Instructor: Brittnee Brandt, RN  
Office Location: SJ 1005  
Office Phone: 325 481-8300 Ext. 3442  
Office Hours: Monday 1:30-3:30 pm, Thursday 1:30-4:30 pm & by appointment  
Email Address: bbrandt@howardcollege.edu  

Instructor: Cassandra Henderson, RN  
Office Location: SJ 1005  
Office Phone: 325 481-8300 Ext. 3425  
Office Hours: Monday 1:30-3:30 pm, Thursday 1:30-4:30 pm & by appointment  
Email Address: chenderson@howardcollege.edu  

Prerequisites: BIOL 2401 and 2401, PSY 2314, BIOL 1322  
Meeting Times/Days: T B A  

I. Course Description:  
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation of all nursing interventions.  

II. Instructional Materials:  
Required:  

1. Other: Learning Packet  
VN Student Handbook, Syllabi and course learning packets will be posted online via blackboard course sites. The student will be required to have computer access to obtain these required materials. Obtaining access and printing copies will solely be the student(s) responsibility.  

III. Course Requirements/Activities:  
1. Performance checklist  
2. Pass the course with a 78 average  

IV. Program Outcomes: Upon the completion of this course, the student will demonstrate Employability: the ability to gainfully be employed within the profession of focused study; Communication: the ability to effectively, efficiently, and thoroughly communicate with peers, faculty, and the community to function within the role(s) of the profession; Skills Competencies: the ability to perform functions, demonstrate skills, and comprehend material specific to the profession of study based on a standardized outcome; Critical Thinking: the utilization of creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information; and
Professional Growth/Development: the advancement of communication, skills competencies, and critical thinking to succeed in the profession as a practitioner in the area of study.

V. Student Learning Outcomes:
The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and describe how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care settings.

VI. Attendance Policy: A student may not miss more than 32 clock hours while enrolled in the VN program per semester. Missing more than 32 clock hours will result in dismissal from the VN program. Students will be counted tardy when they are not present in the classroom. 3 tardies equals 8 hours absent. Refer to Howard College Supplemental Student Handbook for the VN program.

VII. Class Assessment/Grading:
1. Unit Exams 75%
2. Final Exam 25%
3. Skill performance checklist, EVOLVE and audiovisual
   Satisfactory/Unsatisfactory

Grading Scale
90-100 = A
84-89 = B Satisfactory (S) = Pass
78-83 = C Unsatisfactory (U) = Fail
61-77 = D (failure of course)
60-below = F

VIII. Course Content and Rigor: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

IX. Confidentiality in Courses: Any personal information shared by students in college-level courses, either written or verbal, face-to-face or on-line, is not considered confidential nor does it fall under FERPA guidelines. Students should refrain from sharing information they do not wish to make public knowledge. The instructor reserves the right to report pertinent information to the appropriate administration if she/he feels that the student may be a danger to him/herself or others.

X. ADA Statement: Any student who requires special accommodations due to a documented disability under the provisions of the American with Disabilities Act should contact the District Coordinator the first week of class.

XI. Course Calendar:
Week 1 – Medical Asepsis
Week 2 – Comfort, Posture
Week 3 – Vital Signs
Week 4 – Hygiene
Week 6 – Surgical Asepsis
Week 6 – Urinary Elimination
Week 7 – Bowel Elimination
Week 9 – Warm/cold Therapy
Week 9 & 10 – Oxygen therapy, Palliative Care

Dates are subject to change
XII. **Smoking and eCigarettes:** Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard County Junior College district facilities and vehicles.

XIII. **Additional Information**

A. **Honor Code:** Refer to Howard College Supplemental Student Handbook for the VN Program.

B. **Makeup Work:** If an exam is missed, it must be made up the next class or clinical day. Any exams taken outside of the scheduled time will result in a 10 point deduction. This course does not use any type of makeup work; your grade is what you earn/make on each unit exam.

C. **Communication Responsibility:** Students are assigned an email address through Howard College. Students should make sure they can access the Howard College email. Students are required to check their Howard College email regularly for important announcements or assignments.

D. **Social Media Policy:** Refer to the Howard College Supplemental Student Handbook for the VN Program.

E. **All students are responsible for adhering to the rules and regulations set forth in the Howard College Student Handbook, particularly Chapter X, Code of Student Conduct and Discipline.**

F. **USE OF ELECTRONIC DEVICES IN THE CLASSROOM:** Pager, cell phones, etc. must be placed in silent mode and be off of the desk, and out of sight at all times during lecture. Pagers and cell phones, etc. may only be utilized during breaks and meal breaks and not used during class time. Computers are allowed in the classroom. Email or Internet use is not allowed during class time unless approved by the instructor. Any student in violation of these policies will be sent home and counted absent for that day. Any student that has a second offense on these policies will be subject to disciplinary action, to include suspension and failure of the class.

