CENTRAL TEXAS COLLEGE
RNSG 1115
HEALTH ASSESSMENT
Semester Hours Credit: 1

INSTRUCTOR(S): _______________________

OFFICE HOURS: ______________________

I. INTRODUCTION

A. Course Description: Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach.

B. Development of skills and techniques required for a comprehensive health assessment within a legal and ethical framework. This is a 10 week hybrid course given in preparation for RNSG 1262 Nursing Clinical I. Students are responsible for checking class calendar for class days. The concepts of communication, caring, community and clinical reasoning will be included throughout the course.

C. This is a required course in the Associate Degree Nursing curriculum.

D. This course is occupationally related and serves as preparation for careers in nursing (Associate Degree Nursing).

E. Prerequisites:
   1. Admission to Central Texas College
   2. Admission to the Department of Nursing
   3. Administrative Approval
   4. BIOL 2401 - A & P I
   5. BIOL 2420 - Micro for Non-Science Majors
   6. ENGL1301 - Composition I
   7. HPRS 2300 - Pharmacology for Health Professions

F. Co-requisites
   1. RNSG 1413 - Foundations for Nursing Practice
   2. RNSG 1262 - Clinical I
   3. BIOL 2402 – A & P II
   4. All first level nursing courses must be completed prior to proceeding on to Second Level nursing courses

G. Secretary’s Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DECs)

   Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DECs that are implemented in RNSG 1115 are also alphanumeric coded as Provider of Patient Center Care (PPCC) Patient Safety Advocate (PSA), Member of Health Care Team (MHCT) and Member of a Profession (MOP).
II. LEARNING OUTCOMES

Upon successful completion of the RNSG 1115 Health Assessment course the student will:

A. Identify the components of a comprehensive health assessment (C 6, 15; F 1) (PPCC: 1A-H; 2A-H)

B. Relate and demonstrate the techniques utilized in a systematic process of health assessment. (C 5, 15, 18; F 1, 11) (PPCC 1A,C,E-H; 2B, D)

C. Identify the aspects of the nursing process which pertain to health assessment (C5, 15; F 5, 12) (MOP: 1A,C-E; PSA: 1D, 2D)

D. Utilize evidence-based practice, clinical reasoning skills and a systematic problem solving process as a framework for synthesizing comprehensive health data from clients across the lifespan, including health history, physical, and psychosocial assessment (C 6, 15; F 1, 12) (MOP: 1A,E; 2A,E)

E. Identify the difference between normal findings and deviations in health assessment (C 7; F 1, 11) (PPCC: 1A-C)

F. Explain the anatomic and behavioral differences across the lifespan (C 5, 14, 15; F 1, 11) (PPCC: 1D,F)

H. Utilize correct terminology in documenting assessment findings (C 7, F 2) (MOP: 1A,C)

I. Perform a systematic physical and psychosocial assessment of a client (C 1, 7, 19; F 5, 6, 10, 15) (PPCC: 1A,B,C,E,F)

J. Acknowledge and demonstrate quality and safety as it relates to all practices of patient care (C 1-12, 14-20, F-1&2, 4-17) (PSA: 1D, 2D; MOP: 1D; 2B)

K. Apply therapeutic communication techniques to maintain effective professional relationships (C 7, 14, 15; F 5, 12, 15) (MHCT: 1A,D,E; 2E; 3D)

L. Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (C9, 11, 14, 15; F15, 16, 17) (MOP 1C; PPCC 2B, E; MHCT 1D)

III. INSTRUCTIONAL MATERIALS

A. Instructional Materials:

1. The instructional materials identified for this course are viewable through http://www.ctcd.edu/books
2. Non-scientific calculator
3. Bic #2 Mechanical Pencil Certified* by Scantron®
4. Course materials can be found at https://ctc.blackboard.com/webapps/login/
5. Access to Evolve web page at http://evolve.elsevier.com
B. **Computer Accessibility**: Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree Nursing courses (RNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG or HPRS courses have access to a computer with **minimum technical requirements**, have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plug-ins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.

