

Course Syllabus

COURSE: RNSG 1441 Common Concepts of Adult Health (4:4:1)
 SEMESTER: Fall 2023
 CLASS DAYS: Monday
 CLASS TIMES: 0900-1500

Faculty: All Faculty can be reached via EMAIL or REMIND App during business hours

Name	Email	Office	Office/Virtual Hours
Angela McClure MSN, RN	AMcClure@southplainscollege.edu	AH 112 F	Monday 0800-1600 Or by Appointment
Jen Davis MSN RN, CNL	JDavis@southplainscollege.edu	AH 112 E	Monday 0800-1600 Or by appointment.
Shelly Schafer, MSN, RN	SSchafer@southplainscollege.edu	AH 112 D	Monday 0800-1600 Or by appointment.
Sarah Gill MSN, RN	SGill@southplainscollege.edu	AH 112 A	Mon & Tues 7-9 & 15-1700 Or by Appointment
Tamera Todd, , RN	TTodd@southplainscollege.edu	AH 112 G	Monday 0800-1600 Or by Appointment

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the syllabus.

CLASS SCHEDULE

Follow the class schedule on Blackboard. The schedule is subject to change as the class and the instructors see fit. Any changes will be announced, and students will be notified via Blackboard, Remind, or SPC Email.

COURSE DESCRIPTION

RNSG 1441 is a medical-surgical nursing course which focuses on the provision of direct, assigned, and delegated safe nursing care for clients, families, and/or groups throughout the life span. Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems.

Emphasis is placed on complex knowledge, judgement, skills, and professional values within a legal/ethical framework. Further, emphasis is placed on developmental, physiological, and psychosocial changes of the older adult in regard to health promotion, maintenance, and restoration. Concepts of pharmacology, nutrition, gerontology, growth and development, and cultural aspects are integrated throughout the course. Integration of the nursing process, effective communication skills, and teaching-learning techniques enable the student to develop problem solving, collaboration, and critical thinking skills. Thus, the student utilizes knowledge, skills, clinical data, and current literature to meet the needs of clients, families, and/or groups and to make appropriate nursing decisions. This course lends itself to a blocked approach.

In addition, the course, RNSG 1441, will promote the nurse as an advocate who can evaluate the effectiveness of community resources, coordinate referral sources, and coordinate health care teams in the delivery of care on the general hospital floor, critical care units, and/or community settings. Further, the course will encourage student self-assessment to enhance each as a member of the professional, personal, ethical, and legal growth and development within the practice of nursing. This course must be taken concurrently with RNSG 2460.

COURSE OBJECTIVES - Based on the 2021 DECs [noted in blue] and SCANS Competencies
https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

After the semester, students will demonstrate proficiency as a:

I. Member of the Profession:
A. Function within the nurse’s legal scope of practice and in accordance with the policies regulation and the policies and procedures of the employing health care institution or practice setting. I.A.1-3b
B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families. I.B.1, 2.a-c, 3.a-c, 4.a-b, 5.a-c, 6.a-c, 7-9
C. Participate in activities that promote the development and practice of professional nursing. I.C.5, 6.a
D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning. I.D.1, 3, 5-6

II. Provider of Patient-Centered Care:
A. Use clinical reasoning and knowledge based on the associate degree program of study and established evidence-based practice outcomes as the basis for decision making in nursing practice. II.A.1-4
B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and the interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the associate degree nursing program of study. II.B.1-9. b
C. Analyze comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team. II.C.1-3a., 5, 7
D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services. II.D.1-3c
E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles. II.E.1-7c, 9-13
F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care. II.F.1-6
G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration. II.G.1-7
H. Coordinate human, information, and material resources in providing care for assigned patients and their families. II.H.1, 2.a, b, 3, 6
III. Patient Safety Advocate:
A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards. III.A.2-6
B. Implement measures to promote quality and a safe environment for patients, self, and others. III.B.1-6, 8, 9
C. Formulate goals and outcomes using evidence-based data to reduce patient risks. III.C.1-3
D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices. III.D.1-3
E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act. III.E.1-2
F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy. III.F.1
IV. Member of the Health Care Team:
A. Coordinate, collaborate, and communicate in a timely manner with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care. IV.A.1-3
B. Serve as health care advocate in monitoring and promoting quality and access to health care for patients and families. IV.B.1-3.c,5.a
C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality. IV.C.1.a,b, 2.a-c, 3.a,b
D. Communicate and manage information using technology to support decision-making to improve patient care. IV.D.1-4
E. Assign and/or delegate nursing activities to other members of the health care team based on an analysis of patient or workplace needs. IV.E.1.a,b
F. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice. IV.F.4.b
G. Participate with health care teams during local or global health emergencies or pandemics to promote health and safety and prevent disease. IV.G.1-4

