



PNSG 2030/ Nursing Fundamentals

COURSE SYLLABUS Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 6/8250
Class Location: Gillis Building Room 748
Class Meets: Monday- Wednesday: 0900-1200 & 1300-1400
Course Reference Number (CRN): 40305

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Summer Moore BSN, RN
Office Location: Gillis Building Office 819
Office Hours: 0730-0900 & 1615-1730
Email Address: [Summer Moore \(smoore@southeasterntech.edu\)](mailto:smoore@southeasterntech.edu)
Phone: 912-538-3201
Fax Number: 912-538-3106
Tutoring Hours: Please schedule an appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

1. Fundamentals of Nursing Care, 2nd edition, FA Davis by Burton & Ludwig
2. Understanding Medical Surgical Nursing, 5th edition, FA Davis by Williams & Hopper
3. Nurse's Pocket Guide, 14th edition, F.A.Davis by Doenges, Moorehouse, & Murr
4. Procedure Checklists for Fundamentals of Nursing. 3rd edition, F. A. Davis Wilkinson, Treas, Barnett, & Smith

REQUIRED SUPPLIES & SOFTWARE

1. Assessment Technologies Institute (ATI) testing web service
2. Ear phones (for ATI Skills Modules)
3. Full uniform including: medium bandage scissors, stethoscope, blood pressure cuff, watch with second hand & penlight

COURSE DESCRIPTION

This course is an introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood; and basic emergency care/first aid and triage.

MAJOR COURSE COMPETENCIES

1. Nursing as a Profession
2. Ethics, Morals and Legal Implications
3. Infection Control/Blood-borne/Airborne Pathogens
4. Basic Emergency Care/First Aid and Triage
5. Basic Life Support
6. Client Care
7. Basic Computer Skills Related to Health Care

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Order	Nursing as a Profession	Learning Domain	Level of Learning
1	Discuss the history of nursing.	Cognitive	Comprehension
2	Cite nursing organizations, membership requirements, and benefits.	Cognitive	Comprehension
3	Explain the basic steps of the nursing process.	Cognitive	Comprehension
4	Develop the parameters of critical thinking as it applies to nursing practice.	Cognitive	Application
5	Describe the different levels of nursing.	Cognitive	Comprehension
6	Discuss employment opportunities for the practical nurse.	Cognitive	Comprehension
7	Understand the types of health care delivery services and agencies.	Cognitive	Comprehension
8	Describe the delivery systems of nursing care.	Cognitive	Comprehension
9	Describe the functions of members of the interdisciplinary health care team.	Cognitive	Comprehension

Order	Ethics, Morals and Legal Implications	Learning Domain	Level of Learning
1	Discuss the role of ethics in nursing practice.	Cognitive	Comprehension
2	Explain the role of ethics and accountability in nursing practice.	Cognitive	Comprehension
3	Determine the requirements for Georgia practical nursing licensure.	Cognitive	Application
4	Describe the sources for standards of care for nursing practice.	Cognitive	Comprehension
5	Recognize the legal implication of negligence.	Cognitive	Analysis
6	Discuss regulations and implications relative to the Health Insurance Portability and Accountability Act of 1996 (HIPAA.)	Cognitive	Comprehension
7	Discuss the procedures for organ procurement, advanced directives, consents, release, minors, etc.	Cognitive	Comprehension
8	Summarize the legal aspects of documentation.	Cognitive	Comprehension
9	Describe types of abuse across the life span.	Cognitive	Comprehension

Order	Infections Control and Blood-borne/Airborne Pathogens	Learning Domain	Level of Learning
1	Differentiate the roles, standards and guidelines for the following agencies: Center for Disease Control (CDC) and Prevention; Occupational Health (OSHA) and Safety Administration; and Federal Drug Administration (FDA).	Cognitive	Analysis
2	Describe the characteristics of each link of the infection chain.	Cognitive	Comprehension
3	Define blood/air-borne pathogens.	Cognitive	Knowledge
4	Identify exposure risks related to health occupations.	Cognitive	Knowledge
5	Demonstrate pre- and post- exposure precautions to include handwashing, gloving (sterile/nonsterile), Personal Protective Equipment (PPE).	Cognitive	Application
6	Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases: Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome, all types of Hepatitis (A,B,C,), Tuberculosis, Meningitis, antibiotic resistant microbes and Herpes Viruses.	Cognitive	Comprehension