C. **Supplemental Reading**: The student is encouraged to use initiative in reading current journals and other periodicals.

D. **Supplementary Materials**: Various electronic media systems, computer software, videotapes, web sites, experiential group exercises, and simulated situations as suggested by the faculty to enhance clinical practice in nursing are utilized.

E. **References**: Current professional nursing journal article readings are used to supplement dated textbook information.

F. **Library Resources**: It is expected that all students will have a working knowledge of the Oveta Culp Hobby Memorial Library and off-site access to library resources.

G. Current practice guidelines set forth by Occupational Safety & Health Administration (**OSHA**) and the National Institute for Occupational Safety and Health (**NIOSH**) related to safe patient handling and ergonomics will be implemented.

H. Six areas of core competencies, as delineated by the Quality and Safety Education for Nurses (**QSEN**) project will be taught and evaluated in relation to the course objectives and content for RNSG 1115. The QSEN project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (**KSAs**) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The six core competencies are Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practices, Quality Improvement, Safety, and Informatics.

IV. COURSE REQUIREMENTS

A. **Reading Assignment**: In preparation for all classes it is expected that the student first read the lecture objectives and then the assigned required reading. It is essential the student have a working knowledge base of anatomy and physiology and growth and development. The objectives are located in the RNSG 1115 weekly lesson plans on blackboard. Assigned homework and announced/unannounced quizzes from the
assigned readings will or may be required for the class participation grade. The reading assignments are listed in your online daily plan calendar. The student is expected to view any required videos, and complete any required computer assisted instructions prior to the date the unit of study is covered.

B. **Projects, Oral Reports, Case Studies, Book Reports, Research Papers:**

**Submitting Written Assignments:** All assignments are to be completed *independently unless instructed otherwise* and written work *must* be submitted at the designated time via Blackboard. Late assignments *will* receive a grade of “0” points. These completed assignments are preparation for RNSG 1262 Nursing Clinical 1.

**Written Assignments:** Course requirements include two written assignments. A complete Health History Assignment and a complete Physical Assessment Assignment submitted via Blackboard due on the designated date.

**Course Project:** Perform a graded comprehensive physical assessment of a client. A final comprehensive head-to-toe physical assessment must be performed according to criteria provided via BlackBoard on line. The assessment will be an exam grade and will be graded by a nursing instructor and may be videotaped for grading at the discretion of the instructor.

**HESI Testing:** Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated RNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date. Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

An Evolve Reach Specialty Exam will be scheduled in Semesters 1, 2, and 3 during these courses: RNSG 1413 (Foundations Exam), RNSG 1229 (Foundations Exam), RNSG 1331 (Health Assessment Exam), RNSG 1347 (Pharmacology Exam), and RNSG 2213 (Mental Health Exam). These exams will count toward the course participation grade.

If the composite score of the Evolve Reach Specialty Exam is less than the HESI National Average Score, a required counseling session with the course faculty will be held.

Statistical data generated according to student responses will be available through the Evolve site [https://evolve.elsevier.com/staticPages/s_index.html](https://evolve.elsevier.com/staticPages/s_index.html) for each student for the purpose of self-directed remediation in identified areas that do not meet the HESI National Average Score.

**HESI Testing in Semester 4:** The RN Exit Exam will be administered and completed on the scheduled dates during RNSG 2331 with two attempts as a requirement for completion. The RN Exit exams provide a conversion score, which is a weighted percentage score. The two HESI RN Exit Exam conversion scores
will be averaged together and will be designated as the student’s final exam grade in the course, RNSG 2331.

The two (2) HESI RN Exit Exams are mandatory for all fourth semester students. Mandatory self-remediation is required PRIOR to taking the second scheduled HESI RN Exit Exam. A score of 950 or higher requires 5 hours of remediation. A score less than 950 requires 10 hours of remediation. A counseling session must be held with a faculty facilitator and remediation must be documented. Counseling and remediation are mandatory. Failure to take both exit exams and/or complete required remediation will result in course incomplete (IP). The final grade will not be configured until meeting the above requirements.

