Southeastern TECHNICAL COLLEGE

RNSG 2030B Trends & Issues in Nursing and Healthcare
COURSE SYLLABUS
Summer 2019

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Campus/Class Location: Swainsboro Campus/Building 8 Room 8136
Class Meets: Tuesdays from 9:00 am-12:30 pm
Course Reference Number (CRN): 60139

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Beth Hendrix, Master of Public Health (MPH), Master of Science in Nursing (MSN), Registered Nurse (RN), Lead Instructor
Campus/Office Location: Swainsboro Campus Building 8 Room 8121
Office Hours: Wednesdays from 9:00 am-11:00am & 1:00 pm-4:00 pm
Email: Beth Hendrix (mailto:bhendrix@southeasterntech.edu)
Phone: 478-289-2284
Fax Number: 478-289-2336
Tutoring Hours: Please schedule an appointment

Instructor Name: Shannon Veal, Master of Science in Nursing (MSN), Registered Nurse (RN)
Campus/Office Location: Building 8 Room 8119
Office Hours: Wednesdays from 9:00 am-11:00am & 1:00 pm-4:00 pm
Email: Shannon Veal (mailto:sveal@southeasterntech.edu)
Phone: 478-289-2333
Fax Number: 478-289-2336
Tutoring Hours: 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).

REQUIRED TEXT

1. Ellis, J., & Hartley, C. (2012). *Nursing in today's world: Trends, issues, and management (11th ed.*). Philadelphia, PA: Wolters Kluwer Health/Lippincott Williams & Wilkins.
2. Assessment Technologies Institute (ATI) testing web service

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, large 3 ring binder, highlighter, laptop, computer access, ear phones for ATI skills modules, large spiral notebook, calculator, 2 folders, and clinical supplies

Students should not share login credentials with others and should change passwords periodically to maintain security.

Laptop computers are REQUIRED with the following suggested specification:
Processor i5 or i7
Memory 8GB or higher
Hard drive 250GB or larger
Get a DVD Drive either internal or external

COURSE DESCRIPTION

This non-clinical course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on contemporary issues, work ethics, and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed.

MAJOR COURSE OUTCOMES

Upon completion of the course, the student will be able to:
1. Examine the organizational structure of a macrosystem, its governance structure, potential impact on the role of the nurse, and provision of healthcare within the microsystem of a work unit.
2. Analyze selected leadership styles and theories and their effect on the management of employees.
3. Integrate principles of group process and teamwork into the operation of the inter-professional healthcare team.
4. Apply leadership skills and empowerment strategies when managing the care of clients, families, and groups.
5. Apply ethical decision making when managing the care of clients, families, and groups.
6. Delegate tasks within the legal parameters of that entity's scope and practice, ensuring safe, quality client-centered care.
7. Act as an advocate for clients, families, and groups regarding healthcare and health-related decisions.
8. Use informatics to manage client care, support clinical judgments, mitigate error, and communicate relevant client information with members of the healthcare team.
9.   Manage the care of clients, families, groups, communities, and populations while adhering to ethical, legal, and professional standards and maintaining accountability and responsibility for care provided.
10. Evaluate the effectiveness of quality improvement strategies using client outcome data to improve health care services.
11. Analyze personal career goals and additional education or certification needed to achieve these goals.

PREREQUISITE(S)

Program Admission, RNSG 1018B, 1019B, 1020B, 1030B, 2000B, 2005B

COREQUISITE(S)

RNSG 2020B

CONTENT/UNIT OUTCOMES

Organizational Structure and Governance

Unit Outcomes	Learning Domain	Level of Learning
1. Examine the mission statement and related philosophy and goals of an institution.	Cognitive	Analyzing
2. Compare and contrast various levels of management.	Cognitive	Analyzing
3. Investigate the role of the stakeholders of an organization.	Cognitive	Analyzing

Leadership and Management

Unit Outcomes	Learning Domain	Level of Learning
1. Compare and contrast the concepts of management and leadership.	Cognitive	Analyzing
2. Analyze selected leadership theories and their perspective of the employer and employee.	Cognitive	Analyzing
3. Analyze selected leadership styles and the subsequent role of the manager.	Cognitive	Analyzing
4. Discuss the role and function of management within health care organizations.	Cognitive	Understanding