Order	Emergency Care/First Aid and Triage Basic	Learning Domain	Level of Learning
1	The student may participate in a course from an accredited agency (American Safety and Health Institute, American Heart Association, American Red Cross) leading to certification in First Aid in lieu of the following recommended learning outcomes.	Cognitive	Application
2	Perform initial assessment.	Psychomotor	Guided Response
3	Demonstrate various techniques for control of bleeding.	Psychomotor	Guided Response
4	Describe first aid for various types of shock.	Cognitive	Comprehension
5	Apply bandages and splints.	Psychomotor	Mechanism
6	Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.	Cognitive	Comprehension

Order	Basic Life Support	Learning Domain	Level of Learning
1	Demonstrate certification in basic life support for healthcare providers (including 2 person CPR) by a certified instructor from American Heart Association; American Red Cross; or CPR-PRO For the Professional Rescuer from the American Health and Safety Institute.	Psychomotor	Guided Response

Order	Client Care	Learning Domain	Level of Learning
1	Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight and height.	Psychomotor	Guided Response
2	Describe factors that affect vital signs including normal and abnormal values.	Cognitive	Comprehension
3	Demonstrate physical assessments.	Psychomotor	Guided Response
4	Integrate concepts of infection control to include but not be limited to sterile technique, handling sterile equipment and supplies.	Psychomotor	Complex Response
5	Explain physiological and pathological influences on body alignment.	Cognitive	Comprehension
6	Demonstrate the correct procedure for lifting.	Psychomotor	Guided Response
7	Describe the various procedures for moving clients and assisting them with mechanical devices.	Cognitive	Comprehension
8	Demonstrate techniques for changing an occupied, unoccupied, and a surgical hospital bed.	Psychomotor	Guided Response
9	Cite aspects of a safe environment.	Cognitive	Comprehension
10	Demonstrate techniques for bathing an adult, giving a back rub, and morning and evening care, assisting with activities of daily living including appropriate documentation.	Psychomotor	Guided Response
11	Describe common foot and nail problems, their causes, and related nursing interventions including appropriate documentation.	Cognitive	Comprehension
12	Describe the major types of oral problems, their causes, and related nursing interventions including appropriate documentation.	Cognitive	Comprehension
13	Describe common hair and scalp problems, their causes, and related nursing interventions including appropriate documentation.	Cognitive	Comprehension
14	Describe techniques for cleansing and irrigating the eyes, ears, and nose including appropriate documentation.	Cognitive	Comprehension
15	Describe the physiological, psychological, and developmental effects of immobility.	Cognitive	Comprehension
16	Demonstrate appropriate nursing interventions for an immobilized client including documentation of these interventions.	Psychomotor	Guided Response
17	Demonstrate use of restraints including documentation of their usage.	Psychomotor	Guided Response
18	Discuss the causes, prevention, and treatment of pressure sores including appropriate documentation.	Cognitive	Comprehension
19	Demonstrate use of the nursing process.	Psychomotor	Guided Response
20	Demonstrate assessment of an adult client including general appearance and mental functions including documentation of this assessment.	Psychomotor	Guided Response
21	Demonstrate documentation of nursing care.	Psychomotor	Guided Response
22	Demonstrate feeding adults including documentation of feeding.	Psychomotor	Guided Response