Any student repeating a course will be required to re-take the HESI exam associated with that course even if the student passed the HESI exam the first time.

Students with documented disabilities may request accommodations for these standardized exams. The student must contact the faculty at the start of each semester to activate and adopt approved accommodations.

C. Class Performance:
   1. Attendance Policy: RNSG 1115 adheres to the departmental attendance policy published in the Department of Nursing Student Handbook and refer to the college catalog “Attendance Policy”. Classroom absence may negatively impact the student’s performance on examinations and will negatively impact the class participation grade (see VI. Semester Grade Computations).
      a. Classroom: If absences occur from the classroom, it is the student’s responsibility to obtain missed work from his/her peers.
      b. Attendance at Examinations: Written/computer examinations will be given on dates noted on the daily plan. (See V. Examinations for policy)
   2. The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.
   3. You may not audiotape a lecture without the faculty’s/presenter’s permission. No taping of copyrighted material will be allowed.
   4. Beepers and cellular phones must be turned off in the classroom, lab, and clinical areas. Failure to comply will result in “0” participation points for the class day.

D. Class Participation: Students are expected to attend class prepared, to contribute to class discussion, and to participate in all class activities. The participation grade for theory courses will include positive contributions to class, meeting activity objectives, and demonstrating civility. Failure to participate will result in grade points deduction. (See VI. Semester Grade Computation)

E. Other requirements:
   1. Following an illness or other medical or mental health-related event, during the duration of clinical internship, the student may be required to obtain a ‘Student Nurse Medical Release Return to Class/Clinical Form from their health care provider prior to returning to the classroom/lab/clinical
agency/site. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any. The form must be faxed or mailed from the health care provider’s office or submitted in a sealed envelope. Please see the Department of Nursing Office or Blackboard for the official form.

2. The student scoring <75% on any exam must make an appointment with the course faculty for exam review and counseling within one (1) week after completing the exam.

3. A student in academic jeopardy will be required to make an appointment with the Department of Nursing Assistant Chair/Retention Counselor for further assistance, counseling, and recommendations for academic success.

F. Progression: A student must successfully complete RNSG 1115 and the identified co-requisite courses in order to progress to the second semester.

If failure or withdrawal for any reason occurs from any of the co-requisite nursing courses, withdrawal from the corresponding clinical (RNSG 1262) is required.

If a student has a previous RNSG course failure, the student will be allowed to register for only one RNSG course during each summer session. Exceptions to this policy will be made on an individual basis by the Admission & Standards Committee recommendations.

If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. This applies to the following nursing courses: RNSG 1105, 1115, 1251, 1262, 1301, 1331, 1347, 1363, 1413, 2201, 2213, 2221, 1331, 2362, and 2363. Failure of any two RNSG courses will result in ineligibility for readmission.

G. Scholastic Honesty: The following statement is published in the Central Texas College Catalog and all RNSG 1115 students are expected to abide by this policy.

“All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following are considered examples of scholastic dishonesty:

1. Plagiarism - the taking of passages from the writing of others without giving proper credit to the sources.
2. Collusion - using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating - giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.” RNSG 1115 students are expected to abide by this policy.

H. Office Hours: Each faculty member keeps office hours for the purpose of conferring with students. Students are encouraged to make appointments with the
faculty to discuss their needs and/or problems related to RNSG 1115. Please use the phone at the reception desk to call the faculty member’s office before your appointment. Instructor office hours are posted on Blackboard.

V. EXAMINATIONS

A. Examination dates are identified on the Course Calendar/Daily Plan, which is posted on Blackboard.

1. Exams consist but not exclusive of:
   a. Multiple choice questions.
   b. Alternate-format questions such as multiple response, true/false, fill in the blank, and prioritizing.