Delegation and Supervision

Unit Outcomes	Learning Domain	Level of Learning
1. Differentiate between decision making, problem solving, and clinical judgment.	Cognitive	Analyzing
2. Examine the process and implications of planned and unplanned change on staff and institutional integrity.	Cognitive	Analyzing
3. Evaluate the use of time management skills when providing, managing, and researching client care based on best practices.	Cognitive	Evaluating
4. Apply the rights of delegation in relation to appropriately delegating tasks to licensed and unlicensed personnel.	Cognitive	Applying
5. Compare the scope of practice of licensed and unlicensed personnel that make up the health care team.	Cognitive	Analyzing
6. Investigate the concepts of accountability and responsibility of the professional nurse in relation to delegated assignments and delegated tasks.	Cognitive	Analyzing
7. Analyze various conflict management/resolution strategies and their use in resolving intra/interpersonal conflict.	Cognitive	Analyzing
8. Examine the use of assertive and other communication skills during the process of conflict resolution and negotiation.	Cognitive	Analyzing

Teamwork

Unit Outcomes	Learning Domain	Level of Learning
1. Compare and contrast various methods of organizing human	Cognitive	Analyzing

Unit Outcomes	Learning Domain	Level of Learning
resources for the provision of client care.		
2. Analyze team building strategies that can be used to enhance collaboration and cooperation between team members.	Cognitive	Analyzing
3. Examine various types of conflict and conflict management strategies.	Cognitive	Analyzing

Quality Improvement

Unit Outcomes	Learning Domain	Level of Learning
1. Analyze the concept of quality improvement in relation to the provision of safe, high quality client care.	Cognitive	Analyzing
2. Investigate the role of quality improvement in relation to external constituents (Joint Commission, Prospective Payment Systems, and Professional Standards Review Organizations).	Cognitive	Analyzing
3. Ascertain the role of the nurse in the quality improvement process.	Cognitive	Analyzing
4. Compare Institute of Medicine (IOM) Competencies, American Association of Colleges for Nursing (AACN) Essentials, and Quality and Safety Education for Nurses (QSEN) Competencies in improving the quality of health care.	Cognitive	Analyzing

Legal Issues

Unit Outcomes	Learning Domain	Level of Learning
1. Evaluate the role of the nurse in relation to ensuring informed decision making by the client regarding advance directives, procedural consent, and other legal issues.	Cognitive	Evaluating
2. Justify the importance of maintaining HIPAA and the Privacy Acts' regulations related to confidentiality in all oral, written, and electronic communications.	Cognitive	Evaluating
3. Integrate ANA's Standards of Practice and state mandated scope of practice directives into client care provided either directly or indirectly.	Cognitive	Applying
4. Analyze the relationship between policies, procedures, and standards set by an institution.	Cognitive	Analyzing
5. Analyze the nurse's role in ensuring the provision of safe client care that meets institutional and professional standards.	Cognitive	Analyzing
6. Review organizational resources available and proper solicitation of these resources when issues related to safe, ethical, and legal nursing practice arise.	Cognitive	Understanding
7. Examine the elements of liability necessary to prove negligence.	Cognitive	Analyzing
8. Determine the responsibility of the nurse in relation to mandatory reporting.	Cognitive	Evaluating
9. Evaluate the sources of laws and consequence for violation.	Cognitive	Evaluating

Unit Outcomes	Learning Domain	Level of Learning
10. Report unsafe practice of health care personnel and interventions as appropriate.	Cognitive	Applying
11. Integrate knowledge of advance directives into client care.	Cognitive	Applying

Ethical Issues

Unit Outcomes	Learning Domain	Level of Learning
1. Integrate Code of Ethics into client care provided either directly or indirectly.	Cognitive	Applying
2. Analyze the relationship between advocacy and client rights.	Cognitive	Analyzing
3. Analyze ethical principles.	Cognitive	Analyzing
4. Evaluate steps in the ethical decision making process.	Cognitive	Evaluating

Personal Development

Unit Outcomes	Learning Domain	Level of Learning
1. Analyze personal career goals and additional education or certification needed to achieve these goals.	Cognitive	Analyzing
2. Examine the path nurses take when transitioning from a novice nurse to an expert nurse.	Cognitive	Analyzing
3. Appreciate the role that preceptors and mentors have in assisting new graduates in becoming competent in their practice and socialized into their new role.	Affective	Valuing
4. Discuss how lifelong learning is necessary to maintain practice that is current and protects the welfare of clients.	Cognitive	Understanding
5. Analyze the various causes of occupational stress in nursing and personal strategies that can be used to minimize its effects.	Cognitive	Analyzing
6. Evaluate burnout and measures that can be taken to reduce the likelihood of its development.	Cognitive	Evaluating
7. Analyze current trends in the employment of nurses.	Cognitive	Analyzing
8. Discuss continuing education requirements of the registered nurse.	Cognitive	Understanding
9. Create a resume' and cover letter.	Cognitive	Creating
10. Participate in a mock interview.	Psychomotor	Demonstration