STUDENT LEARNING OUTCOMES - based on Texas Board of Nurses Differentiated Essential Competencies (DECs)
https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

At the end of the course, the student will fulfill the student learning outcomes through meeting these objectives:

<i>1. Integrate ethical and legal responsibility and accountability for one's nursing practice. I.A.1-4, B.1-2</i>
<i>2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills. I.A.1-4, B.4,7</i>
<i>3. Evaluate one's own caring behavior when interacting with patients, families, and members of the health care profession. I.B 1-2, 3, 5; II.D, 1,3</i>
<i>4. Integrate roles of the professional associate degree nurse in the provision of care for adult patients and families. I.C. 1-5; II B. 11</i>
<i>5. Evaluate the responsibility for professional and personal growth and development. I. D.1-5</i>
<i>6. Integrate theoretical concepts with nursing knowledge and skills to meet the basic needs of patients, families, and/or groups throughout the life span in a variety of settings. II. A. 1.a,b; 2.c; C. 5</i> <i>a. considers cultural, religious, spiritual, and social justice concepts in the delivery of professional nursing care II.A.2.b; B.5; C.5</i>

7. Utilize critical thinking and systematic problem-solving process (nursing process) as a framework for providing care for adult patients in structured health care setting with complex health care needs. <i>II. B. 1-3, C.2</i>
8. Utilize critical thinking and problem-solving skills in prioritizing the management and coordination of care. <i>II.B. 6-9; C.4</i>
9. Incorporate effective skills of communication and collaboration with patients, families, and/or groups in a variety of settings. <i>II.C.1-2</i> a. integrates technology and its use in providing patient care appropriately. <i>II. B. 10</i>
10. Communicate in the appropriate language of the profession and the health care industry. <i>II.D. 3-5</i>
11. Maintain confidentiality of the patient, family, and health profession in accordance with federal statutes, BON rules and regulations, agency policies and SPC policies. <i>I.B. 7</i>
12. Integrate characteristics, concepts, and processes related to patients, including: anatomy and physiology; physical and psychosocial growth and development; pathophysiology and psychopathology; ethical reasoning; and cultural and spiritual beliefs and practices related to health, illness, birth, death and dying. <i>II. B. 4, 9, 11</i>
13. Integrate characteristics, concepts, and processes related to disease transmission, risk factors, preventive health practices and their implications for selected populations and community resources. <i>II. B. 6</i>
14. Demonstrate understanding of disease processes, pharmacotherapeutics, and other therapies and treatments. Safely administer medications and treatments within the plan of care. <i>II. B. 7; B.11</i> a. utilizes structured assessment tools and concept maps to direct patient care <i>II.B. 3</i>
13. Integrate principals of teaching-learning in providing information to patients, families, and/or groups regarding promotion, maintenance, and restoration of health or the process of death and dying. <i>II. G. 1-2</i>
14. Integrate principals of advocacy to provide quality health care for patients, families, and/or groups. <i>III.B. 1-3</i>
15. Integrate actions and act as a health care advocate to provide quality health care for patients, families, and groups <i>III. B. 3,4; C.2</i>
16. Coordinate appropriate referral sources to meet the needs of patients, families, and/or groups. Evaluate the effectiveness of community resources in the delivery of health care to patients, families and/or other groups. <i>II. G. 3</i>
17. Delegates appropriate assignments to members of the health care team. <i>IV. A.2-3</i>
19. Coordinate health care team in delivering care to patients, families, and/or groups. <i>IV. E. 1-4</i>
20. Formulate safe cost-effective nursing care in collaboration with members of health care team using critical thinking, problem-solving and the nursing process in a variety of settings through direct care, assignment, or delegation of care. <i>II.B. 12; C. 5</i>
21. Apply theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with nursing profession and health care industry. <i>II.D. 2</i>
22. Evaluate clinical data, current literature, responses, and outcomes to therapeutic interventions to make appropriate nursing practice decisions. <i>I.B.5, D.3, II.A. 3</i>

EXPECTED LEVEL OF ACHIEVEMENT: (ELA)