2. The student will be allowed (as close to) 1.5 minutes per test item as is possible, given the class schedule time. The posted CTC schedule allows two hours for a final exam.

3. All electronic devices, to include cell phones and smart watches, must be turned off and put away (in a back pack or purse, etc. and placed at the front of the room) during exams. They cannot be on the desk or accessible while taking an exam.

4. Testing Policy: Answers to all questions must be entered on the scantron/computer by the student, with the exception of calculation problems and alternate format. Once the student has submitted the scantron for written grading no changes/additions can be made to the form with the exception of the instructor marking it after grading of calculation problems and alternate format questions. Students will not have further access to the scantron/computer exam once it has been submitted. The ParScore™ scantron form is the only acceptable form for written exam grading. Students must check it carefully before submitting it.

5. An exam review will be provided following each written exam, including the final exam. The date, time and place will be announced prior to the exam. Attendance is voluntary.

6. Challenges to test questions must be made during the test review. To challenge a question during the test review, you must write the question number and your rationale for your choice on the back of the exam. These comments will be reviewed by the course faculty and their decision will be final.

7. Written/computer examinations will be given on dates noted on the daily plan. If a student cannot attend an examination, the course coordinator/professor must be notified at their office number before the examination is given. It is your responsibility and a requirement to notify the professor in advance of any absence to retain the privilege of sitting for a make-up exam without grade penalty. Make-up examinations may include a variety of formats to include essay and/or alternate format questions. Students requiring a make-up exam will report to the Department
of Nursing at 9:00 a.m. on the Friday following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded. RNSG 1115 follows the testing policy published in the Department of Nursing Student Handbook.

8. A student scoring 75% or less on any exam must make an appointment with the course faculty for exam review and counseling. (Appointments are optional for scores >75%). According to Department policy, individual appointments with the course faculty must be made within one week of the test date for individual review of the exam. The exam may be reviewed with the faculty at a later date but the appointment must be made within the one week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged.

9. The “Course & Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, challenge policy, and counseling. Please refer to last page of this syllabus.

B. Examination grades alone will not ensure successful completion of the course.

VI. SEMESTER GRADE COMPUTATIONS

A. The course grade is determined by written/computer examinations, and participation points. Any participation points earned will be added at the end of the semester after completion of all exams and only if the student has a cumulative average of at least 75% (270 points). Students who do not have a cumulative average of at least 75% (270 points) after completion of all exams will fail RNSG 1115.

Students are required to have a cumulative exam score of 75% (270 points) AND a total of at least 300 points in the course in order to be successful. It is possible that a student could achieve a cumulative exam score of 75% (270 points) and still be unsuccessful if the student does not earn enough participation points to bring total points up to 300. Students who do not have a total of at least 300 points at the end of the semester will fail RNSG 1115.

B. The requirements for determining course exam grades are:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>65</td>
</tr>
<tr>
<td>Exam II</td>
<td>65</td>
</tr>
<tr>
<td>Exam III</td>
<td>65</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Comprehensive Head to Toe Final</td>
<td>65</td>
</tr>
</tbody>
</table>

TOTAL: 360 points

The obtainable 40 points for participation are allocated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health History</td>
<td>15</td>
</tr>
<tr>
<td>Physical Assessment</td>
<td>15</td>
</tr>
<tr>
<td>Chapter Test</td>
<td>10</td>
</tr>
</tbody>
</table>

TOTAL: 40 points
The Chapter Test will be worth a total of 10 points, they are **due upon arrival in class**. There are ten days that Chapter Test are due, see course calendar on blackboard for dates. Each day is worth 1 point x 10 days equals 10 participation points. If a student is tardy or absent a participation point will not be earned for that day.