Informatics

Unit Outcomes	Learning Domain	Level of Learning
1. Analyze the integral role that health care informatics plays in delivering safe, quality client care.	Cognitive	Analyzing
2. Investigate strategies for transforming information into practice.	Cognitive	Analyzing
3. Examine databases that provide evidence based information for health care providers and their clients.	Cognitive	Analyzing
4. Ascertain methods for validating that information found on the	Cognitive	Analyzing

Unit Outcomes	Learning Domain	Level of Learning
Internet is accurate, reliable, and free from error.		

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

Students are expected to complete all exams and daily assignments**.** A unit exam average of 70% or above must be obtained in order to take the final exam. An average grade of 70% between unit exams and the final must be obtained in order to advance to progress.

A FINAL CUMULATIVE AVERAGE OF AT LEAST 70% MUST BE OBTAINED IN ORDER TO PROGRESS TO FUTURE NURSING COURSES

No assignment opportunities will be given for extra credit. Any unit exam grade will be entered as is to the nearest 10th. No scores will be rounded (up or down). *For example: exam has 60 questions and each question will be worth 1.66 pts. The student misses 7 questions X 1.66-100=88.38. Grade will be recorded as 88.3.* This rule applies to every grade issued during this semester. All final averages will be recorded as is (ie 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 as directed by the instructor. Students may be separated in different classrooms, assigned different seats, and/or provided desk dividers during testing as informed by 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 and/or turned into the instructor. Smart watches, cell phones, or any other electronic devices will not allowed during exams. Students found with electronic/communication devices 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.

EXAMS

If a student shows up late for class on an exam date **or is not prepared to start the test on time (for example: has laptop issues not related to school network, ATI assignments not turned to faculty's specifications, etc)**, the student may not be allowed to take the exam once the faculty has shut the door. The student will have to make up the exam and this may count as their one opportunity for a make-up exam. Students may be provided time to look at their exam score in class and a general discussion may occur; however, due to time constraints, students are encouraged to schedule an appointment with their instructor or another ASN faculty member to view and get further explanation on the missed concepts. In addition, if a student believes an exam question needs to be challenged, the student must email their instructor the rationale for consideration. This request must be received via email within 24 hours of the examination. No verbal or text message requests will be granted. The test question and rationale will go before a panel of nursing faculty for decision.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) ACTIVITIES

All ATI activities must be completed as outlined on ATI Activities calendar. Students are required to meet the benchmark (most are 85% or Satisfactory) for each assignment. The ATI Module Report for each assignment is due at the beginning of the class period as indicated on the calendar. Failure to turn in the Module Report will result in the student not being eligible to take the unit exam. This may count for the student's one unit make-up if not already used. Please note that only one make-up exam is allowed.

*ATI ASSESSMENTS (PRACTICE and PROCTOR) are due on specified dates and will be issued points according the ATI Rubric. This will account for the ATI percentage of the course grade. * For RNSG 2030B, you will have the 2 ATI Leadership Practice Assessments and the 1 Leadership Proctored Assessment to complete to meet this requirement. The ATI Critical Thinking Exit Proctored Assessment does not count in your ATI grade.

All ATI Capstone activities must be completed as outlined on ATI Capstone Content Review Policy and Calendar Packet. Points are awarded according to the Points for ATI Capstone Grading Rubric.

Student ATI/NCLEX Guarantee:
This Guarantee will provide students additional assistance in preparing to pass the NCLEX if not successful on the first attempt. There are 2 options for the Guarantee to be effective.
Option 1: If the student is present for **all** days of the Live Review Course and **DOES NOT** enroll in Virtual ATI, then the Live Review Guarantee option is in effect. If the student is unsuccessful on NCLEX first attempt, the student has to contact ATI within 3 weeks of the NCLEX test date, and the student may enroll in Virtual ATI for 12 weeks at no additional charge.
Option 2: If a student **accesses** the first Module in Virtual ATI, then the Virtual ATI Guarantee option begins. This Guarantee is only effective if the student obtains the green light and then takes the NCLEX within 3 weeks of that green light date. The Guarantee states that the student can receive an additional 12 weeks of Virtual ATI at no charge if they are unsuccessful on the first attempt of the NCLEX and contacts ATI within 3 weeks of the NCLEX test date.

