



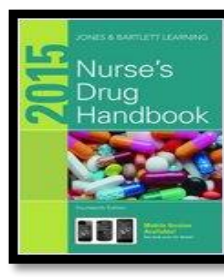
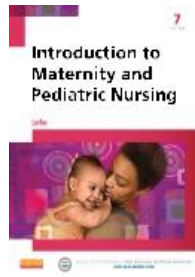
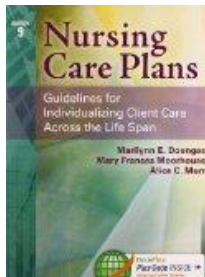
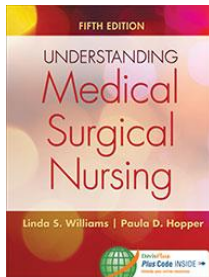
## PNSG 2320 COURSE SYLLABUS Spring Semester 2016

Semester: Spring 2016  
Course Title: Medical-Surgical Nursing Clinical II  
Course Number: PNSG 2320  
Credit Hours/ Minutes: 2/4500  
Class Location: Room Various Clinical Sites  
Class Meets: Varies, Clinical for PNSG 2320 will be intertwined with PNSG 2120 & PNSG 2255  
CRN: 40310

Instructor: Shannon Veal  
Office Hours: Call for an appointment during clinical rotations  
Office Location: Room 8101; Building 8  
Email Address: sveal@southeasterntech.edu  
Phone: 478-289-2333  
Fax Number: Tutoring Hours: Please schedule an appointment

### REQUIRED TEXT:

Understanding Medical Surgical Nursing, 5<sup>th</sup> edition, FA Davis by Williams & Hopper  
Introduction to Maternity and Pediatric Nursing, 7<sup>th</sup> ed. Leifer  
Nurse's Drug Handbook (2015) Jones & Bartlett  
Nursing Care Plans 9<sup>th</sup> edition, FA Davis  
Clinical Forms packet (in our bookstore)



### REQUIRED SUPPLIES & SOFTWARE:

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

**COURSE DESCRIPTION:** This clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric (10 hours of pediatric to be done in each MS clinical) and-37.5 mental-health experiences(to be done in MS III). Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**MAJOR COURSE COMPETENCIES:**

Order	Description
1	Clinically-based Experience
2	Clinically-based Nursing Care Associated with the Cardiovascular System
3	Clinically-based Nursing Care Associated with the Hematological and Immunological Systems
4	Clinically-based Nursing Care Associated with the Respiratory System
5	Clinically-based Nursing Care Associated with the Endocrine System
6	Clinically-based Nursing Care Associated with the Gastrointestinal System
7	Clinically-based Nursing Care Associated with the Urinary System
8	Clinically-based Nursing Care Associated with the Neurological System
9	Clinically-based Nursing Care Associated with the Sensory System
10	Clinically-based Nursing Care Associated with Mental Health Concerns
11	Clinically-based Nursing Care Associated with the Musculoskeletal System
12	Clinically-based Nursing Care Associated with the Integumentary System
13	Clinically-based Nursing Care Associated with Oncology Concerns
14	Clinically-based Nursing Care Associated with the Reproductive Systems

**PREREQUISITE(S):** Program Admission**COURSE OUTLINE:****Clinically-Based Experience**

Learning Outcomes for all clinical based experience:

Order	Description	Learning Domain	Level of Learning
1	Integrate techniques to promote health management and maintenance and prevention of illness in each of the competencies listed above.	Psychomotor	Complex Response
2	Use approaches for caring for the individual as a whole with respect to each of the competencies listed above.	Psychomotor	Mechanism
3	Demonstrate competence in caring for individuals with pathological disorders that affect the each of the competencies listed above.	Psychomotor	Guided Response
4	Use nursing observations and interventions related to each diagnostic study and procedure related to each of the competencies listed above.	Psychomotor	Mechanism
5	Apply the nursing process with emphasis on assessment and client education related to each of the competencies listed above.	Psychomotor	Mechanism
6	Demonstrate an understanding of and ability to perform treatments related to each of the competencies listed above.	Psychomotor	Guided Response
7	Perform administration of prescribed medications related to each of the competencies listed above.	Psychomotor	Guided Response
8	Perform administration of prescribed diet related to each of the competencies listed above.	Psychomotor	Guided Response
9	Implement standard precautions as they relate to each of the competencies listed above.	Psychomotor	Mechanism
10	Demonstrate clinically relevant care for individuals related to each of the competencies listed above with respect to the life span.	Psychomotor	Guided Response
11	Display cultural competence as applicable to each of the competencies listed above.	Affective	Responding

12	Demonstrate clinically relevant care for individuals related to each of the competencies listed above as applicable to special populations.	Psychomotor	Guided
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**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 2220, 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 2220 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 Med Surg. 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 and assignments, 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.**

**PRECEPTOR EVALUTATIONS:**  
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 Med Surg 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.

**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.

**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.

## **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.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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.

**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:

#### **--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.

#### **--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.

#### **--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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**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 at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**READMISSION STUDENTS:** If you are a student that has been readmitted to the program, he/she must have an updated urine drug screen and criminal background check done during this semester prior to going to clinical. The date will be determined by the instructor. Readmission students must also have a current physical exam, proof of immunizations, and proof of fit testing. An ATI testing fee must also be paid for in full by the date required by the instructor.