Order	Client Care	Learning Domain	Level of Learning
23	Describe nutritional problems contributing to fluid imbalances including appropriate documentation.	Cognitive	Comprehension
24	Describe the characteristics of normal and abnormal urine and feces including documentation of these characteristics.	Cognitive	Comprehension
25	Demonstrate assisting a client with a bedpan, urinal, or bedside commode.	Psychomotor	Guided Response
26	Demonstrate techniques for urinary catheterization including appropriate documentation.	Psychomotor	Guided Response
27	Demonstrate techniques for administering an enema including appropriate documentation.	Psychomotor	Guided Response
28	Demonstrate techniques for collecting urine and stool specimens including appropriate documentation.	Psychomotor	Guided Response
29	Demonstrate techniques for bladder and catheter irrigation and catheter care including appropriate documentation.	Psychomotor	Guided Response
30	Demonstrate measurement of fluid intake and output including documentation of these measurements.	Psychomotor	Guided Response
31	Describe types of oxygen therapy.	Cognitive	Comprehension
32	Demonstrate use of oxygen therapy including appropriate documentation.	Psychomotor	Guided Response
33	Demonstrate suctioning techniques such as oral, nasotracheal, and tracheostomy suctioning including appropriate documentation.	Psychomotor	Guided Response
34	Describe airway management including aerosol treatments, chest physiotherapy, and pulse oximetry.	Cognitive	Comprehension
35	Demonstrate techniques for wound care including documentation of these techniques.	Psychomotor	Guided Response
36	Demonstrate techniques for wound irrigation including appropriate documentation.	Psychomotor	Guided Response
37	Demonstrate techniques for application of sterile dressings, bandages, and binders including documentation of these techniques.	Psychomotor	Guided Response
38	Demonstrate techniques for applying hot and cold treatments including documentation of these techniques.	Psychomotor	Guided Response
39	Describe perioperative nursing care including documentation of this care.	Cognitive	Comprehension
40	Demonstrate techniques for administering immediate postoperative care including appropriate documentation.	Psychomotor	Guided Response
41	Demonstrate effective use of client care communication systems.	Psychomotor	Guided Response
42	Demonstrate the use of therapeutic aspects of professional relations as relates to clients, family and the interdisciplinary healthcare team.	Psychomotor	Guided Response
43	Describe the grieving process.	Cognitive	Comprehension
44	Integrate the orientation processes of healthcare agencies.	Psychomotor	Complex Response
45	Discuss emotional and physical needs of the dying client including nursing care and the available support networks.	Cognitive	Comprehension

Order	Client Care	Learning Domain	Level of Learning
46	Demonstrate techniques for administering post-mortem care including appropriate documentation.	Psychomotor	Guided Response

Order	Basic Computer Skills Related to Health Care	Learning Domain	Level of Learning
1	Explain the role of computer technology in health care.	Cognitive	Comprehension

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

Students are expected to complete all exams and daily assignments. A unit exam average of 70% or above for the unit exams must be obtained in order to take the final exam. A course grade of 70% must be obtained in order to advance into future nursing courses.

Students must make 100% on a calculation exam before attending clinical each semester. There is a 30-minute time limit on the exam. Student may take the drug calculation exam a maximum of **THREE** attempts per semester. Each attempt will be different, but similar version. If the student fails the calculation exam on the 3rd attempt, the student will receive a grade of "F" (Failing 0-59) for the course and will not be allowed to progress in the program.

No assignment opportunities will be given for extra credit. Any unit test grade will be entered as is to the nearest 10th. No scores will be rounded (up or down). This rule applies to every grade issued during this semester. All final averages will be recorded as is (i.e. a 69.9 is a 69.9).

During an examination, students are required to place all textbooks and personal property on the floor in the front of the classroom. Students will be required to rotate seats prior to testing per instructions from the instructor. No talking is allowed once the exam begins. Once the exam begins, students will not be allowed to exit the classroom until the exam is completed. Students found with their cell phone or any other personal communication device during the exam will be considered cheating; which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

It is highly recommended that students take full advantage of the all resources available to them; workbooks, end of chapter review questions, NCLEX-PN review questions, and internet sources but, will be **REQUIRED** to complete all ATI assignments. ATI assignments must be completed with a passing score or as instructed by instructor; print out report(s) and turn in prior to test.

If these requirements are not met the student will not be allowed to take the exam. This will be counted as the one make-up exam unless the student has already missed a previous test and then it will be counted as a zero for the exam. The make-up exam is subject to a 10-point deduction if the student does not provide the instructor with an excused absence.

All students are responsible for bringing their skills check off notebook with them to the skills lab. Failure to

have the check off notebook will result in a zero for the day and will be considered an absence.