**Final Course Grade:** The student receiving 75% or greater on completion of the semester exams & quizzes will have the accrued participation points added to the exam points and their course grade will be reflected on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>360-400 points</td>
<td>90-100% of credit</td>
</tr>
<tr>
<td>B</td>
<td>320-359.99 points</td>
<td>80-89.9% of credit</td>
</tr>
<tr>
<td>C</td>
<td>300-319.99 points</td>
<td>75-79.9% of credit</td>
</tr>
<tr>
<td>D</td>
<td>240-299.99 points</td>
<td>60-74.9% of credit</td>
</tr>
<tr>
<td>F</td>
<td>239.9 points or less</td>
<td>59.9-0% of credit</td>
</tr>
</tbody>
</table>

C. There is no rounding off of the final theory average. The student must earn \( \geq 300 \) points to pass RNSG 1115.

The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR**

A. **Course Withdrawal:** (Consistent with CTC policy)

B. **Administrative Initiated Withdrawals:** (Consistent with CTC policy)

C. **Incomplete Grade:** (Consistent with CTC policy).

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom, laboratory or clinical area.

E. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Support Services:** The College offers a variety of support services to students. Refer to the CTC website: [http://www.ctcd.edu/students/current-ctc-students/academic-support/](http://www.ctcd.edu/students/current-ctc-students/academic-support/) and [http://www.ctcd.edu/academics/catalog/catalog-texas/student-services/](http://www.ctcd.edu/academics/catalog/catalog-texas/student-services/).
Inclement Weather: Information about class cancellation or delay because of inclement weather can be obtained by listening to KNCT-FM (91.3 on the FM dial) or by calling (254) 501-3100 (Central Texas College Inclement Weather Information Line).

End-of-Course Evaluation: The student will be given the opportunity to evaluate the course and the professor(s) at the end of the semester.

Skills Practice: Time is provided in RNSG 1115 for the practice of new assessment skills. It is the responsibility of the student to make optimal use of this time. It is also expected that the student will practice assessment skills outside of class/lab time as a part of their course study in preparation for the final health assessment check-off.

Statement on Harassment and Discrimination: (Consistent with CTC Policy)

VIII. COURSE OUTLINE

A. Lessons are grouped by units
   Unit I: (Chapters 1, 2, 3, 10, 21, 22,23,24)
   Chapter 1- Importance of Health Assessment
   Chapter 2- Interviewing Patients to Obtain a Health History
   Chapter 3- Techniques and Equipment for Physical Assessment
   Chapter 10- Head, Eyes, Ears, Nose, Throat

   Unit II: (Chapters 9, 12, 16, 17, 21, 22,23,24)
   Chapter 9- Skin, Hair, Nails
   Chapter 12- Heart & Peripheral Vascular System
   Chapter 16- Breasts & Axillae
   Chapter 17- Male Reproductive System and Perineum

   Unit III: (Chapters 11, 13, 14, 21, 22,23,24)
   Chapter 11- Lungs & Respiratory System
   Chapter 13- Abdomen & Gastrointestinal System
   Chapter 14- Musculoskeletal System

   Unit IV: (Chapters 15, 21, 22,23,24)
   Chapter 15- Neurologic System

   Incorporated throughout each unit
   Chapter 21- Assessment of the Older Adult
   Chapter 22- Conducting a Head-to-Toe Examination
   Chapter 23- Documenting the Comprehensive Health Assessment
   Chapter 24- Adapting Health Assessment to the Hospitalized Patient

B. Learning Outcomes: Upon successful completion of these lessons, the student will:
   1. Describe the components of a comprehensive health assessment and needs assessment. (C 6, 15; F 1)
   2. Demonstrate the techniques utilized in a systematic process of health assessment. (C 5, 15, 18; F 1, 11)
3. Describe the aspects of the nursing process which pertain to health assessment. (C 5, 15; F 5, 12)

4. Utilize clinical reasoning to collect and synthesize comprehensive health data from clients across the lifespan, including health history, physical, and psychosocial assessment. (C 6, 15; F 1, 12)