This guarantee is for 12 week access Virtual-ATI, at no charge, if the requirements of the guarantee are met.

TICKET TO CLASS

Assignments *may* be given as homework which will serve as the student's ticket into class. The student will not be allowed in class if they fail to complete the ticket to class assignment. This will count as an absence and the student will not be allowed to return to class until the assignment is completed in its entirety. Students may be required to wait until the class takes a break before they are allowed to enter as not to interrupt class.

SELF-ASSESSMENT JOURNAL-LIFELONG LEARNING ASSESSMENT

As part of your curriculum and in accordance with the Georgia Nursing Board Rule 410.-8-.04, you are required to keep a journal of your experiences during all didactic and clinical courses; you will continue to make entries until you graduate. By doing so, it is hoped that the entries made in this journal will provide insight into your strengths and weaknesses and assist in your learning experience. The purpose of the journal is to give you a written record of your experiences and professional and personal growth as a nursing student to a registered nurse.

This self-assessment should help you in determining what you may need to focus on improving, while allowing you to gain a sense of accomplishment at tasks well-done. Re-reading of your journal at intervals during your education should reveal the depth of knowledge you have gained and allow you to see the development of the clinical skills and critical thinking skills required to be an outstanding registered nurse, as well as successful member of the workforce.

Subject to change

Each week, you will be required to submit an entry. You will be provided certain topics about the week and may include feelings about the week's experiences. Your instructors will read your journal! It would be prudent to omit non-constructive personal comments about your instructors or classmates. If there is an issue with a course, clinical, instructor, classmate, etc., the student should discuss these issues with the program director and follow protocol for grievances.

The journal will be in an online format through Blackboard. The journals will be due, as outlined in your course syllabi, every Monday by 12 midnight. The journal will be linked to the following courses: RNSG 1019B, 2000B and 2020B. A point per week deduction for not submitting your journal by the date/time due will result in points being taken off your **FINAL AVERAGE**. For example, there will be 10 journal entries due for Summer Semester. If no journal entries were completed, then 10 points will be deducted from your **FINAL AVERAGE.**

CLINICAL SIMULATION LAB

This course may include a clinical simulation lab. Clinical simulation lab prepares students with the evidence-based principles and clinical skills they will need in real world clinical environments. This simulation will help reduce errors, improve safety, and elevate the quality of patient care. With this assignment, the goal is to develop clinical judgment skills that are necessary to function as a professionally trained nurse. The student will sign up for ONE clinical simulation lab day. A pre-simulation assignment will be given prior to lab day. To successfully complete the simulation activity, the student must turn in his/her pre-assignment as well as a post-simulation evaluation form after completion of activity. This assignment is mandatory. Failure to complete the clinical simulation lab will leave the student ineligible to attend clinical. If the student is planning to be absent on his/her simulation lab day, it is his/her responsibility to notify the instructor and to find another student to swap lab days. Tardiness to simulation lab will be counted as an absence. Be sure to review page 54 in the student handbook regarding simulation lab regulations.

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 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

Requirements for instructional hours within Health Science 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. All 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 class will meet for 30 hours. **For this class, which meets <u>1</u> day a week for <u>9</u> weeks, the maximum number of days a student may miss is <u>3 hours</u> during the semester. Students missing more than 3 hours will be dropped for exceeding the attendance procedure.**

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.
Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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 make arrangements with the appropriate campus coordinator.
Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **may not** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

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

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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

Work Ethics Assignment as outlined in Work Ethic Packet: (Due as outlined on lesson plan)

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

A student will only be allowed to make-up one unit exam, which will be given at the discretion of the instructor. A physician's excuse/appropriate documentation may be required for the student to be eligible to take a make-up exam. A 10 point deduction may be issued if the student misses a unit exam and fails to provide appropriate documentation. A grade of "0" will be given to all subsequent unit 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; which will result in a zero for the final exam.