STUDENT SUCESS PLAN

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- If the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency.
- The faculty will initiate individual counseling session and complete the Student Success Plan.
- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,
- The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- if the student exhibits behavior outside the expected:
 - codes of conduct outlined in professional codes of ethics, professional standards,
 - All procedures/requirements/policies outlined in program handbooks/documents,
 - STC Catalog and Handbook, and/or
 - Clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the Student Success Plan.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

STUDENT SUPPORT

Specific information about the Student Support services listed below can be found at [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- Tutoring
- Technical Support
- Textbook Assistance
- Work-Study Programs
- Community Resources

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 and Cosmetology programs reflect the rules of respective licensure boards 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.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. **A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. Early departures are calculated in the same manner.**

For this class, which meets 4 days a week for 10 weeks, the maximum number of days a student may miss is 3 days 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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" (Withdrawn) 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.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

In the event of an absence on an exam day, the instructor may require a physician's excuse before a student is allowed to take a make-up exam. A student will only be allowed to re-take one theory exam which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. If a student misses the final exam and has already used their ONE time make-up, the student will NOT be allowed to make-up the final exam and be given a zero for the final exam.

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 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" (Withdrawn Failing) 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 third 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:

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

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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

Assessment/Assignment	Percentage
Schedule Exams	75%
Final Exam	25%

** Lab Skills Check-offs

P/F (Failure x 2 attempts will constitute a grade of F for course)

GRADING SCALE

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

Each student's final course grade will be determined as follows:

Unit exam grade x 0.75 = _____

Final exam grade x 0.25 = + _____

Numerical course grade = _____

PNSG 2030/ Nursing Fundamentals
Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Monday 01/08/2018	Class Begins	ATI Fee DUE pay in Business Office Review syllabus and lesson plan & Handbook Review and sign paperwork for policies and procedures of STC and nursing program. Review books/resource materials Register with ATI Introduction to Electronic Health Record Tutor ATI -Nurse Logic 2.0 Critical Thinking/Learning Styles Learning Strategies ATI – Achieve Test Taking Tips/Test Anxiety	Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 1,7 Core A,B,C
Tuesday 01/09/2018	CH 1 CH 3	Vista of Nursing Nursing Ethics & Law	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: HIPPA	Course 1,6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 01/10/2018	CH 4 CH 7 CH 8	Nursing Process & Decision Making Promoting Health and Wellness Ethic, Cultural, and Spiritual Aspects of Care ATI Video Case Studies: Cultural Diversity (Last Day to Drop/Add Class)	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 2,7 Core A,B,C
Week 2 Monday 01/15/2018		MLK Holiday School Closed		
Tuesday 01/16/2018	CH 9	Growth and Development Throughout the Life Span ATI Video Case Study: Growth & Development All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 1,7 Core A,B,C
Wednesday 01/17/2018	Exam # 1 CH 5 CH 6	Exam # 1 Chapters 1,3,4,7,8 & 9 Documentation Demonstrate documentation of nursing care. Communication Demonstrate the use of therapeutic aspects of professional relations as it relates to clients, family and the interdisciplinary healthcare team.	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Nurse's Touch: Professional Communication: Types of Communication ATI Nurse's Touch: Professional Communication: Therapeutic Communication.	Course 1,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 Monday 01/22/2018	CH 12 CH 20 Procedural checklists CH 11	Patient Teaching Admission, Transfer, and Discharge Demonstrate documentation of admission, transfer and discharge of a client.	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Nurse's Touch: Professional Communication: Client Education.	Course 1,2,6,7 Core A,B,C
Tuesday 01/23/2018	CH 13 Procedural Checklists CH 11 pg # 95	Safety LAB Demonstrate use of restraints including documentation of their usage. Demonstrate use of restraints including documentation of their usage. Procedural check list pg. # 95 All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 1,2,6,7 Core A,B,C
Wednesday 01/24/2018	Exam # 2 CH 14 CH 22	Exam # 2 Chapters 5,6,12,20 & 13 Medical Asepsis and Infection Control ATI Video Case Study: Infection Control Surgical Asepsis	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Infection Control ATI Skills Module: Surgical Asepsis	Course 1,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Friday 01/26/2001 8	Emergency Care First Aid Basic Life Support	BLS/FIRST AID/FIT TEST 0900-1700 Economic Development Center Vidalia Ga. 100 A Brinson Road Vidalia, Ga. 30474 Tommy Jenkins 912-538-3200 <ul style="list-style-type: none"> • You will need a barrier device \$5.00 from book store • BLS & First Aid \$ 55.00 • FIT N95 mask test \$ 20.00 	If you have a current BLS/First Aid/FIT test and have proper documentation, this class is NOT required for you to attend. Your certification must be current throughout this program. If your certification laps, you will not be able to attend clinical and will be unable to progress in the program.	Course 1,2,6,7 Core A,B,C
Week 4 Monday 1/29/2018	LAB Procedural checklists CH 23	LAB Sterile Gloves PPE Hand Hygiene Sterile Field Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/nonsterile), Personal Protective Equipment (PPE). *Blood borne Pathogens & OSHA Training & Competency Test	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 1,2,6,7 Core A,B,C
Tuesday 01/30/2018	CH 15 CH 17	Personal Care ATI: Video Cade Study: Oral Care Vital Signs Instructor demonstration obtaining and documenting blood pressure, temperature, pulse, respiration, blood sugar, weight and height.	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Personal Hygiene ATI Skills Module: Vital signs	Course 1,2,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 01/31/2018	CH 21	<p>Physical Assessment</p> <p>Head-to-Toe Assessment in 5 minutes-student handout.</p> <p>Perform and document a physical assessment on someone in your family and bring documentation as your ticket to enter LAB.</p>	<p>Complete all end of chapter exercises, workbook correspond with material covered.</p> <p>Read upcoming chapters in Fundamentals textbook and begin ATI assignments.</p> <p>ATI Skills Module: Physical Assessment: Adult and Physical Assessment: Child</p>	<p>Course 1,3,6,7 Core A,B,C</p>
Week 5 Monday 02/5/2018	<p>LAB Procedural checklists</p> <p>CH 20 CH 22 CH 25</p>	<p>LAB Hygiene Vital Signs Physical Assessment</p> <p>Demonstrate techniques for bathing an adult, giving a back rub, and morning and evening care, assisting with activities of daily living including appropriate documentation</p> <p>Vital Signs: Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, blood sugar, weight and height. Demonstrate Head-to-toe physical assessment of an adult client including general appearance and mental functions. Demonstrate proper documentation of a head-to-toe assessment physical.</p>	<p>Complete all end of chapter exercises, workbook correspond with material covered.</p> <p>Read upcoming chapters in Fundamentals textbook and begin ATI assignments.</p>	<p>Course 1,3,6,7 Core A,B,C</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 02/06/2018	LAB CH 20 CH 22 CH 25	<p>LAB</p> <p>Hygiene</p> <p>Vital Signs</p> <p>Physical Assessment</p> <p>Demonstrate techniques for bathing an adult, giving a back rub, and morning and evening care, assisting with activities of daily living including appropriate documentation</p> <p>Vital Signs: Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, blood sugar, weight and height.</p> <p>Demonstrate Head-to-toe physical assessment of an adult client including general appearance and mental functions.</p> <p>Demonstrate proper documentation of a head-to-toe assessment physical.</p> <p>All ATI skills modules with printed certificates need to be complete and turned in on test day or you will not be allowed to test!!</p>	<p>Complete all end of chapter exercises, workbook correspond with material covered.</p> <p>Read upcoming chapters in Fundamentals textbook and begin ATI assignments.</p>	<p>Course</p> <p>1,6,7</p> <p>Core</p> <p>A,B,C</p>