5. Differentiate between normal findings and deviations in health assessment. (C 7; F 1, 11)

6. Describe anatomic and behavioral differences across the lifespan. (C 5, 14, 15; F 1, 11)

7. Document assessment findings using correct terminology. (C 7, F 2)

8. Perform a systematic physical and psychosocial assessment of a client. (C 1, 7, 19; F 5, 6, 10, 15)

9. Describe the use of therapeutic communication techniques to maintain effective helping relationships. (C 7, 14, 15; F 5, 12, 15)

10. Describe caring, ethical, and legal issues in providing a health assessment of a client. (11, 14; F 5, 15, 16, 17)

11. Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (C9, 11, 14, 15; F15, 16, 17)

C. Equipment and Materials: As identified for each lesson.

D. Audio-Visual Aids: As identified for each lesson.

E. Lesson Outline: The lesson outline is identified on the Daily Plan.

IX. TEACHING LEARNING ACTIVITIES

A. Daily Plan: The Daily Plan for RNSG 1115 details required reading for each of the units of study. The student is to use this syllabus in conjunction with the daily plan to prepare for class. (C 1, 3)

B. Course Calendar: The Course Calendar for RNSG 1115 includes assigned readings, objectives, and learning activities for each of the units of study. The student is to use this Course Calendar in conjunction with the daily plan to prepare for class. (C 1, 3)

C. Supplemental Learning Activities: Students are highly advised to utilize the supplemental learning aids that accompany the required text in preparation for each lesson. Student resources are available at http://evolve.elsevier.com/. All of these resources are excellent learning aids and are highly recommended by the instructors of this course.

D. Auto-Tutorial: For some units of study, audio-visual materials and computer-assisted instruction are assigned. Videos will be viewed in class. Computer-assisted programs may be viewed in the learning laboratory. The student will be tested over material from videos or required computer-assisted programs. (C 8, 18)
E. **Self-Directed Study:** Each student enters the program with varied backgrounds, educational preparations and rate of learning; therefore, to enhance the teaching-learning process, the student is expected to develop an attitude of self-direction in acquiring knowledge. As part of the self-directed study the student is encouraged to complete Learning Outcomes at the beginning of each assigned chapter. This course is fast paced, with new material covered at each class meeting. Class time is designed to supplement and clarify assigned learning activities. Please set up an appointment time with the appropriate professor, if further assistance is needed. (F 11, 13, 16)

F. **Class Presentation:** A variety of teaching methods (lecture, discussion, demonstration, guest lectures, small group activities, computer-assisted instruction, and audio visuals) will be utilized to present material on assigned units of study. Class presentations are intended to supplement assigned learning aids. It is the student’s responsibility to be familiar with assigned material before attending class. (F 13)
CENTRAL TEXAS COLLEGE
Associate Degree Nursing Program
Dosage Calculation for Administration (DCFA) Rounding Rules

These rules are standard rules of rounding that apply across the curriculum unless otherwise specified on an exam. All answers must be correctly labeled or they are wrong.

1. Never round off until the final answer.
2. When rounding, the general rule is: 5 and above round up; 4 and below round down. However, never round up when figuring problems for pediatrics/infants. Refer to the required dosage calculation text for specific examples.
3. Milligrams/dose- round to the tenths place. (Exception: see rule #9)
4. Milliliters/dose- round to the tenths place unless the amount is less than 1 ml, then round to the hundredths place.
5. Milliliters or ounces/feed- round to the tenths place.
6. Milliliters/hour- round to the tenths place.
7. Drops (gtts)/minute- round to the whole number.
8. Insulin should be given as ordered. DO NOT round off.
9. Digoxin and heparin should be rounded to the thousandths place (mg/dose only).
10. Amounts less than 1 should be preceded by a 0 and a decimal point. Refer to the required dosage calculation text for specific examples.
11. No “trailing” zeros. Ex: 5 mL, not 5.0 mL; 0.4 mL, not 0.40 mL.
12. Micro-drip tubing has a drop factor of 60gtt/mL. Macro-drip tubing has a drop factor of 10, 15, or 20gtts/mL.
13. To convert pounds and ounces to pounds, divide the ounces by 16. For example: weight = 7 lb., 10 oz.; 10/16 = 0.625; so weight is 7.625 lb.
14. Conversions you must know:

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pound (lb.) = 16 ounces (oz.)</td>
<td>1 kilogram (kg) = 2.2 pounds (lb.)</td>
</tr>
<tr>
<td>1 kilogram (kg) = 1000 grams (g)</td>
<td>1 gram (g) = 1,000,000 micrograms (mcg)</td>
</tr>
<tr>
<td>1 gram (g) = 1000 milligrams (mg)</td>
<td>1 milligram (mg) = 1000 micrograms (mcg)</td>
</tr>
<tr>
<td>1 unit (U) = 1000 milliunits (mU)</td>
<td>1 liter (L) = 1000 milliliters (mL)</td>
</tr>
<tr>
<td>1 ounce (oz.) = 30 milliliters (mL)</td>
<td>1 teaspoon (tsp) = 5 milliliters (mL)</td>
</tr>
<tr>
<td>1 tablespoon (Tbsp.) = 15 milliliters (mL)</td>
<td>1 oz. of breast milk = 20 kilocalories (kcal)</td>
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<tr>
<td>1 oz. of baby formula = 20 kcal unless otherwise specified in problem</td>
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COURSE & TESTING POLICY

1. Department of Nursing “Dosage Calculation for Administration (DCFA) Rounding Rules” must be followed.

2. Examinations 1, 2, 3, and Comprehensive Head to Toe Final 4 will consist of 65 questions, each question worth 1 point, and each exam weighted at 16.25%. The Lecture Final examination will consist of 80 questions, each question worth 1.25 point and weighted at 25% of the final grade.

3. The course grade is determined by written/ computer examinations, quizzes, and participation points. Any participation points earned will be added at the end of the semester after completion of all exams & case studies and only if the student has a cumulative average of at least 75% (270 raw points). Students who do not have a cumulative average of at least 75% (270 raw points) after completion of all exams will fail RNSG 1115. There is no rounding off of the final theory average. In order to pass RNSG 1115, the student must achieve 300 total points out of the available 400 points.

4. Written/ computer examinations will be given on dates noted on the daily plan. If a student cannot attend an examination, the course coordinator/professor must be notified before the examination is given. It is the student’s responsibility to arrange to make up assignments missed during the absence. Students are required to notify the professor in advance of any absence to retain the privilege of submitting make-up work without grade penalty. Make-up examinations may include a variety of formats to include essay and/or alternate format questions. Students requiring a make-up exam will report to the Department of Nursing at 9 am on the Friday following the missed exam. If the rescheduled opportunity is missed that will be no other opportunities afforded. RNSG 1115 follows the testing policy published in the Department of Nursing Student Handbook.

5. The Par Score scantron form is the only acceptable form for written exam grading. Students must check it carefully before submitting it and will not have further access to the scantron once submitted. Due to the CTC class schedule there will be the maximum time limit for the completion of Exams. A maximum of two hours will be allotted to complete the final exam.

6. Challenges to test questions must be made during the distribution of test scores/review. To challenge a question during the distribution of test scores, you must write the question number and your rationale for your choice on the back of your test. These comments will be reviewed by the course faculty and their decision will be final.

7. A student scoring 75% or less on any exam must make an appointment with the course faculty for exam review and counseling. (Appointments are optional for scores >75%). According to Department policy, individual appointments with the course faculty must be made within one week of the test date for individual review of the exam. The exam may be reviewed with the faculty at a later date but the appointment must be made within the one week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged.

8. The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

I fully understand the HESI testing program policy as outlined in the RNSG 1115 syllabus. My signature acknowledges receipt of, and understanding of, the RNSG 1115 Course & Testing policy and receipt of the RNSG 1115 Syllabus (posted on Blackboard).