STUDENT SUCCESS PLAN (SSP):

Our purpose is to educate safe entry-level health care professionals. At times, this may mean there are areas that must be improved upon. The SSP documents deficiencies and provides a means for improvement. A SSP 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 e Catalog and Student Handbook, and/or
  - clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the SSP. Students are required to submit the SSP within 48 hours and are responsible for meeting with the instructor by the next class meeting.

(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.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It

also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Lanie Jonas ljonas@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 (STC) Website (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

Subject to change

College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit Exams-This percentage is based on 3 unit exams	55
Final Exam	30
ATI Activities-See attached rubric	5
ATI Capstone	5
Work Ethics	5

GRADING SCALE

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

RNSG 2030B Trends & Issues in Nursing and Healthcare
Summer 2019 Lesson Plan
Subject to Change

DATE 5/14/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Intro to Course ATI	Introduction to Course Review Syllabi and Course Expectations Work Ethics Packet **ATI** Capstone Orientation **ATI Critical Thinking Proctored Exam** **ATI Capstone A Exam**	Complete first day paperwork **ATI:** Proctored Exams **ATI:** 1. Achieve**:** Test Taking Skills **due on 5/21**	a,c 3 a,b,c

DATE 5/21/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Chapter 5 Chapter 4 Chapter 13 Work Ethics	The World of Healthcare Employment Making Professional Goals a Reality Facing the Challenges of Today's Workplace **Work Ethics 1 & 2 Due**	Read assigned chapters	1 a,c

DATE 5/28/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
TEST 1 Chapter 7 Work Ethics	Chapters 4 ,5, 13 Legal Responsibilities for Practice **Work Ethics 3 & 4 Due**	**ATI:** 1. Nurse's Touch The Leader: Case 1: Assignments-Delegation 2. Nurse's Touch The Leader: Case 2: Rx to Client Injury/Incident Report 3. Nurse's Touch The Leader: Case 3: Conflict	7,9 a,c

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		Management **due on 6/4** **25% Mark for SSP**	

DATE 6/4/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Chapter 8 Chapter 9 Work Ethics	Ethical Concerns in Nursing Practice Safety Concerns in Healthcare **Work Ethics 5 & 6 Due**	**ATI:** 1. Learning System RN: Practice Assessment: Leadership 2. Learning System RN Final: Comprehensive Final 3. Practice Assessment: Leadership A & B **due on 6/11**	7,9 a,c 10 a,c

DATE 6/11/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
TEST 2	Chapters 7, 8, 9		
Chapter 11 Work Ethics	Initiating the Leadership and Management Role **Work Ethics 7 & 8 Due**	**ATI:** 1. Nurse's Touch The Leader: Case 5:Interprofessional Clinical Pathway 2. Nurse's Touch The Leader: Case 4: QI **due on 6/18** ATI Practice Leadership Practice Assessment A **Remediation & Focused Review due by 6/18/19 at 0900.** **50% Mark for SSP**	2,4 a,c

Subject to change

DATE 6/18/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Chapter 12 Chapter 15 ATI Work Ethics	Working with Others in a Leadership Role Informatics **Leadership Proctored Exam** **Work Ethics 9 & 10 due**	**6/24 is 65% point for this class** **ATI:** ATI Leadership Proctored Exam **ATI:** 1. Nurse's Touch Professional Communication: Organizational Communication **due on 7/16**	3,6 a,c 8 a,c 1-11 a,b,c

DATE 6/25/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
TEST 3	Chapters 11, 12, 15	Resume & Cover Letter due	1,11 a,c

DATE 7/2/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Summer Break	**NO CLASS**		

DATE 7/8/19-7/7/11/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
ATI	**ATI REVIEW COURSE**		1-11 a,b,c

DATE 7/16/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mock Interviews	**ATI Capstone B Exam**	Take Resume & Cover Letter to Mock Interview **Make-up Exam Day** ATI Proctored Leadership Exam **Remediation &**	11 a,c

Subject to change

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		Focused Review due by 7/23/19 at 0900.	

