



PNSG 2340 Medical-Surgical Nursing Clinical IV
COURSE SYLLABUS
Summer Semester 2018

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Candi Newton, RN

Office Location: Gillis Building, Room 816

Office Hours: Please schedule an appointment during clinical

Email Address: Candi Newton <mailto:cnewton@southeasterntech.edu>

Phone: 912-538-3145

Fax Number: 912-538-3106

Tutoring Hours: Please schedule an appointment

COURSE INFORMATION

Credit Hours/Minutes: 2/4500

Class Location: Various clinical sites

Class Meets: Post Conference will be held at Vidalia Campus on Monday 5:00pm-6:00pm

Course Reference Number (CRN): 60216

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

1. Understanding Medical Surgical Nursing, 5th edition, FA Davis by Williams and Hopper
2. Introduction to Maternity & Pediatric Nursing, by Leifer, 7th Edition, Elsevier
3. Nursing Care Plans 8th edition, FA Davis
4. Nursing 2017 Drug Handbook, Lippincott
5. All Previous Texts for reference
6. ATI testing web service

REQUIRED SUPPLIES & SOFTWARE

Ear phones for any ATI assignments

Pens

Highlighters

2 Three Ring Binders

Stethoscope

Blood pressure cuff

Pen Light

Watch with seconds displayed

Basic Calculator

Scissors

REQUIRED SUPPLIED AND SOFTWARE

Pen, paper, highlighter, calculator, 3 ring binder, computer access, and headphones

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

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

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

Order	Description	Learning Domain	Level of Learning
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

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 2240, 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 2240 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 the clinical evaluation rubric. 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 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 Medical Surgical Nursing Clinical that can be found 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 Basic Life Support 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. 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.

Student Success Plan

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

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

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic

progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

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

Student Support

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

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

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and 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" (Failing 0-59) 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 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.

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.

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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia, Campus 3001 East 1 st Street, Vidalia Office:138B Phone: 912-538-3230 Email: Lanie Jonas lanie.jonas@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](#) ().

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 SCALE

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

**PNSG 2310 Medical/Surgical Nursing Clinical I
Spring Semester 2018 Lesson Plan**

Date/Day	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
6/21/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
6/25/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
6/26/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
6/27/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
6/28/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
7/09/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c

Date/Day	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7/10/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c
7/11/18		CLINICAL	Complete all clinical assignments as detailed on documentation requirements form provided by instructor.	Course: 1-14 Core: a, b, c

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

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 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 class.

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 Medical/Surgical Clinical Rotation

Hospital Assignments for each day assigned to any hospital

Choose **ONE** client for the day to complete the required documentation:

- Student Nurse Flow Sheet Assessment
- Head to Toe Narrative Assessment to reflect the head to toe assessment
- Nurses Notes detailing care, complaints, tasks throughout the shift
- A drug sheet for each medication that is administered by the student nurse. Limit 5 per clinical day. Drug sheets must state the name of the medication and exactly how the medication was prescribed for the client, the reason for administration, possible adverse reactions, the client's response to the medication and client education.
- Care plan (Care plans must have page # and book/CD where found.)
- Completed time sheet. Signed by the student nurse and the preceptor at the end of each day.
- Preceptor Evaluation Form signed by the preceptor for the day and placed in a sealed envelope provided by instructor. The preceptor must sign the back of the envelope across the seal. Any seal that is broken will not be accepted.
- After each daily clinical rotation, the student will complete the Southeastern Technical College Student Evaluation of Clinical Experience form. The student will submit the evaluation form daily with his/her clinical paperwork.

Any pediatric office or school

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any client names or identifying information in this summary. This summary should be detailed, at least 1 page-typed, double-spaced, 12 font.
- A drug sheet for each medication that is administered by the student nurse. Limit 5 per clinical day. Drug sheets must state the name of the medication and exactly how the medication was prescribed for the client, the reason for administration, possible adverse reactions, the client's response to the medication, and client education.
- Care plan (Care plans must have page # and book/CD where found.)
- Completed time sheet. Signed by the student nurse and the preceptor
- Preceptor Evaluation Form signed by the preceptor for the day and placed in a sealed envelope provided by instructor. The preceptor must sign the back of the envelope.
- After each daily clinical rotation, the student will complete the Southeastern Technical College Student Evaluation of Clinical Experience form. The student will submit the evaluation form daily with his/her clinical paperwork.

Doctor's Office, Wound Care Center, Clinic, Nursing Home, Behavioral Health, Health Department

- You will **type** a summary of what you did, learned and saw during the clinical day. Do not use any client names or identifying information in this summary. This summary should be detailed, at least 1 page-typed, double-spaced, 12 font.
- A drug sheet for each medication that is administered by the student nurse. Limit 5 per clinical day. Drug sheets must state the name of the medication and exactly how the medication was prescribed for

the client, the reason for administration, possible adverse reactions, the client's response to the medication, and client education.

- Completed time sheet. Signed by the student nurse and the preceptor.
- Preceptor Evaluation Form signed by the preceptor for the day and placed in a sealed envelope provided by instructor. The preceptor must sign the back of the envelope.
- After each daily clinical rotation, the student will complete the Southeastern Technical College Student Evaluation of Clinical Experience form. The student will submit the evaluation form daily with his/her clinical paperwork.

Southeastern Technical College Practical Nursing Clinical Course Evaluation Form Medical Surgical

<i>Skill or Behavior</i>	<i>Score</i>	<i>Comments</i>
Reports to and leaves clinical site and/or post conference at designated time per instructor	/20	Two point deduction for each absence, early out and tardy.
Adheres to written clinical rules and establishes rapport with client, family members, and staff. Displays professional, positive, cooperative attitude. Shows initiative. Completes assignments and turns in on time.	/20	Three point deduction per incidence
Administers treatments and medications on time according to the physician's orders and facility policy. Documents treatments and medications administration accurately and in a timely manner. Verifies client identity and medication rights. Accurately documents initial client assessment and updates condition during shift. Accurately totals intake and output. Participates in client education. Receives pertinent information during shift report.	/30	Five point deduction if not done < 5 times Ten point deduction if not done 6-10 times Fifteen point deduction if not done 10-15 times Twenty point deduction if not done 15-20 times Twenty five point deduction if not done 20-25 times Thirty point deduction if not done 25-30 times
Care plans developed from client record. Develops priorities in care planning. Follows instructions and rubric for completing care plans and other clinical assignments. Includes accepted terms and correct spelling	/20	Average of care plans And/or graded activities.
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 Occurrence		
Total Clinical Score		

Name _____

Date _____

Comments _____

Student Signature _____

Date _____

Instructor Signature _____

Date _____