**GRADING SCALE:**

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

**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 clinical evaluation rubric.

A Final total clinical grade of 70% or above is required to pass this semester and progress to the next nursing course and/or semester. All grades are recorded to the 10th (69.9 is a D)

<b>PNSG 2320</b> <b>Medical/Surgical Nursing II Clinical (4500 minutes)</b> <b>SPRING Semester 2016</b> <b>Clinical for PNSG 2320 will be intertwined with PNSG 2310 &amp; PNSG 2255</b> <b>This plan is tentative and subject to change at the instructor's discretion.</b>				
Date		Content	Assignments	Competency Area
<b>Thurs</b> <b>Mar 17</b>		CLINICAL LAB/CLINICAL ORIENTATION	Clinical Orientation Clinical Rules and information Complete all clinical assignments	Course: 1-14  Core: a, b, c
Mar 21		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Mar 22		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets  <b>ATI: Fundamentals Proctored Exam</b>	Course: 1-14  Core: a, b, c
Mar 23		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Mar 24		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets  <b>Post conference assignments due</b>	Course: 1-14  Core: a, b, c

Mar 28-31		SPRING BREAK		
Apr 4		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 5		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 6		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 7		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets  <b>Post conference assignments due</b>	Course: 1-14  Core: a, b, c
Apr 11		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 12		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 13		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 14		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets  <b>Post conference assignments due</b>	Course: 1-14  Core: a, b, c

Apr 18		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 19		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 20		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 21		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 25		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 26		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets	Course: 1-14  Core: a, b, c
Apr 27		CLINICAL	Complete all clinical assignments: assessments, care plans, drug cards, time sheets, calculation worksheets, medication worksheets  <b>Post conference assignments due</b>	Course: 1-14  Core: a, b, c
Apr 28		CLINICAL EVALUATIONS		Course: 1-14  Core: a, b, c

**\* Course Competency Areas:**

1	Clinically-based Experience
2	Clinically-based Nursing Care Associated with the Cardiovascular System
3	Clinically-based Nursing Care Associated with the Hematological and Immunological Systems



4	Clinically-based Nursing Care Associated with the Respiratory System
5	Clinically-based Nursing Care Associated with the Endocrine System
6	Clinically-based Nursing Care Associated with the Gastrointestinal System
7	Clinically-based Nursing Care Associated with the Urinary System
8	Clinically-based Nursing Care Associated with the Neurological System
9	Clinically-based Nursing Care Associated with the Sensory System
10	Clinically-based Nursing Care Associated with Mental Health Concerns
11	Clinically-based Nursing Care Associated with the Musculoskeletal System
12	Clinically-based Nursing Care Associated with the Integumentary System
13	Clinically-based Nursing Care Associated with Oncology Concerns
14	Clinically-based Nursing Care Associated with the Reproductive Systems

**\* General Education Core 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.

**\*\*\*All lesson plans are subject to change at the instructor's discretion.**

**\*\*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.\*\*\***

### STC Practical Nursing Clinical Course Evaluation Form Med Surg

Semester \_\_\_\_\_

<i><b>Skill or Behavior</b></i>	<i><b>Score</b></i>	<i><b>Comments</b></i>
Reports to clinical and leaves clinical site at designated time per instructor	/15	One point deducted for each absence, early out and tardiness.
Adheres to written clinical rules and establishes rapport with patient, family members, and staff; Displays professional/positive attitude	/25	-2 points per 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	/15	-5 pts if not done < 5 times -10 pts if not done 6-15 times -15 pts if not done 16-21 times
Care plans developed from pt record, Develops priorities in care planning; Follows instructor's instructions for completing care plans and other clinical assignments. Includes accepted terms and correct spelling	/20	Average of care plans and/or graded activities.
Accurately documents initial pt assessment and updates condition during shift; Documents in a timely manner; Includes accepted terms and correct spelling; Accurately totals I/O; Participates in pt education; Receives pertinent information during shift report pre/ post conferences	/15	-5 pts if not done < 5 times -10 pts if not done 6-15 times -15 pts if not done 16-21 times
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.
Clinical Grade		
Clinical Infractions		One letter grade will be dropped per infraction
Total Clinical Score		

Name \_\_\_\_\_

Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Documentation Requirements for Med/Surg

(2) Care Plans are required for **each** Med Surg clinical (Care plans must have page # and book/CD where found.)

**Floor Assignments for each day assigned to any hospital floor or Nursing Home (Emanuel Medical Center, Pruitt Health):** Choose **one** patient for the day to complete the required documentation:

- Student Flow Sheet Assessment
- Head to Toe Narrative Assessment to reflect the head to toe assessment
- Nurses Notes detailing care, complaints, etc... during the shift
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.

**\*If you administer any medications to another patient(s), you will need to complete a medication sheet on the specific drug and document the administration on a separate nurse's note from your patient of the day's nurse's note.**

- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

### **Health Department:**

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.
- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor
  
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

### **Doctor's Offices:**

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication that is prescribed/ordered for your patient. If you help prepare or administer any medication to your patient, make sure you document it on the nurse's note in addition to completing a drug sheet.

**\*If you administer any medications to another patient(s), you will need to complete a medication sheet on the specific drug and document the administration on a separate nurse's note from your patient of the day's nurse's note.**

- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor

**All other clinical sites not listed above:**

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any patient names or identifying information in this summary. This summary should be detailed.
- A drug sheet for each medication you help prepare and/or administer. Make sure you document it on the nurse's note in addition to completing a drug sheet.
- Completed time sheet- make sure you sign it and have your preceptor of the day sign it
- Comprehensive Preceptor/Instructor Evaluation Form signed by your preceptor for the day and make sure he or she gives it to you in a sealed envelope provided by instructor