



**Practical Nursing (PNSG) 2035 Nursing Fundamentals Clinical  
COURSE SYLLABUS  
Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/4500  
Class Location: EMC Nursing Home/ Pruitt Health Care  
Class Meets: 0630-1700  
Course Reference Number (CRN): 40317

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Lea Ann Williams BSN, RN  
Office Location: Building 8 Room 8109  
Office Hours: 0730-0830 & 1615-1730  
Email Address: [lwilliams@southeasterntech.edu](mailto:lwilliams@southeasterntech.edu)  
Phone: 478-289-2280  
Fax Number: 478-289-2336  
Tutoring Hours (if applicable): Please schedule an appointment

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK**

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

**REQUIRED TEXT**

ATI Drug Handbook  
FA Davis, Fundamentals of Nursing Care, Second Edition  
FA Davis, Procedures Checklists for Fundamentals of Nursing, Third Edition  
FA Davis, Nurses Pocket Guide, 14<sup>th</sup> Edition

**REQUIRED SUPPLIES & SOFTWARE**

Full Uniform (see Practical Nursing Handbook)

**COURSE DESCRIPTION**

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

**MAJOR COURSE COMPETENCIES**

1. **Clinically-based Experience**

## PREREQUISITE(S)

Program Admission

## COURSE OUTLINE: CLINICALLY BASED EXPERIENCE

Order	Description	Learning Domain	Level of Learning
1	Perform history-taking activities.	Psychomotor	Guided Response
2	Perform patient assessments.	Psychomotor	Guided Response
3	Implement the nursing process.	Cognitive	Application
4	Implement critical thinking.	Cognitive	Application
5	Demonstrate techniques to promote health management and maintenance and prevention of illness.	Psychomotor	Guided Response
6	Perform nursing care with respect to activities of daily living.	Psychomotor	Guided Response
7	Demonstrate appropriate documentation.	Psychomotor	Guided Response
8	Implement client education.	Cognitive	Application
9	Establish approaches for caring for the individual as a whole.	Psychomotor	Guided Response
10	Establish competence in caring for individuals with pathological disorders.	Psychomotor	Set
11	Demonstrate the nursing process with emphasis on assessment and client education.	Psychomotor	Guided Response
12	Perform standard precautions.	Psychomotor	Guided Response
13	Relate clinically relevant care for individuals with respect to the life span.	Cognitive	Application
14	Display cultural competence and maintain patient confidentiality.	Affective	Responding

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 2030, 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 FA Davis Fundamentals of Nursing Lab Skills Checklist). A passing grade of 70% in this clinical, along with a passing grade in PNSG 2030 is required in order to pass the semester and progress to the next semester. Students that do not pass can refer to the readmission policy located in the STC Online Catalog.

**Students will be required to submit written assignments as noted on the Documentation Requirements for Fundamentals. 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.**

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

## PRECEPTOR EVALUATIONS:

Preceptors may be used at STC (Southeastern Technical College) 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 Fundamentals 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.

### **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. The cost is \$20.00 and students will need to go to the EDC for the testing. The fit testing must be complete in order to

### **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.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

### **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 **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](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

## **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.

## **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 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.)**

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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" (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:

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

**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 Banner Web via the my STC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) 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

See attached clinical evaluation rubric.

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.

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)

Assessment/Assignment	Percentage
See clinical course evaluation	100%

## GRADING SCALE

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

**STC Practical Nursing Clinical Course Evaluation Form PNSG 2035/Fundamentals**

<b>Semester _____ Skill or Behavior</b>	<b>Score</b>	<b>Comments</b>
Reports to clinical and leaves clinical site at designated time per instructor	/15	One point deducted for each absence and tardy.
Adheres to written clinical rules and establishes rapport with patient, family members, and staff; Displays professional/positive attitude	/25	-2 points per incidence
Performs clinical duties as assigned by preceptor/instructor. Verifies patient identity and documents appropriate ADL's.	/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 patient record, Develops priorities in care planning; Follows instructor's instructions for completing care plans and other clinical assignments. Includes accepted terms and correct spelling	/15	Average of care plans And /or graded activities.
Accurately documents initial patient assessment and updates condition during shift; Documents in a timely manner; Includes accepted terms and correct spelling; Accurately totals I/O; Participates in patient 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		
Total Clinical Score		

**PNSG 2035**  
**Nursing Fundamentals Clinical**  
**Spring Semester 2018 Lesson Plan**

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
03/15/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/19/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/20/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/21/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/22/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/26/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/27/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C
03/28/2018	Emanuel Nursing Home/ Pruitt Health Care	Clinical 0630-1700		Course 1 Core A-C

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

**Clinically- based Experience**

**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 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.**

## **DOCUMENTATION REQUIREMENTS FOR FUNDAMENTALS:**

1. Perform a Head to Toe Assessment on at least 1 patient daily and turn in Head to Toe Narrative and Student Flow Sheet at the end of the day.
2. Choose 1 patient per week of clinical rotation to complete a Head to Toe Assessment , Head to Toe Narrative , Student Nurse Flow Sheet, Care Plan , and 6 Drug Cards. (total of 2 for Clinical Rotation)
3. Completed time sheet (done in military time ) with your instructor/preceptor's signature.
4. 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.