1. Provisional: performs safely under supervision; requires continuous supportive and directive cues; performance often uncoordinated and slow; focus is entirely on task or own behavior; beginning to identify principles but application of principles is sometimes lacking.
2. Assisted: performs safely and accurately each time observed but requires frequent supportive and occasional directive cues; time management skills still developing; skill accuracy still developing; focus is primarily on task or own behavior with more attention to client; identifies principles but still may need direction in application of principles.
3. Supervised: performs safely and accurately each time behavior is observed; requires occasional supportive and directive cues; spends reasonable time on task and appears generally relaxed and confident; applies theoretical knowledge accurately with occasional cues; focuses on clients initially but as complexity increases, may still focus more on task.
4. Independent: performs safely and accurately each time behavior is observed and without need of supportive cues; demonstrates dexterity in skills; spends minimum time on task; applies theoretical knowledge accurately; focuses on client while giving care. **(ELA)**

EPSLO	SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
Clinical Decision Making	2	3	4	4
Communication & Information Management	2	3	4	4
Leadership	1	2	3	4
Safety	1	2	3	4
Professionalism	1	2	3	4

Krichbaum, K., Rowan, M., Duckett, L., Ryden, M., & Savik, K. (1994). The Clinical Evaluation Tool: A measure of the quality of clinical performance of baccalaureate nursing students. *Journal of Nursing Education*, 33 (9), 395-404

BLACKBOARD

Blackboard is a web education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

ELECTRONICS POLICY

- *During online lecture, isolate yourself in a quiet place to prevent interruptions.
- *Students, classmates, and instructors maintain the right to refuse to be audio and/or visually recorded.
- *Students must ask permission from the instructor before audio recording a lecture

PRINTING/COMPUTER LAB USAGE

Please check with the computer lab for printing options

SPECIFIC COURSE INFORMATION**DRESS CODE / UNIFORM POLICY**

SPC Uniform Policy **must be followed** in the clinical facility areas per ADN Nursing Student Handbook.

TEXT AND MATERIALS

Required Text

- Hinkle, J., Cheever, K., & Overbaugh, K. *Brunner and Suddarth's Textbook of Medical-Surgical Nursing* (15th ed). Wolters Kluwer. Abrams' Clinical Drug Therapy: Rationales for Nursing Practice, Twelfth Edition
- Geralyn Frandsen; Sandra Smith Pennington.
- Textbooks from previous semesters are used as reference guides this semester. Please continue to use these books throughout.
- Medical Dictionary of your choice
- Vallerand, A.D. and Sanoski, C.A. *Davis's Drug Guide for Nurses* (18th ed.). F.A. Davis.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College email systems or the Remind app. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the classroom website, or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

EVALUATION METHODS / GRADING POLICY

*Refer to SPC ADN Nursing Student Handbook Grading System.

1. **EXAMS:** Student exams will be administered via computer to prepare them for the NCLEX exam. Exams will be administered in the Allied Health Building or the Testing Center Computer Lab. Additionally, many exam questions will be constructed in the same manner as NCLEX questions, allowing students to prepare for that testing format.

If a student fails two or more exams (less than 77%) they will be required to meet with the SPC ADN Student Retention specialist to review study habits, testing strategies, and options for class success.

- A. **TESTING LENGTH:** Each preliminary exam includes 50-100 questions. The final exam will have 100-150 questions each. . Students will receive 2 minutes per question to take each exam, so the number of questions x 2 minutes will be the length of time for each test. You must complete all exams within the time limit.
- B. **TESTING START TIME:**
 - I. Students should arrive on time for testing. Students arriving after the testing instructions have begun and the door to the testing environment is closed, are considered "late." These students will not be allowed to take the exam, and will receive a zero for the missed exam.
 - II. Exceptions may be made on a case-by-case basis due to emergencies and school sponsored activities for students who notify the testing instructor prior to the start of the exam.

2. **MAKE-UP EXAMS:** Because of the fast pace of the program and the weekly testing that is required, there will be no make-up exams. Should a student miss an exam, the final exam grade will replace one missed prelim exam. Any subsequent missed exams will receive a grade of “0.”
3. **REMEDIATION/TUTORING:** Remediation/tutoring will be done outside class time as scheduled. **Tutoring/Remediation will be required for all students scoring 80% or less on an exam**, however, this is available to all students. See Blackboard for rules for remediation. No points will be awarded for completion of remediation.
4. **OTHER TESTING INFORMATION:**
 - A. NO CURVES will be given on the tests/exams.
 - B. No Extra credit will be given on the tests/exams.
 - C. After test analysis NO MORE than 10% of the test questions will be adjusted to give full credit.

