In order for a student to progress to this clinical, he or she must have a final grade of 70% or greater in the lecture course, PNSG 2410, score a 100% on the drug calculation exam within the three attempts allotted, and demonstrate proficiency related to various Lab/Nursing Skills as required by state standards (Refer to Lab Skills Checklist).

A passing grade of 70% in this clinical, along with a passing grade in PNSG 2410 is required in order to pass the semester and progress to the next semester

Students will be required to submit written assignments as noted on the Documentation Requirements for Leadership. If an assignment is not turned in by the deadline, points will be deducted as outlined on clinical evaluation form in handbook. Failure to submit assignments will result in point deductions and the student will not be allowed to return to clinical until the clinical assignments are completed. The days missed will result in an absence. All assignments must be neat and orderly and will not be accepted for a grade until they are rewritten and in order. Written assignments are counted as part of the instructor evaluation.

The final clinical grade will be based on required written documentation, preceptor evaluations, and instructor evaluations as outlined in the handbook under clinical grading rubrics.

No printed material may be removed from any clinical site. This is a possible HIPPA violation. See practical nursing handbook concerning this.

ATI ASSIGNMENTS

The ATI EXIT Exam is in this course. If the student is unsuccessful on the third attempt of the EXIT EXAM, the student will receive a grade of "F" in PNSG 2415.

All ATI assignments must be completed before the first attempt of the exit exam. If the student fails to do this by the date of the exit exam or deadline given by instructor, the student will not be allowed to take the exit exam as scheduled and this will count as their first exit exam attempt.

PRECEPTOR EVALUATIONS

Preceptors may be used at STC clinical sites. The preceptors will be responsible for issuing a clinical grade by using the Preceptor Evaluation Form provided by the instructor. Students will follow instructions located on the Preceptor Evaluation Form for completion. See the STC Practical Nursing Clinical Evaluation for Leadership that can be found in both your program handbook and at the end of the lesson plan for exact verification of how clinical grade is averaged.

HEALTH DOCUMENTATION AND CPR

All students must have current immunizations with current PPD, and an active American Heart Association Health Care Provider CPR card. It is the student's responsibility to keep these items up-to-date at their cost. If any of these items are expired, the student will not be allowed to go to clinical and will be counted absent. CPR and FA grades will not count as a lecture or clinical grade.

FIT TESTING

All students who have clinical component or are required by the TCSG infection control policy to get fit tested. The instructor will contact Tommy Jenkins at EDC (912-538-3200 or e-mail) and set up a time. Students will need to go to the EDC for the testing and the cost is \$20.00. The fit testing must be complete in order to begin clinical time.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure board and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

This class requires 75 clinical hours (4500 minutes) during the semester. A student is allowed to miss a **maximum** of 1 one clinical day. An excuse from a physician may be required by the instructor. Students missing more than 1 day will be dropped for exceeding the attendance policy. All clinical time missed must be made up prior to beginning the next nursing course. Students that do not make up all clinical time missed will be issued a final clinical grade of "F". **A clinical absence will require a makeup day.** The date and site for makeup time will be specified by the instructor and are non-negotiable. See Clinical Rules for further attendance policies.

For this class, which meets 4 days a week for 2 weeks, the maximum number of days a student may miss is 1 day during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EXIT EXAM

Prior to graduation from the STC PN program, the student is required to pass the ATI PN Comprehensive Predictor Exit Exam with a minimum 90% predicted probability of passing NCLEX. This is a requirement for graduation and not an option. The student will have three chances to achieve this. If the student does not meet the required percentage on the first try, the student may retake the exam. On the second try, if the student does not achieve the required percentage then the student will remediate with an instructor in the deficient content areas prior to retaking the exam for the third try. The student will be required to pay for the exam if a third attempt is required. If on the third try the percentage is not achieved, the student must retake the nursing courses which include the deficient content material. The student will also receive a grade of "F" in PNSG 2415

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

See attached grading scale

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PNSG 2415 Nursing Leadership Clinical

Fall Semester 2017 Lesson Plan

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
11/2017	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-4 Core :a, b, c
11/2017	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-4 Core a, b, c
11/2017	Clinical	Review course	Course: 1-4 Core a, b, c
11/2017	Clinical	Review course	Course: 1-4 Core a, b, c
11/2017	Clinical	Review course	Course: 1-4 Core a, b, c
11/2017	Clinical	Interview Day	Course: 1-4 Core a, b, c
11/2017	Clinical	Exit Exam	Course: 1-4 Core :a, b, c
11/2017	Clinical	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-4 Core: a, b, c

Competency Areas:

1. Application of the Nursing Process
2. Supervisory Skills
3. Client Education Methods
4. Group Dynamics

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

The official copy of the syllabus will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Clinical Rubric

Skill or Behavior	Score	Comments
Reports to clinical and leaves clinical site at designated time per instructor; Adheres to written clinical rules and establishes rapport with patient, family members, and staff; Displays professional/positive attitude; Works as a member of the team	/10	One point deducted for each absence and tardy. -2 points per other incidence
Administers treatments and medications on time according to the physician's orders and facility policy; documents treatments and medications administration accurately, Verifies patient identity	/10	-2 points per incidence
Notifies instructor/preceptor and obtains permission when ready to perform skills; Recognizes limitations of student; care completed in timely manner	/10	Average of preceptor evaluation forms and/or instructor evaluation forms.
Demonstrates the ability to develop a plan of care, delegate duties, prioritize care, and evaluate documentation; Integrates nursing process in all assignments	/10	Care Plan grade -2 points per other incidence
Demonstrates critical thinking ability through a variety of scenarios	/10	-2 points per incidence
Develops job preparation skills, resume, thank-you letter, completes employment package, letter of termination, prepares and participates in an interview for employment	/20	Grade for Interview Day assignments and responsibilities. -10 points for not completing resume as directed -2 points per other incidence
Determines a patients learning style, completes a patient teaching assignment	/20	Grade for Patient Teaching assignment
Identifies member of the health care team including major responsibilities, evaluates the nursing team, able to handle conflict, participates in quality improvement	/10	Average of Members of Team assignment and Safety & Quality Monitor assignment
Clinical Grade	Grade	
Clinical Infractions	Infractions	
Total Clinical Score	Total	