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### Workplace Competencies VNSG 1509

#### A. Resources

| I  | Time          | Organize time and be ready to check off on a skill at assigned time. Demonstrate an awareness of the cost of supplies used. Store supplies and equipment after use and keep units in lab neat. |
| II | Money         |                                                                      |
| III | Material & Facilities |                                                                      |

#### B. Interpersonal Skills

| I  | Participates as Member of team | Works with other students in the skill lab to learn clinical skills for actual clinical experience. |
| II |                              |                                                                      |

#### C. Information

| I  | Acquires/evaluates | Acquires information needed for a skill, process the information and communicate information by accurately checking off on the skill |
| II | Organizes/maintain  |                                                                      |
| III | Interprets and communicates |                                                                      |
| IV | Use computer to process information | Employ computer to reinforce lecture. |

### Attendance Policy:

**RULES CONCERNED WITH ABSENCE IN THE NURSING COURSES (LEVEL II AND LEVEL III NURSING COURSES AND CLINICAL EXPERIENCES) ARE NOT THE SAME AS THOSE THAT APPLY TO THE ACADEMIC COURSES.**

Classroom and clinical attendance is mandatory. Classroom attendance is defined as the physical presence during the entire scheduled class period. If absent from lecture, the adult learner is responsible for all information covered. Clinical is defined as, but not limited to, outpatient, inpatient, presentations, orientations, pre and post conferences, workshops, seminars, etc. Missed clinical opportunities may result in the student being unable to meet the course objectives.

The Vocational Nursing Program is required by the Board of Nursing to adhere to strict attendance in both clinical and theory. Successful completion of the Vocational Nursing Program is determined by class and clinical performance, as well as attendance. Attendance is determined by clock hours. Students are encouraged to be in attendance **on time** and for **ALL** scheduled class and clinical.

Students who experience situations that do not allow them to be present at assigned times will be counted absent.

A student cannot miss more than **32 hours** per semester during the Fall and Spring. Students who miss more than 32 hours per semester (Fall and Spring) will not meet the requirements for the program and will not progress to the next level.

The clock utilized will be the clock in the classroom or the clock in the assigned clinical facility.

### THEORY:

If the student is absent 30 minutes or more, hours will be counted according to scheduled classes.

Absent 30 minutes to 2 hours = 2 hours
Absent 2 hours to 4 hours  = 4 hours
Absent 4 hours to 6 hours  = 6 hours
Absent 6 hours to 8 hours  = 8 hours

If a student is absent from lecture, it is the student’s responsibility to notify the Vocational Nursing Department and the appropriate instructor prior to class. If a student is not present and seated 5 minutes after the beginning of a lecture, the student is considered tardy. The student is expected to be seated in the classroom at 0800 (8:00 a.m.) for lecture.

**CLINICAL:**
In order to get credit for clinical experience, the student must be present for the entire time EXCEPT for one (1) 4 hour afternoon of clinical per Fall and Spring semester. This is part of the allowed 32 hours. The student is encouraged to save these four (4) hours for unforeseen emergencies.

A missed clinical day is equal to a full day (8 hours).

*When in clinical, if the student is 30 minutes late, he/she will be sent home and counted absent (8 hours).* When in clinical, if the student leaves more than 30 minutes early, he/she will be counted absent (8 hours)

Students are not allowed to leave the clinical facility for break, lunch, or personal reasons without the permission of the instructor. Students in violation of this will be counted absent 8 hours.

**TARDY:**
If the student is not present at the onset of class or clinical, or if she/he leaves within the last 30 minutes of class or clinical, they will be counted as tardy.

Onset of class or clinical includes: In the morning
Following a break
Coming back from lunch
Failure to sign out promptly and on time at the end of the clinical day.

**THREE (3) TARDIES = 8 HOURS**

When absent in the clinical area, the student is responsible for notifying the clinical area and the clinical instructor of that absence. The clinical area must be notified no less than 60 minutes before the student is to report for educational experience. The student is expected to be at the clinical facility and ready for duty at 0640 (6:40 a.m.) Failure to do this may result in a learning contract initiated by the Director with input from the Division Director of Health Professions.

**IF A STUDENT DEMONSTRATES EVIDENCE OF UNSAFE AND/OR INEFFECTIVE NURSING PRACTICE OR IS NOT PREPARED FOR CLINICAL (SEE CLINICAL EXPERIENCES POLICIES), THE NURSING FACULTY RESERVES THE RIGHT TO REFUSE THE OPPORTUNITY FOR A STUDENT TO CONTINUE IN THE CLINICAL AREA. THE DAY MISSED IN CLINICAL WILL CONSTITUTE A CLINICAL ABSENCE (8 HOURS).** If a student is absent on a test day, the makeup exam will cover the same material; however, the format will be determined by the instructor. Ten points will be deducted from all late exams or exams taken at a different time than the scheduled day and time. A missed exam must be made up by the end of the first day the student returns to class or clinical. If the student does not take the missed exam the first day back, the student will be given a grade of “0” (zero). The student who does not come on time on exam day will not be admitted to the classroom if the exam has already begun and 10 points will be deducted. Arrangements to take the exam must be made with the instructor on the day of the exam. If arrangements are not made, a grade of “0” (zero) will be given.
If an absence while in clinical cause’s student to fail to abide by attendance policy student will be sent home. The student will be allowed to return the following day if the student will be filing an appeal.

**ALL PERSONAL APPOINTMENTS SHOULD BE MADE AT A TIME THAT DOES NOT CONFLICT WITH CLASS AND CLINICAL.**

**USE OF ELECTRONIC DEVICES IN THE CLASSROOM:**
Pagers, cell phones, etc. must be placed in silent mode and be off of the desk, and out of sight at all times during lecture. Pagers, cell phones etc. may only be utilized during breaks and meal breaks, and not used during class time. Computers are allowed in the classroom. Email or Internet use is not allowed during class time unless approved by the instructor. Any student in violation of these policies will be sent home and counted absent for that day. Any student that has a second offense on these policies will be subject to disciplinary action, to include suspension and failure of the class.