QUIZZES AND ASSIGNMENTS

Assignments will be given through ATI, class quizzes, and any others assigned by the instructor. Assignments **not** completed by the assigned time will be given a **grade of zero**. Quizzes and assignments missed due to absence will result in a grade of Zero and may not be made up unless the student missed due to a covered illness, or a school-related function or event, and has instructor approval. Assignments are due by the assigned dates and times in Central Standard Time (CST) on the class schedule. Students should contact faculty prior to the due date and time if they anticipate material will be late. **Please note that contacting faculty will not guarantee an extension for the assignment.** Please allow enough time for the preparation and submission of each assignment prior to the scheduled due date. Students may be asked to scan, and upload required documents into Blackboard. Scanners are in several locations on campus. Students may also choose to use their cellphones or iPads using the notes sections (Apple App Store) or an app of their choice (I-Scan, etc.). Assignments must be uploaded in a PDF. A digital upload is considered a digital signature. Assignments must be uploaded into the correct drop box for that assignment. **Failure to upload in the proper format/ drop box will be given a -15 points deduction on the first occurrence; any further occurrences will receive a zero.**

STUDENTS SHOULD RETAIN A COPY OF ALL ASSIGNMENTS TURNED IN. If an assignment turns up missing the student is responsible for turning in the copy or redoing the entire assignment if a copy was not retained.

GRADING POLICY

The student must achieve an average of 77% or greater to pass the course.

The grade for this course will be determined upon completion of the following components:

Unit/Prelim Exams (10)	60%
ATI Proctored Exams	10%
Quizzes/Assignments	10%
Final Exam	20%

Grades will not be rounded. Course grades are based on the following scale:

- A = 90-100%
- B = 80-89.99%
- C = 77-79.99%
- D = 60-76.99%
- F = below 60%

STANDARDIZED EXAMS

In addition to the course unit exams, students will be required to take ATI Content Mastery Exams. The purpose of these exams is to evaluate the competency of the student’s knowledge of critical concepts for entry into professional nursing. Students will receive a grade according to the syllabus policy in each course. These exams give the student analytics which, compare them on a national level to their peers. The ATI Content Mastery Exams will be scheduled by your instructor and may be scheduled outside of your regular course time.

LETTER OF SUCCESS

Students who have less than an **80%** course average may be given a letter of success during certain times of the semester as designated by the instructor to highlight students' needs, areas for improvement, and concerns. Students who are unsuccessful on exams and assignments will be at risk of failure in the course. The student may also be referred to the retention specialist at the instructor's discretion.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work that he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office or offering the work of another as one's own are examples of cheating or offering the work of another as one's own. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (AI), the student and their work may be questioned, and if proven that AI was used will be considered guilty of plagiarism.

1. Copying material without quotes, in-text citations, and/or referencing
2. Paraphrasing content without in-text citation and/or referencing.
3. Copying ideas, words, answers, exams, or shared work from others when individual work is required.
4. Using another's paper in whole or in part.
5. Allowing another student to use one's work.
6. Claiming someone else's work is one's own
7. Resubmitting one's own coursework when original work is required (self-plagiarism).
8. Falsifying references or bibliographies.
9. Getting help from another person without faculty knowledge or approval.
10. Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others
11. Violations of the honesty policy, including cheating during testing, plagiarizing another's work, and falsifying records will result in dismissal from the program. See Student Handbook.
Smith, L. Conquering plagiarism in nursing education. *Nursing 2016*. 2016; 46(7):17-19.

Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the student to demonstrate professional and academic integrity. Students represent the School of Nursing and are expected to maintain the highest standards.

VERIFICATION OF WORKPLACE COMPETENCIES

External learning experiences (clinical) provide workplace settings in which students apply content and strategies related to program theory and management of the workflow. Successful completion of the designated Semester 3 course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1443 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

ADDITIONAL INFORMATION (*Read Carefully)

Students must arrive in full SPC uniform for skills checkoffs, recording of skills, Reese Simulation clinical sites, and Reese Advanced Simulation. Failure to comply with the SPC Uniform Policy may result in the student being sent home and evaluations)

Students are expected to follow the SPC dress code for classroom attendance. Failure to follow the dress code as stated in the SPC ADNP Handbook may result in the student being counted absent and/or dismissed from class and may result in a zero for any assignments due that day.