DATE 7/23/19

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Final Exam	Comprehensive		1-11 a,b,c

MAJOR COURSE COMPETENCIES:

1. Examine the organizational structure of a macrosystem, its governance structure, potential impact on the role of the nurse, and provision of healthcare within the microsystem of a work unit.
2. Analyze selected leadership styles and theories and their effect on the management of employees.
3. Integrate principles of group process and teamwork into the operation of the inter-professional healthcare team.
4. Apply leadership skills and empowerment strategies when managing the care of clients, families, and groups.
5. Apply ethical decision making when managing the care of clients, families, and groups.
6. Delegate tasks within the legal parameters of that entity's scope and practice, ensuring safe, quality client-centered care.
7. Act as an advocate for clients, families, and groups regarding healthcare and health-related decisions.
8. Use informatics to manage client care, support clinical judgments, mitigate error, and communicate relevant client information with members of the healthcare team.
9. Manage the care of clients, families, groups, communities, and populations while adhering to ethical, legal, and professional standards and maintaining accountability and responsibility for care provided.
10. Evaluate the effectiveness of quality improvement strategies using client outcome data to improve health care services.
11. Analyze personal career goals and additional education or certification needed to achieve these goals.

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.

Subject to change

RNSG 2030B ATI ACTIVITIES

Date Due 0900 each day unless specified	Activity Title
5/14/19	Proctored Assessment: Critical Thinking Exit
5/21/19	Achieve: Test Taking Skills
6/4/19	Nurse's Touch The Leader: Case 1: Assignments-Delegation Nurse's Touch The Leader: Case 2: Rx to Client Injury/Incident Report Nurse's Touch The Leader: Case 3: Conflict Management
6/11/19	Learning System RN: Practice Assessment: Leadership Learning System RN Final: Comprehensive Final ATI Leadership Online Practice Assessment 2016 A & B (See attached rubric) **is due by 0900.**
6/18/19	Nurse's Touch The Leader: Case 5:Interprofessional Clinical Pathway Nurse's Touch The Leader: Case 4: QI ATI Practice Leadership Practice Assessment A **Remediation & Focused Review due by 6/18/19 at 0900.** ATI Proctored Leadership Exam (See attached rubric)
7/16/19	Nurse's Touch Professional Communication: Organizational Communication
7/23/19	ATI Proctored Leadership Exam **Remediation & Focused Review due by 7/23/19 at 0900.**

All ATI activities must be completed as outlined on ATI Activities calendar. Students are required to meet the benchmark (most are 85% or Satisfactory) for each assignment. The ATI Module Report for each assignment is due at the beginning of the class period as indicated on the calendar. Failure to turn in the Module Report will result in the student not being eligible to take the unit exam. This may count for the student's one unit make-up if not already used. Please note that only one make-up exam is allowed.

*ATI ASSESSMENTS (PRACTICE and PROCTOR) are due on specified dates and will be issued points according the ATI Rubric. This will account for the ATI percentage of the course grade. * For RNSG 2030B, you will have the 2 ATI Leadership Practice Assessments and the 1 Leadership Proctored Assessment to complete to meet this requirement. The ATI Critical Thinking Exit Proctored Assessment does not count in your ATI grade.

ATI CAPSTONE

All ATI Capstone activities must be completed as outlined on ATI Capstone Content Review Policy and Calendar Packet. Points are awarded according to the Points for ATI Capstone Grading Rubric. ATI Capstone assignments account for 5% toward your final grade.

RNSG 2005B ATI CONTENT MASTERY SERIES RUBRIC-LEADERSHIP NURSING

Complete Practice Assessment: Leadership Practice 2016 A
Remediation: • Three hours focused review   • Three critical points to remember for each question topic to review-must be handwritten
/4 points
Total Points_____/50

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Leadership Proctored Assessment

Level 3 (4 points)	Level 2 (3 points)	Level 1 (2 points)	Below Level 1 (0 points)
1 hour Focused Review Three critical points to remember for each questions topic to review **/2 points**	**2 hours Focused Review** Three critical points to remember for each question topic to review **/2 points**	**3 hours Focused Review** Three critical points to remember for each topic to review **/2 points**	**4 hours Focused Review** Three critical points to remember for each question topic to review **/2 points**

Total Points: _____/50

1. **Completion of the Practice Assessment A is worth a total score of 50**
   a. **Completion of the Practice assessment and remediation in its entirety will result in a score of 50.**
   b. **Failure to complete the Practice assessment and remediation in its entirety will result in a score of 0.**
2. **Completion of the Proctored Assessment is worth a total score of 50**
   a. **Proctored Assessment**
      i. **6 Points = a total score of 50**
      ii. **5 Points = a total score of 41.6**
      iii. **4 Points = a total score of 33.3**
      iv. **3 Points = a total score of 25**
      v. **2 Points = a total score of 16.7**