Wednesday 02/07/2018	Exam # 3 CH 23	<p>Exam # 3</p> <p>Chapter 14,22,15,17 & 21</p> <p>Nutrition (Group Project)</p> <p>*IMMUNIZATIONS DUE*</p>	<p>Complete all end of chapter exercises, workbook correspond with material covered.</p> <p>Read upcoming chapters in Fundamentals textbook and begin ATI assignments.</p> <p>ATI Skills Module: Specimen Collection</p>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Monday 021/12/2018	CH 25 CH 34 LAB Procedural checklists CH 28 PG # 241 CH29	Diagnostic Tests Phlebotomy and Blood specimens Fluids, Electrolytes and Acid-Base Balance ATI Video Case Study: Fluid Volume	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Nutrition, Feeding, & Eating.	Course 1,6,7 Core A,B,C
Tuesday 02/13/2018	CH 26	Wound Care ATI Video Case Study: Wound Evisceration	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Wound Care	Course 1,6,7 A,B,C
Wednesday 02/14/2018	LAB Procedural checklists CH 35	LAB Wound Care Demonstrate techniques for wound care including application of sterile dressings, bandages, and binders with proper documentation of these techniques.	Complete all end of chapter exercises, workbook exercises that correspond with material covered. Read upcoming chapters in fundamentals textbook and begin ATI assignments.	Course 1,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 Monday 02/19/2018	CH 28 LAB Procedural checklists CH 36	Respiratory Care ATI Video Case Study: Oxygenation Demonstrate use of oxygen therapy including appropriate devices and proper documentation. Demonstrate suctioning techniques such as oral, nasotracheal, and tracheostomy suctioning including appropriate documentation. All ATI skills modules with printed certificates need to be complete and turned in on test day along with your group project or you will not be allowed to test!! Precheck fee due pay online bring receipt to instructor	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Airway Management ATI Skills Module: Oxygen Therapy	Course 1,6,7 Core A,B,C
Tuesday 02/20/2018	CH 16 CH 27	Exam # 4 Chapters 25,34,23,29,26 & 28 Moving and Positioning Patients Musculoskeletal Care	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Ambulation, Transferring, & Range of Motion	Course 1,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 02/21/2018	CH 33 CH 24 LAB CH 39	Care of Surgical Patient Nutritional Care and Support ATI Video Case Study: Enteral Feedings Deadline to Order Uniforms	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Enteral tube Feeding. ATI Skills Module: IV Therapy. ATI Skills Module: Nasogastric Intubation	Course 1,6,7 Core A,B,C
Week 8 Monday 02/26/2018	CH 30 CH 31	Bowel Elimination and Care Urinary Elimination and Care ATI Video Case Study: Urinary Tract Infections	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module: Urinary Catheter Care. ATI Skills Module: Enemas ATI Skills Module: Ostomy Care	Course 6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 02/27/2018	LAB Procedural checklists CH 32 CH 27 CH 28 CH 29	LAB Moving & Positioning Nutritional Care Urinary Bowel Demonstrate assisting a client with a bedpan, urinal, or bedside commode. Demonstrate techniques for urinary catheterization including appropriate documentation. Demonstrate measurement of fluid intake and output including documentation of these measurements Demonstrate techniques for administering an enema including appropriate documentation. Demonstrate techniques for collecting urine and stool specimens including appropriate documentation. Intake & Output Calculations	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments.	Course 1,6,7 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday 02/28/2018	LAB Procedural checklists CH 32 CH 27 CH 28 CH 29	LAB Moving & Positioning Nutritional Care Urinary Bowel Demonstrate assisting a client with a bedpan, urinal, or bedside commode. Demonstrate techniques for urinary catheterization including appropriate documentation. Demonstrate measurement of fluid intake and output including documentation of these measurements Demonstrate techniques for administering an enema including appropriate documentation. Demonstrate techniques for collecting urine and stool specimens including appropriate documentation. Foley Cathater Check-offs	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook.	Course 6 Core A,B,C
Week 9 Monday 03/05/2018	CH 32 CH 10	Care of an Elderly Patient Loss, Grief, and Dying Discuss Postmortem Care	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook	Course 6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 03/06/2018		Exam # 5 Chapters 10, 16, 27, 30, 31, 32, & 33	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module Closed Chest Drainage	Course 6 Core A,B,C
Wednesday 03/07/2018		Physical Assessment/ Vital Sign Check-off	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook and begin ATI assignments. ATI Skills Module- Airway Management	Course 1,6,7 Core A,B,C
Week 10 Monday 03/12/2018		Physical Assessment/ Vital Sign Check-off	Complete all end of chapter exercises, workbook correspond with material covered. Read upcoming chapters in Fundamentals textbook.	Course 6 Core A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday 03/13/2018		ATI Proctored Assessment Critical Thinking ATI :Fundamentals Practice Assessment A ATI: Fundamentals Practice Assessment B ATI: fundamentals practice assessment A & B with printed certificates need to be complete and turned in on test day or you will not be allowed to take final!!	Complete ATI: Fundamentals Practice Assessment A & B. Study for final exam.	Course 1,3,6,7 Core A,B,C
Wednesday 03/14/2018	Final Exam	Final Exam	Prepare for clinical	Course 1,6,7 Core A,B,C

COMPETENCY AREAS:

1. Nursing as a Profession
2. Ethics, Morals and Legal Implications
3. Infection Control/Blood-borne/Airborne Pathogens
4. Basic Emergency Care/First Aid and Triage
5. Basic Life Support
6. Client Care
7. Basic Computer Skills Related to Health Care

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 course 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.***