SCHEDULE CHANGES

(after late registration and before census date)

To make a schedule change after late registration (January 18) and before the census date (February 7), students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to

one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

DROPPING A CLASS

Dropping a class may be instructor-initiated. If a student is not successful in RNSG 1443 the instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 2461)

WITHDRAWING FROM A CLASS

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

INSTRUCTIONAL POLICIES AND RESPONSIBILITIES

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, or Campus Concealed Carry Statements visit: <https://www.southplainscollege.edu/syllabusstatements/>

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

GENERAL ATTITUDE AND INSUBORDINATION

The conduct of the student reflects upon the individual, agency, school, and the nursing profession as a whole. Students are required to conduct themselves in a professional, mature manner at all times. Students are required to adhere to the policies of the school and institution they are attending. Failure to comply with policies will result in disciplinary action up to and including dismissal from the program.

Students are expected to follow all directions closely and immediately, as given by instructors, preceptors, medical staff, and clinical site management. Failure to communicate, respond to or follow directions from such individuals can result in disciplinary action up to and including dismissal from the program. Any behavior viewed as unprofessional or detrimental to the reputation of the program and/or program faculty, may result in disciplinary action up to and including dismissal from the program. Any concerns about the program or program faculty may be addressed with program faculty or administration through the proper chain of command. Discussion of any such concerns with clinical staff or other faculty not involved in the class will not be tolerated.

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process (See Student Handbook).

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with laptops, iPads, pens, pencils, colored pens or highlighters, and a spiral notebook or paper for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. To foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Associate Degree Nursing Program. Understanding that illnesses and unavoidable problems do arise, the ADN does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult

learner. Attendance is taken for each class and may be taken several times during a class. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence for the day. **Faculty will not do make up classes or repeat lectures for students who miss a class. Students who exceed allowable absences of (2), no longer meet the course criteria per the board of nursing. These students will be withdrawn from the program and receive a grade of “F”, except in the case of COVID. (see handbook)**

When an unavoidable reason for class absence arises, such as a covered illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up the work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

1443 and ADNP-Specific Requirements:

1. The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog.
2. Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to the SPC Student Handbook, **there are no excused absences.** The instructor/course leader has the prerogative of dropping the student from the course for any absences.
3. Students are expected to attend all lecture days. In the event of illness, it is the student’s responsibility to notify his/her instructor and get the lecture materials. The student can miss no more than [2 days] of classroom lectures. A student missing more than [2 days] will be dropped from RNSG 1443. The course leader may initiate the withdrawal of the student for any absences. Reinstatement is handled on an individual basis.
4. Two tardies equal one (1) full absence; if a tardy places a student over the allowable absences (2), the student cannot meet the course objectives and cannot pass the course. (i.e. 2 Absences and 1 tardy)
5. Students who before class is dismissed are counted as absent unless prior arrangements have been made with the lecturing instructor. If this absence puts the student over the allowable absences (2), the student cannot meet the course objectives and cannot pass the course.
6. Cell phones must be OFF during class and should not be accessed unless instructed to do so for a class activity. Students with unauthorized cell phone use will be counted as absent unless prior arrangements have been made with the lecturing instructor. If this absence exceeds the allowable absences (2), the student does not meet the program objectives and cannot pass the course.
7. **ZOOM classes/meetings: Zoom meetings/classes are considered formal class time; therefore, the student must be present, on time, dressed appropriately, and in a stationary location.** (Not working, driving, shopping or engaged in some other activity.) There should be no TV, cell phones, or other distractors during the meeting. The student’s camera must be on for the entire time of the class/meeting. The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion.

Occurrence	Consequence
1st Absence	Will not be able to make up assignments or tests assigned that day.
2nd Absence	As Above.
3rd Absence or 2 Absences + any Tardy	Dismissal from RNSG 1443 and RNSG 2461.
1st Prelim Exam missed	Midterm or Final Grade will substitute for the prelim grade.
2nd and subsequent Prelim missed	Will receive Zero "0" for the grade.
Tardy after 0900 or leaving prior to dismissal	Tardy x 2 will be the same as an Absence
Use of cell phone without instructor approval	Will result in student being counted as absent for the day.
Failure to follow dress code in class	Will result in student being counted as absent for the day.

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing.
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of the positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient, but students need to submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed: The 5-day isolation period, symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if they are still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work, and be tested.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty–chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL–Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer’s expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.